



UNIVERSITY OF MANITOBA

Teaching and Learning Enhancement Fund (TLEF)

Call for Proposals

Awards in the range of \$5,000 to \$15,000

Submission Deadline: February 1, 2017

The University of Manitoba's Teaching and Learning Enhancement Fund has been created to fund projects that enhance teaching and enrich the learning experience of our students.

Guidelines

Eligibility: All full-time faculty members with professorial, instructor or academic librarian rank, as well as GFTs, are eligible to apply to the TLEF for support. (Those who are in limited term or sessional positions are not eligible to apply). Proposals must be endorsed by the department head, dean and/or director of the academic unit(s) involved.

Complete the application form by the deadline for submission to the Office of the Vice-Provost (Academic Affairs). Proposals submitted after the deadline will not be considered.

Decision Process: Proposals will be vetted and ranked by a committee led by the Vice-Provost (Academic Affairs). Members of the committee will normally include three faculty members; one department head, one Associate Dean (Undergraduate); the Director of the Centre for the Advancement of Teaching and Learning (CATL); and the Vice-Provost (Academic Affairs), chair of the committee.

Ordinarily, funds will be available for development or operating expenses related to the proposal (including equipment in some cases), but not for capital expenditures (renovations or additions to the physical plant) related to the proposal.

Grant Proposals will be vetted on the criteria below:

The proposals recommended for funding will significantly contribute to the enhancement of teaching and learning.

1. The projects will result in sustainable benefits to faculty, instructors, staff, and /or students.
2. Outcome-based criteria will be used to evaluate the project's success.
3. The proposed budget is reasonable and in line with the objectives of the project; and
4. Students have been/will be involved in development and/or implementation of the proposal.

Essential Elements for Approval

1. Proposal targets enhancement of teaching and learning that benefits a significant number of students directly (e.g., enhancement of curriculum, services, and resources) and/or

indirectly (e.g., training of faculty and staff in new learning technologies). Proposals advancing the scholarship of teaching and learning are also welcome.

2. Proposal provides clear rationale and objectives consistent with TLEF mandate. It clearly explains methodology.
3. Expected outcomes are well defined.
4. Proposal explains how the project benefits will continue beyond the grant period (including an indication of the source of future ongoing funding should such be required).
5. Proposal outlines an evaluation process, which will be used to ascertain how well objectives have been met.
6. Student involvement in preparing, reviewing and/or implementing the proposal is explained. (Please note that students hired to implement a TLEF project may not occupy positions that significantly include duties normally performed by members of bargaining units at U of M, unless the relevant collective agreement permits this. Please contact your unit's Human Resources Consultant to review duties your proposal will require, to ensure that the University continues to comply with its contractual obligations to the unions.)
7. Budget is appropriate and justified, with an explanation of associated costs.
8. For continued projects only, proposal contains detailed progress report.

Important Considerations

1. Potential for sustainable benefit to students.
2. Potential for sustainable enhancements of teaching.
3. Integration of proposed project with other current or planned initiatives in the Department, Faculty, or broader learning community.
4. Additional sources of funding.
5. Consideration of related initiatives at U of M or at other institutions.
6. Evidence of community participation and/or consultation process, where appropriate.
7. Opportunity for students to participate in learner-centred environments in a variety of roles (e.g., tutors, mentors, facilitators, technicians).
8. Projects promoting innovations in teaching; projects promoting and strengthening student diversity on campus; projects promoting participation of non-traditional and/or indigenous students in planning and implementation.

Guidelines for Approval and Allocations

1. Proposals are invited for projects ranging from \$5,000 to a maximum of \$15,000.
2. Faculties/Schools may rank proposals if they wish. The committee will take the rankings into account as one factor in determining allocations.
3. Wherever possible, proposals should take advantage of existing U of M resources, such as software licenses. Where an applicant wishes to make a case for developing new or additional resources not already available, the proposal should provide evidence that the relevant departments (e.g., IST or CATL) have been consulted about feasibility and usefulness of the new resource.
4. When matching or additional sources of funding are available, the budget should show specifically what the matching funds cover, versus what the TLEF is being asked to cover.
5. This is not an equipment fund. However, if the substance of the project merits equipment then that component may be considered for funding, if it is demonstrated that such equipment is unavailable on campus and instrumental to the project.
6. Faculty-release time is not normally funded by the TLEF.
7. If a project budget includes salary costs, any applicable benefits must be factored into the salary expense. There is no extra provision for benefit expenses within the TLEF or centrally.
8. It is normally not permissible for a TLEF applicant or co-applicant to be hired for a position that receives salary from the project budget.

9. If a TLEF proposal has a potential to raise privacy or security issues (for example, the storage of electronic information outside of Canada), applicants are asked to consult U of M's Access and Privacy Office prior to applying to the TLEF.

TLEF Regulatory Policies

1. Successful applicants are required to comply with the TLEF reporting requirements outlined in the congratulatory letter and posted on the website. Specifically: A final report is required within a month after the project completion date as indicated in the proposal. Please see the report template TLEF Final Report. All sections of the template must be completed.
2. Significant spending adjustments to budget categories must have prior approval from the Office of the Vice-Provost (Academic Affairs).
3. Transfers of funds **to or from** a TLEF project to other budget accounts are not permitted.
4. Any unused funds remaining in TLEF accounts at the time of account closure will be returned to the TLEF fund.
5. TLEF funding may **not** be used for Professional Development activities unless the committee has deemed that the project's success depends on the fund being used for this specific purpose (e.g., conference attendance by participating faculty and students), and has specifically approved this part of the budget request.
6. Faculties and Schools must submit **all** applications they receive to the Office of the Vice-Provost (Academic Affairs).
7. Any purchases or procurement of services must be made in accordance with the relevant U of M policies.
8. Projects approved for funding shall meet with the Director of CATL to discuss the timeline and methodology. Once the project has been completed, the director of the project will be asked to share the results at a CATL symposium.

KEY POINTS TO REMEMBER

- Projects that reflect innovative approaches to teaching and learning are favoured.
- Student involvement is key.
- The outcomes of the project must be clearly articulated with a description of how the project will be evaluated at the end.
- Applications need to be written so that someone who is not in your discipline understands the project details.
- Applications need to include a literature review with teaching references or references to university reports (where applicable) to help contextualize the project.
- Any community involvement should be highlighted.
- The TLEF is not meant to subsidize ongoing courses.
- The budget should always be justified.
- Any requests for budget for travel should primarily be for disseminating the results of the project.
- Ethical implications of projects must be addressed (i.e., the need for research ethics, any privacy issues, etc.)

Visit the Provost and Vice-President (Academic) website for up to date information and a list of previous grants awarded: http://umanitoba.ca/admin/vp_academic/index.html

Revised October 28, 2016