



**Scholarship of Teaching and Learning Program  
Major Projects - Application Form 2022**

**PART A: TO BE COMPLETED BY APPLICANT**

INSTRUCTIONS:

1. Applicants should read the Scholarship of Teaching and Learning Program [guidelines](#). Applications must be prepared with these guidelines in mind, particularly with respect to established criteria and purpose of the fund.
2. All **full-time tenure track/tenured faculty and probationary/continuing instructors and librarians** are invited to apply.
3. Three projects will be approved to a maximum of \$25,000 per project.
4. Completed applications are to be submitted to the Dean/Director/University Librarian for signature.

PROJECT LEAD/S (Include rank, department, faculty/college/school/library and contact information)

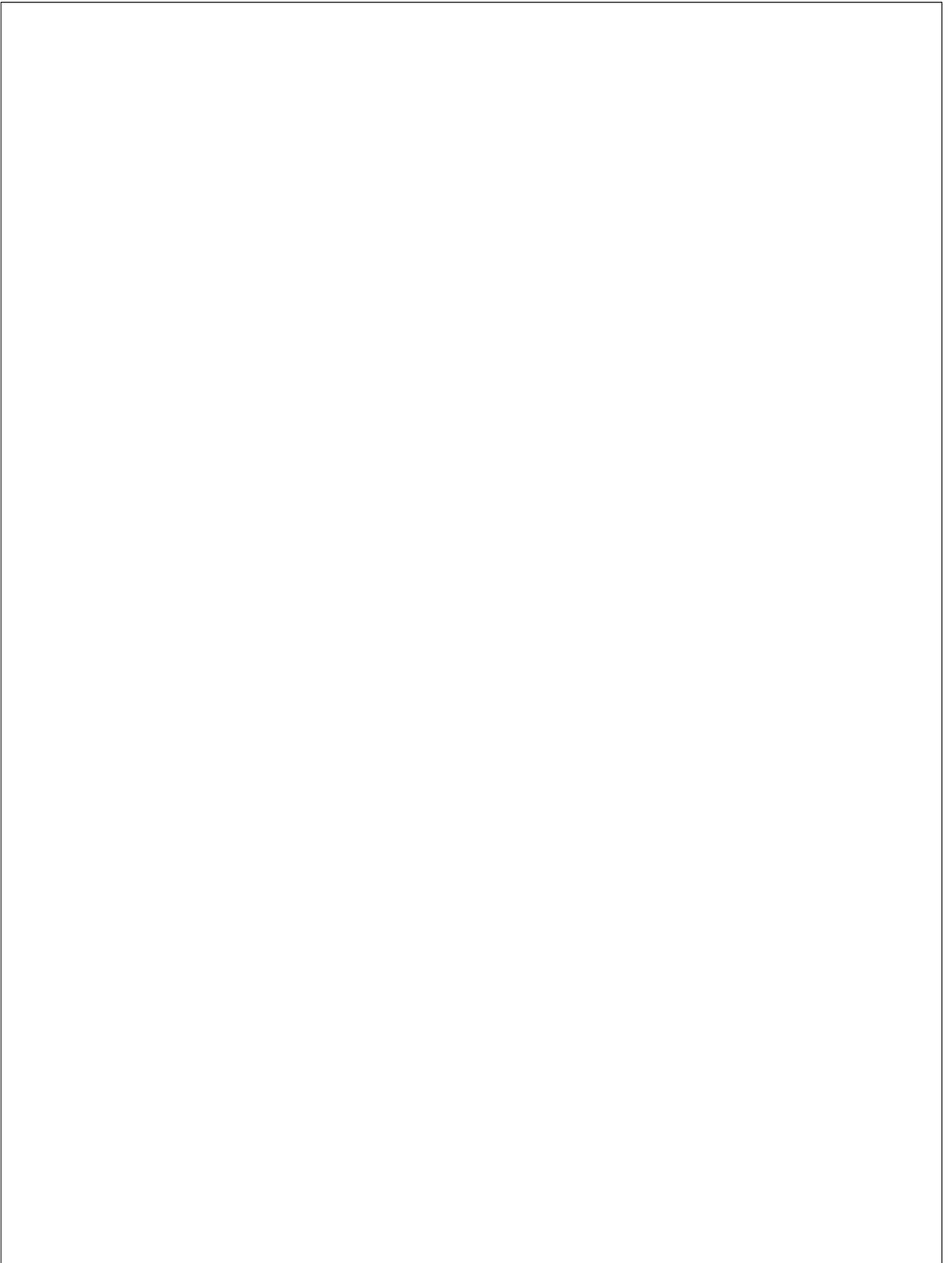
PROJECT TITLE (Please provide a descriptive title)

