



Scholarship of Teaching and Learning (SoTL) Support Fund Proposal Guidelines 2023

The University of Manitoba continues to advance the commitment to teaching and learning excellence as stated in [Our Shared Future: Building on our Strategic Plan](#). The **Scholarship of Teaching and Learning (SOTL) Support Fund** provides faculty, instructors, and librarians with opportunities to engage in projects that increase knowledge in pedagogy and learning. Through this commitment we strive to ensure that undergraduate and graduate students receive an outstanding educational experience, and that we advance the strategic priorities of inspiring minds through innovative and quality teaching and driving discovery through excellence in research and scholarly work.

1.0 Purpose

To support the scholarship of teaching and learning through scaffolded funding of projects and personnel dedicated to enhancing the learning experience and success of UM students and increasing knowledge in pedagogy in higher education.

The definition of the Scholarship of Teaching and Learning, for the purposes of this program, is: "scholarly inquiry into student learning which advances the practice of teaching by making research findings public." (International Society for the Scholarship of Teaching and Learning)

These funds will be distributed on a competitive basis to faculties, schools, colleges, and libraries ('units'). Applications that align with the goals and priorities of the Strategic Plan are encouraged.

2.0 Eligibility

Full-time tenure track/tenured faculty, probationary/continuing instructors, and librarians at the University of Manitoba are invited to apply for support through the SoTL Support Fund. Specific eligibility requirements for each fund are detailed in section 3.0 Funding Categories.

Proposals must be reviewed and endorsed by the applicable Dean/Director/University Librarian/Administrative Unit Head prior to submission. If more than one unit is involved

(e.g., partnership between units), signatures from all associated Deans/Directors/University Librarians/Administrative Unit Heads are required.

Applicants who have received funding in the past must have completed and submitted their previous project Final Report to be considered for the 2023-2024 Fund.

3.0 Funding Categories:

One-time funding is available in four categories:

3.1 Teaching and Learning Seed Project: Maximum of \$6000 per project

Eligibility: full-time tenure track/tenured faculty and probationary/continuing instructors and librarians

Up to ten (10) projects will be awarded. Projects must be completed in less than one year (ending by June 30, 2024).

The purpose of the Teaching and Learning Seed Project fund is to support SoTL research with the aim of improving student learning. Projects must directly investigate factors that influence student learning and must contribute to the scholarship of teaching and learning, as defined by the fund. Projects must be new and not a portion of existing workload/department/faculty funding (i.e., the project would not take place without the fund).

Project proposals must be no longer than 1000 words (excluding references) and should include:

- a summary of the proposed project
- a clear rationale and description that draws upon existing relevant literature
- clearly articulated project goals/objectives related to student learning
- a detailed description of the project methodology, which should be aligned with project outcomes
- a plan to apply SoTL methods to measure or otherwise assess project outcomes
- a plan for ethics related to human subjects research
- a timeline that demonstrates that the project is achievable within the given timeframe (12 months, ending by June 30, 2024)
- a budget detailing how the funds (max. \$6000) will be used and demonstrating alignment with project goals.

While not required, creating opportunities for student involvement in the research is encouraged. If execution of the project will involve students (e.g., research assistant, co-investigator), please provide details. Please also provide corroborating information (e.g.,

letters of support, contributions in kind, etc.) for project partners, if applicable. Project partners are not required for Teaching and Learning Seed Projects.

Successful applicants will be required to:

- submit a final report that outlines the project's accomplishments, an overview of the outcomes/benefits, a financial summary and, if applicable, the sustainability of the project
- present at the biennial Teaching Symposium

To apply to the Teaching and Learning Seed Project fund, click [here](#).

3.2 Teaching Scholar: 40% release time per project

Eligibility: full-time tenure track/tenured faculty and probationary/continuing instructors and librarians

Up to three (3) scholars may be selected per year (one per term). Priority will be given to those who have successfully completed the Teaching and Learning Certificate Program.

The goal of the Teaching Scholars program is to provide tenured and tenure-track faculty, probationary/continuing instructors, and librarians with dedicated time and support to pursue a SoTL project with the aim of improving student learning. Over the one-semester project term teaching scholars will commit 40% of their time to completing the project and their unit will receive funding for course replacement instructor(s). Equivalent arrangements that facilitate the project (e.g., 20% release time per semester for two semesters) may be considered. Through this program teaching scholars will gain research experience that may support teaching portfolios, UM-wide teaching award nominations, and the promotion and tenure process.

Applicants must propose a project that uses SoTL methodologies to investigate their own teaching practices and/or students' learning. Alternatively, applicants may propose to participate for one semester in an existing project through the Center for the Advancement of Teaching and Learning. Project proposals should include:

- a summary of the proposed project
- a clear rationale and description that draws upon existing relevant literature
- clearly articulated project goals/objectives related to student learning
- a detailed description of the project methods, which should be aligned with project outcomes
- a plan to apply SoTL methods to measure or otherwise assess project outcomes
- a plan for ethics related to human subjects research

- a timeline that demonstrates that the project is achievable within the given timeframe
- a letter of support from the applicant's dean.

