**Application for TLEF Seed Funding  
in the area of Teaching and Learning**

The purpose of TLEF Seed Funding is to enable teachers at the University of Alberta to explore instructional ideas and experiment with learning innovations in various settings such as classrooms, labs, or clinics. Refer to the [TLEF website](https://www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef) and Handbook for further information.

Create a "Request for New Application/Proposal/Project" using the [Researcher Home Page](https://www.prodps.ualberta.ca/psp/finprd/?cmd=login) (Grants 3.0). For instructions, consult the “[*Quick Reference Guide - Request for New Application/Proposal/Project NEW: with Online Approvals*](https://cloudfront.ualberta.ca/-/media/research-services/forms/qrg-request-new-application-proposal-project-with-online-approval-june-2019.pdf)*”* found on the RSO [website](http://www.rso.ualberta.ca). Ensure that the TLEF application form is attached before submitting the proposal request online. **Application deadline: March 3, 2020 (4 p.m.)**\***.**

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| **Principal Investigator/Applicant (PI)’s Name:** | **Department or Division and Faculty or School:** |
| **Principal Applicant’s Position:** | **U of A Mailing Address:** |
| **Phone Number:** | **Email:** |
| **Project Title:** | |
| **Start and End Dates of Seed Project:**        - | **Amount Requested from TLEF for this Activity:**  *(Maximum $10,000)* **$** |
| **Prior TLEF Funding** (last 2 years)**: Year:**       **$**       **Year:**       **$** | **Course(s) that will be impacted by the project:** *(Provide course number and titles)* |
| **Other individuals who will have a role in carrying out this project (name, position, department, role):** | |

How did you hear about TLEF Seed Grants? Mark (X) all that apply:

A colleague  CTL mail list  TLEF website

The Quad  Twitter  Other:      

I agree to complete a survey and/or follow up interview to assist in the evaluation of this program.

**SIGNATURES**

Signatures from the Principal Investigator/Applicant (PI), Chair, Dean and RSO are collected through online approvals using the Researcher Home Page and the collection of physical (ink) signatures is not required*.*

The electronic submission to TLEF at [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca) will be a PDF copy of the final version of the application/proposal (after being reviewed and approved by RSO) including a PDF copy of the on-line approval/signature page from the Researcher Home Page. A hard copy is no longer required.

*\*Note, internal deadlines for signatures will vary by faculty; contact your faculty Research Facilitator for details.*

**Description of Project Activity**

Briefly, please explain (maximum 2 pages):

1. **What you are addressing with your innovation and why?**
2. **Your teaching enhancement, innovation or strategy**
3. **Your evaluation plan to assess the activity and its effectiveness**

**Budget Items** *(Provide a general overview/breakdown of proposed expenses)*