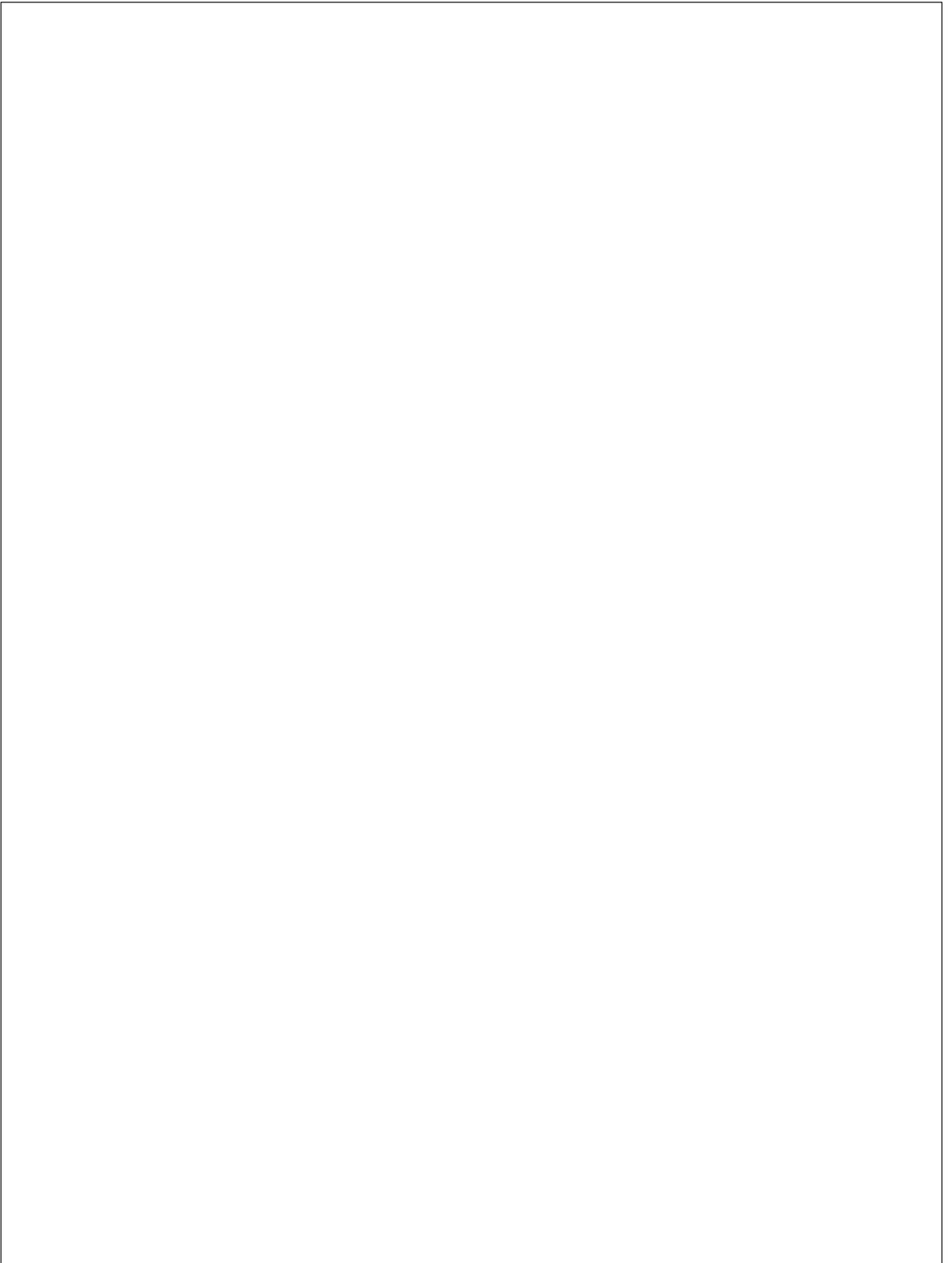
PROPOSAL:

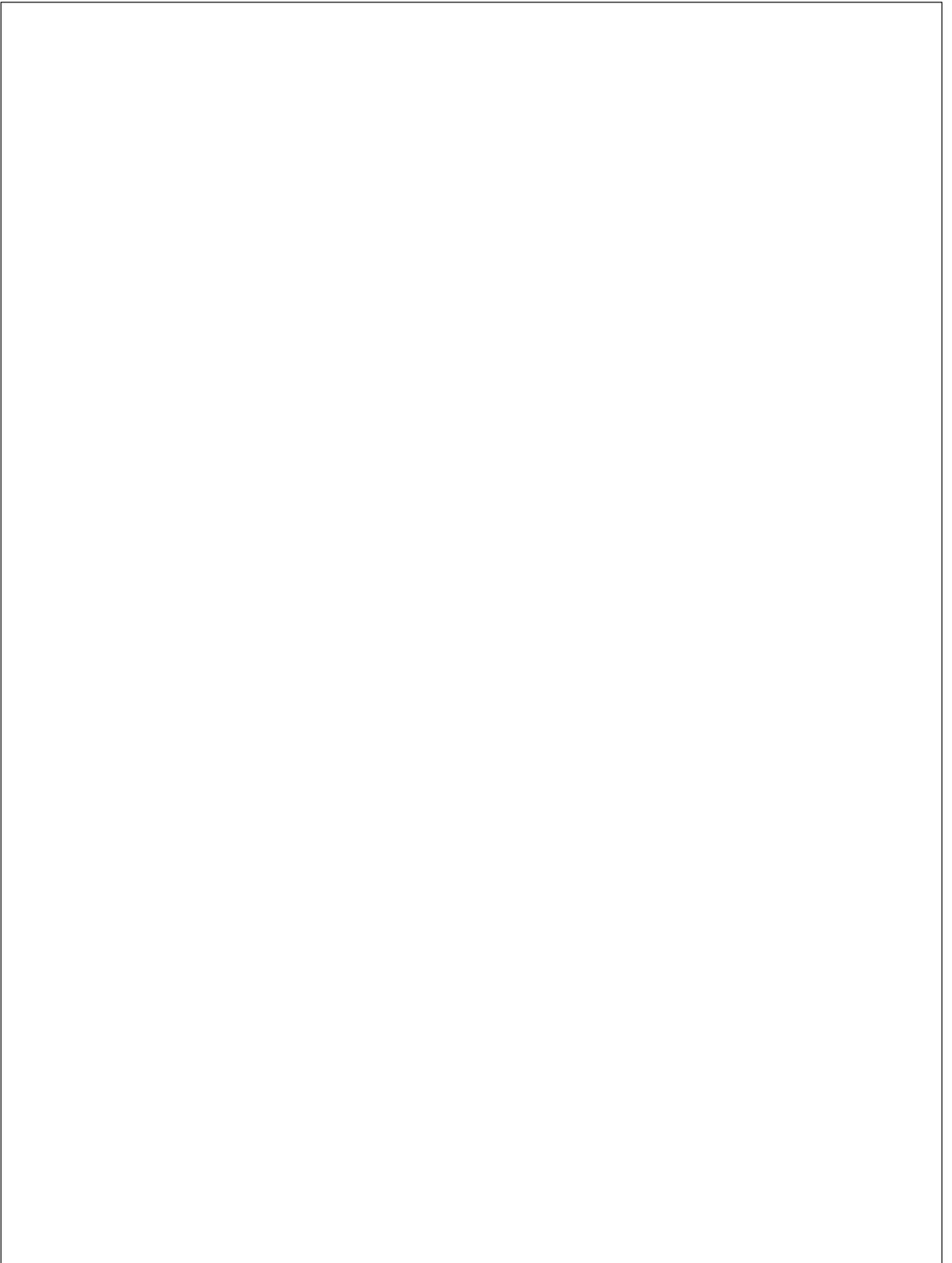
**Abstract** - not to exceed 250 words - summary of the project; explanation of why outcomes are valuable to the unit and university; highlight the methods for achieving the outcomes.