While not required, creating opportunities for student involvement in the research is encouraged. If execution of the project will involve students (e.g, research assistant, co-investigator), please provide details. Please also provide corroborating information (e.g., letters of support, funding, etc.) for project partners, if applicable. Project partners are not required for Teaching Scholars.

Successful applicants will be situated in the Centre for the Advancement of Teaching and Learning (CATL) during the project period, where they will receive support and have the opportunity to collaborate with SoTL team members. Teaching scholars agree to:

- commit 40% of their time over one semester (or, subject to approval, an equivalent time over two semesters) to completing the project;
- submit a final report that outlines the project's accomplishments, an overview of the outcomes/benefits and, if applicable, the sustainability of the project; and
- present at the biennial Teaching Symposium

Funding will be provided to the unit for course replacement instructor(s), based upon the standard sessional rate of the unit. Alternative arrangements may be considered by the provost.

Applicants are encouraged to engage with the Research, Innovation, and Evaluation Team prior to applying. Please contact Dr. Janet Cape (Janet.Cape@umanitoba.ca) at the Centre for the Advancement of Teaching and Learning to arrange a consultation or to learn more about ongoing SOTL projects at the Centre.

To apply to become a Teaching Scholar, click [here](#).

3.3 Teaching and Learning Major Project: \$25,000 per project

Eligibility: full-time tenure track/tenured faculty and probationary/continuing instructors and librarians

Up to three (3) projects will be awarded. Projects must be completed within 18 months (ending by December 31, 2024).

The purpose of the Teaching and Learning Major Project fund is to support larger-scale interdisciplinary SoTL research with the aim of improving student learning. Projects must directly investigate factors that influence student learning and must contribute to the scholarship of teaching and learning, as defined by the fund. Projects must be new and not a portion of existing workload/departments/faculty funding (i.e., the project would not take place without the fund); must be interdisciplinary (ideally spanning

across units) and must be supported with matching or in-kind funds from the principal investigator (PI)'s home department/faculty.

Project proposals should include:

- a clear rationale and description that draws upon existing relevant literature
- clearly articulated project goals/objectives related to student learning
- a review of literature that demonstrates knowledge of the issue, presents a clear conceptual framework, and establishes the need for the project
- a detailed description of the project methods, including data collection strategies and instruments if applicable. The methodology should be aligned with research questions, objectives, and project outcomes. A rationale for the methodology should be presented, and potential limitations and mitigation strategies addressed
- a plan to apply SoTL methods to measure or otherwise assess project outcomes, and an explanation of why the assessment is appropriate
- a plan for ethics related to human subjects research
- a statement of the potential impact of the project, particularly as it contributes to undergraduate or graduate student learning
- an explanation of how interdisciplinary collaboration, ideally across units, will help to bring innovative ideas forward in this project
- a dissemination plan that outlines how and when the insights gained through the research will be communicated to the UM community and beyond
- a timeline that demonstrates that the project is achievable within the given timeframe (18 months, ending by December 31, 2024)
- a budget detailing how the funds (max. \$25,000) will be used and demonstrating alignment with project goals. Plans for the use of matching contributions in kind (CIK) must also be noted in the budget plan.
- a letter of support from the PI's dean.

While not required, creating opportunities for student involvement in the research is encouraged. If execution of the project will involve students (e.g., research assistant, co-investigator), please provide details. Please also provide corroborating information (e.g., letters of support, contribution in kind, etc.) for project partners, if applicable.

Successful applicants will be required to:

- submit a mid-project report, 6 months into the duration of the award
- submit a final report that outlines the project's accomplishments, an overview of the outcomes/benefits, a financial summary and, if applicable, the sustainability of the project
- present at the biennial Teaching Symposium

To apply to the Teaching and Learning Major Project fund, click [here](#).

3.4 Teaching Fellowship: \$25,000 per project plus 40-50% release time over two years

Eligibility: Tenured faculty

One (1) teaching fellowship may be granted per year.

The goal of this award is to support tenured faculty who have a history of educational leadership and teaching innovation who wish to further develop their expertise through the pursuit of a major SoTL project and to leverage their teaching experience working with faculty and staff through the Centre for the Advancement of Teaching and Learning (CATL).

The successful teaching fellowship applicant will agree to commit 40-50% of their contract time over a two-year period to conducting a major SoTL project and serving as a faculty teaching and learning expert at the Centre for the Advancement of Teaching and Learning. While at the Centre the teaching fellow will work with colleagues on the Research, Evaluation and Innovation team to plan and deliver workshops and other initiatives. To support their SoTL project, the teaching fellow will receive an allocation of \$25,000 project funding, as well as matching funding support from their unit; their unit will be provided with funding for course replacement instructor(s) based on the standard sessional rate of the unit. The faculty fellow will be provided with a 0.3 FTE research associate and office space in the Centre for the duration of their fellowship.