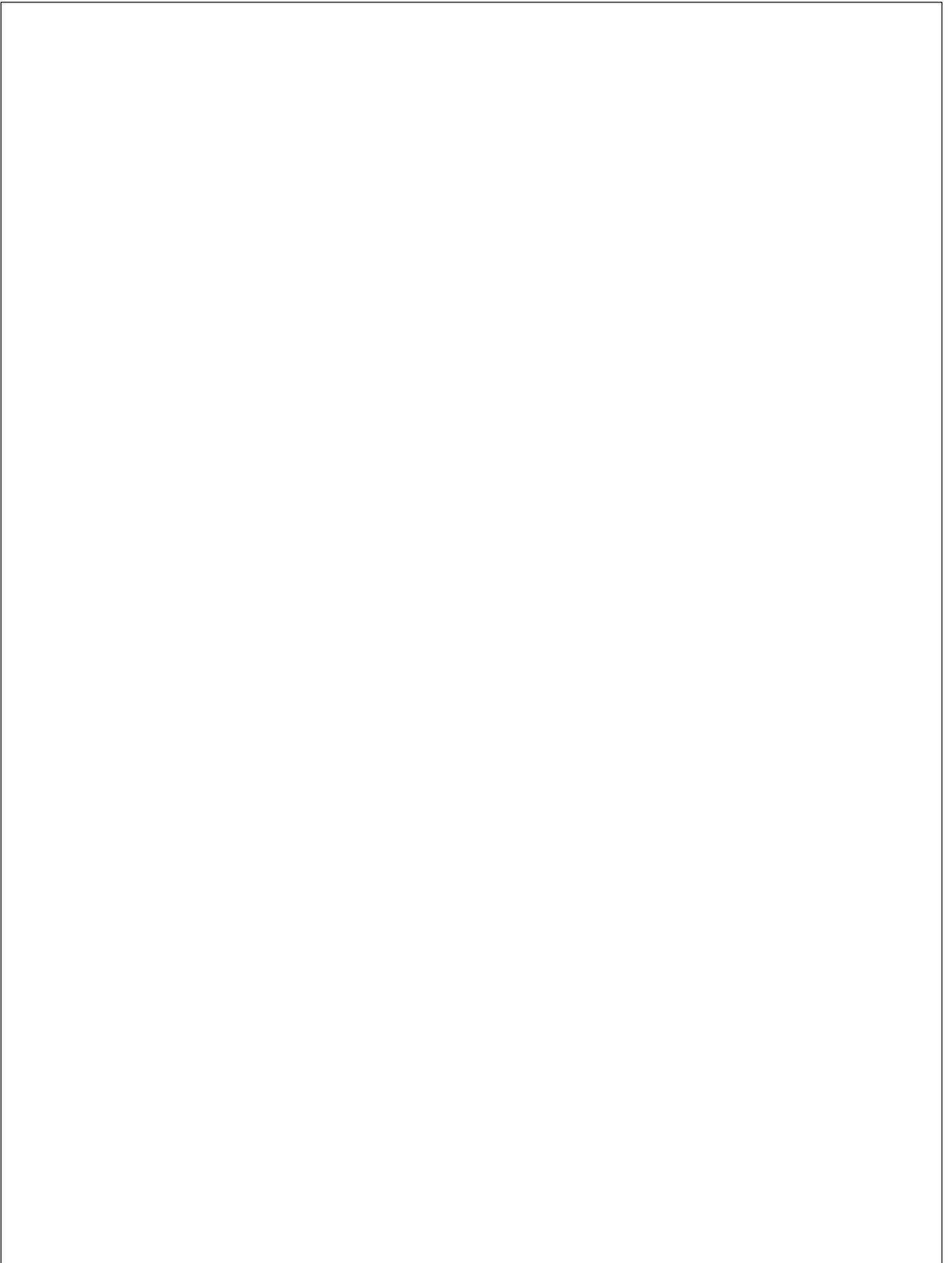
**Project Narrative** – not to exceed 2500 words (excluding references); must address each of the following:

- a. **Specific Aims** - overall purpose, specific objectives, specific research questions to be answered, rationale for why it should be funded (relation of the project to unit mission and priorities; include any planning or pilot work; impact on undergraduate or graduate teaching and learning)
- b. **Literature Review** - a brief review to illustrate that the project is grounded in research; demonstrate knowledge of the issues; provide a conceptual framework; need and/or novelty of the project.
- c. **Methods** - explain overall project plan and all activities; explain rationale for the methodology and how it supports the project. Include any potential limitations and how these may be mitigated.
- d. **Evaluation** - describe how success will be assessed; detail what will be measured and how; why the measures are appropriate; data collection, instruments, statistical methods. Link the evaluation to the outcomes/objectives; formative and summative evaluations as appropriate.
- e. **Knowledge Dissemination** - describe how the results of the project will be communicated to the UM community and within your field.
- f. **Human Subjects** - explain the steps you have taken or will take in the ethics process.
- g. **Timeline** - timeline of proposed activities - annotated list of dates and activities is preferred.









**IMPACT STATEMENT:** Describe the importance of the initiative, impact relative to investment, and the alignment with the University's strategic priorities as outlined in [Our Shared Future: Building on our Strategic Plan](#) (not to exceed 150 words).

**ALIGNMENT WITH SoTL METHODOLOGY:** Explain how the project fits the definition of SoTL as defined in the Call for Proposal Guidelines and uses SoTL methodology to address the project's goals and objectives (not to exceed 150 words).

**FUNDING REQUEST: Maximum \$25,000 per project**

Provide a detailed budget with itemized expenses:

Personnel Costs (include benefits, pay levy etc.):

Equipment (Only eligible if the equipment is the study matter):

Materials and Supplies:

Knowledge transfer and exchange:

Other (please justify below):

TOTAL REQUESTED

NOTE: Travel is not an eligible expense

**BUDGET NARRATIVE (Include justification of budget line items noted above)**

**MATCHING OR IN-KIND SUPPORT FOR THE PROJECT (This is a requirement of a Major Project)**

Amount

Source

Details:

LETTER OF SUPPORT – Dean, Director, or University Librarian

LETTER(S) OF SUPPORT – Collaborating Unit(s), if applicable

Please attach the letters of support to your application.

*(Submit completed application to your Dean/Director or University Librarian)*

**PART B: TO BE COMPLETED BY DEAN/DIRECTOR OR UNIVERSITY LIBRARIAN**

*(OPTIONAL)* RANKING (by Dean/Director or University Librarian)

This proposal ranks #  out of the  proposals from my unit.

SIGNATURE

Dean/Director/University Librarian

Date

ADDITIONAL SIGNATURES (If project is collaboration between units)

SIGNATURE

Dean/Director/University Librarian

Date

SIGNATURE

Dean/Director/University Librarian

Date

*(Submit completed application and supporting materials to [SOTL@umanitoba.ca](mailto:SOTL@umanitoba.ca))*