Interested applicants should propose a major project that they would pursue as a Teaching Fellow. The project must directly investigate factors that influence student learning and must contribute to the scholarship of teaching and learning, as defined by the fund. The project must be new and not a portion of existing workload/department/faculty funding (i.e., the project would not take place without the fund).

Project proposals should include:

- a clear rationale and description that draws upon existing relevant literature
- clearly articulated project goals/objectives related to student learning
- a review of literature that demonstrates knowledge of the issue, presents a clear conceptual framework, and establishes the need for the project
- a detailed description of the project methods, including data collection strategies and instruments if applicable. The methodology should be aligned with research questions, objectives, and project outcomes. A rationale for the methodology should be presented, and potential limitations and mitigation strategies addressed
- a plan to apply SoTL methods to measure or otherwise assess project outcomes, and an explanation of why the assessment is appropriate

- a plan for ethics related to human subjects research
- a statement of the potential impact of the project, particularly as it contributes to undergraduate or graduate student learning
- a dissemination plan that outlines how and when the insights gained through the research will be communicated to the UM community and beyond
- a timeline that demonstrates that the project is achievable within the given timeframe (24 months, ending by June 30, 2025)
- a budget detailing how the funds (max. \$25,000) will be used and demonstrating alignment with project goals. Plans for the use of matching contributions in kind (CIK) must also be noted in the budget plan.
- a letter of support from the applicant's dean.

While not required, creating opportunities for student involvement in the research is encouraged. If execution of the project will involve students (e.g, research assistant, co-investigator), please provide details. Please also provide corroborating information (e.g., letters of support, contributions in kind, etc.) for project partners, if applicable.

Successful faculty fellows will be required to:

- submit a mid-project report, six months into the duration of the award
- submit a final report that outlines the project's accomplishments, an overview of the outcomes/benefits, a financial summary and, if applicable, the sustainability of the project
- work with Research, Evaluation and Innovation team members to plan and deliver workshops and other Centre initiatives
- present and play a leadership role at the biennial Teaching Symposium

Following their term as a faculty fellow, the successful applicant will be provided with the opportunity to maintain their affiliation with CATL as a unit liaison/expert.

To apply to serve as a Teaching Fellow, click [here](#).

4.0 Guidelines for Budget Allocations

1. Wherever possible, proposals should take advantage of existing UM 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, The Centre) have been consulted about feasibility and usefulness of the new resource.
2. When matching or additional sources of funding are available, the budget should clearly show what the matching funds will cover vs. what the SoTL fund is being asked to cover.

3. The SoTL Support Fund is not intended to cover the following expense categories:

- Equipment
- Travel
- Redesign of an existing course

While these expenses are not typically funded, if the substance of the project necessitates one or more of these expenses and the expense is clearly demonstrated to be a component of broader project goals (e.g., key equipment is unavailable on campus and instrumental to the project; course redesign elements are an essential component of the overall project) it may be considered for funding.

4. Faculty release time is not funded by the SEED or MAJOR PROJECT categories.
5. It is not permissible for Applicants or Co-Applicants to be hired for a position that receives salary from the project budget. The fund is not intended to fund graduate student studies.

5.0 Application Process:

Note: Applicants are encouraged to engage with the SOTL Team at The Centre for the Advancement of Teaching and Learning during preparation of proposals. Please contact Dr. Janet Cape (Janet.Cape@umanitoba.ca) at the Centre for the Advancement of Teaching and Learning to arrange a consultation or to learn more about ongoing SoTL projects at the Centre.

Step 1: Applicants to complete the appropriate fillable MS Word [application form](#) (with attachments, if applicable) and email their application package to their Dean/Director/University Librarian for review and approval by their respective unit internal deadline.

Step 2: Dean/Director/University Librarian to review and approve proposal(s) and electronically sign off. Multiple proposals from units *may* be ranked by the Dean/Director/University Librarian. If provided, these rankings will be considered in determining allocations and rank, if applicable.

Step 3: Dean/Director/University Librarian to submit electronic applications to sotl@umanitoba.ca by the application deadline.

Step 4: Proposals will be vetted and ranked by a committee chaired by the Vice-Provost (Teaching and Learning). Applicants will be notified of their funding decision shortly thereafter.

5.1 Important Notes:

- Project funding must be used within the timeframe of the respective categories. Exceptions may be considered by the Vice-Provost (Teaching and Learning).
- Applicants who have received funding in the past must have completed and submitted their Scholarship of Teaching and Learning (SoTL) Support Fund Final Report(s) to be considered for the 2023-2024 SoTL Support Fund.
- Primary applicants may not submit the same project to multiple funding streams (e.g. Seed and Major) within the same competition (e.g., 2023-2024 SoTL Support Fund).

6.0 Questions

Please contact Dr. Janet Cape, SoTL Program Development and Delivery Lead at janet.cape@umanitoba.ca

7.0 Deadline:

The application deadline is: March 31, 2023

8.0 Celebrating and Sharing:

Successful applications can be expected to have their work highlighted on the website, through other UM communiques, and in sharing and learning forums.