



**TEACHING AND LEARNING ENHANCEMENT FUND HANDBOOK**

November 2018

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The purpose of this handbook is to inform prospective applicants about the Teaching and Learning Enhancement Fund (TLEF) and to provide detailed information on the application process and general information for successful applicants.

Feedback on the handbook is welcomed. Please send comments to: [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca).

This handbook and related forms, documents and resources are available online on the TLEF website at: [www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef](http://www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef)

## **INTRODUCTION FROM THE PROVOST AND VICE-PRESIDENT (ACADEMIC)**

The Teaching and Learning Enhancement Fund (TLEF), which was launched in September 2006, supports innovative projects that create exceptional learning experiences and environments for students at the University of Alberta.

The fund is a key initiative in support of the University of Alberta's *For the Public Good (2016-2021)* and its vision to "inspire the human spirit through outstanding achievements in learning, discovery, and citizenship in a creative community, building one of the world's great universities for the public good". The purpose of these awards is to provide instructors with an opportunity to further research and develop innovative methods in teaching and learning and share their findings with the university and broader community. The overall hope is to enhance the student experience at the University of Alberta and stimulate interest in the widespread adoption of evidence-informed teaching practices.

Projects funded to date have been most impressive, and these and future projects promise to make the University of Alberta a truly great environment for both teaching and learning. Project abstracts and award amounts are published on the [TLEF website](#) by adjudication year.



## SECTION A: TERMS OF REFERENCE

The Teaching and Learning Enhancement Fund (TLEF) was created from the *Endowment Fund for the Future* to improve teaching and learning effectiveness. Within the supportive, creative culture of the University Alberta envisioned in *For the Public Good*, TLEF initiatives will help “ensure that learning experiences at our university are of the highest quality, based on a practice of continuous improvement and innovation in teaching”. TLEF will also help “foster excellence in research and teaching through professional development”.

This fund supports a diverse range of initiatives specifically focused on creating exceptional and life changing university experiences for students.

There are three classifications of funding:

- [Professional Teaching Development](#) – two approval periods have been established: 1) for events that take place from April 1 to August 31; and 2) for events that take place from September 1 to March 31.
- [Project](#) – deadline is mid-January, and will be determined and posted annually.
- [Seed Funding](#) – deadline is mid-March, and will be determined and posted annually.

An applicant may apply for one or all of these awards.



**FUNDING FOR PROFESSIONAL DEVELOPMENT IN THE AREA OF TEACHING AND LEARNING**

This category was created to foster excellence in teaching through professional development, enabling all persons engaged in teaching at the University of Alberta to improve their teaching skills, enhance their understanding of teaching and learning processes, and provide environments that increase student learning.

Eligibility

Applications are invited from University educators including: academic teaching staff (ATS)/contract instructors, faculty lecturers, tenured faculty, librarians, and other members of the academic staff who offer teaching and learning sessions for students. Graduate assistants and postdoctoral fellows who are assigned formal teaching responsibilities also may apply.

The applicant may request support for such teaching related activities as attending short courses, conferences or workshops as well as organizing an instructional development event. It cannot be used for developing graduate student programs or for tuition for courses toward a graduate student’s degree program. The proposed activity or activities should focus explicitly on developing the applicant’s instructional abilities – foster excellence in teaching and contribute to the applicant’s professional development in teaching and learning.

Applications should be received a minimum of two months in advance of the proposed activity.

No instructor may receive more than \$5,000 over two consecutive fiscal years. Funding will be transferred in the month and fiscal year in which the teaching and learning activity occurs. Therefore, funding will be considered to be received at the time of funds transfer rather than the date awarded. Applicants must notify the Vice-Provost (Learning Initiatives) if the approved event has been cancelled. Where an applicant cancels an approved professional teaching development activity for personal reasons, he/she shall be fully responsible for all costs associated with the cancellation and the funds previously committed in the fund will be released to be reassigned. The applicant must submit a new application to attend a different event than originally applied for. Recipients and/or units are asked to notify the Office of the Provost of unused funds to be returned to the endowment.

Cycle of Applications

To maximize access to the Fund, two approval periods have been established. The first period is for events that take place from April 1 to August 31. Applications will be accepted for the first period beginning December 1. The second period is for events that take place from September 1 to March 31. Applications will be accepted for the second period beginning May 1. Note, the event program information, including the workshop/session descriptions, must be available at the time of application, or the application will be returned to the applicant for re-submission.

<b>Application Period</b>	<b>Applications Open</b>	<b>Available Funds</b>
April 1 to August 31	December 1	\$ 70,000
September 1 to March 31	May 1	\$ 30,000

Submissions are normally reviewed once a month. Applicants will be notified within one month of submission.

Application Requirements

Complete the “Application for TLEF Professional Teaching Development Funding” form found on the TLEF website at: [www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef](http://www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef).

Applications must include a rationale, budget, and listing of activities that will meet the Fund’s objectives. Applicants should describe how the proposed activity will contribute to their professional teaching development and benefit the University community: how participation at the event will improve their teaching skills, enhance their understanding of teaching and learning processes, and provide environments that increase student learning. Applicants should list the sessions, workshops and presentations they will attend which address teaching skills or practice, and the specific courses they are currently teaching (or developing) at the University of Alberta that will be directly impacted/improved by their participation. Note, the event program information, including the



workshop/session descriptions, must be available at the time of application, or the application will be returned to the applicant for re-submission after those details are available.

Budget items for travel must be aligned with University policy as outlined in the University of Alberta Policies and Procedures (UAPPOL) documents: "[Travel Expense Procedure](#)" and "[Travel Expense Procedure – Appendix A – Schedule of Allowable Travel Expenses](#)". The Chair and Dean must indicate support for the application. In non-departmentalized faculties, a Chair's signature is not required.

Applications will be adjudicated by a sub-committee of the TLEF Selection Committee.



## PROJECT FUNDING IN THE AREA OF TEACHING AND LEARNING

The purpose of this category of TLEF is to enable educators to improve their courses by substantially redesigning a curriculum, developing educational resources, and/or researching educational outcomes achieved through the use of innovative educational methods. The applicant is expected to be actively involved in the project and to develop expertise in instructional methods. Funds will not be awarded for normal course, program, or curriculum development, or for the publishing of materials. (See "[Frequently Asked Questions](#)" section of the handbook.)

### Eligibility

Applications are invited from persons engaged in teaching and who offer teaching and learning sessions for students. To confirm eligibility to hold as principal applicant or co-applicant, see the University of Alberta Policies and Procedures Online (UAPPOL) document: "[Eligibility to Apply for and Hold Research Funding Policy](#)". Instructors who are not eligible to hold funding should be listed as collaborators. Staff from units that are within the portfolio of the Office of the Provost and Vice-President (Academic) are not eligible for project funding.

Priority will be given to full-time continuing faculty members. There is no limit to the number of TLEF project awards a principal applicant or co-applicant may hold at one time.

### Cycle of Applications

Mid-January; date determined and posted annually.

### Expectations

Applicants are encouraged to review abstracts and online reports published on the [TLEF website](#) for current and completed projects to identify related projects and comment on plans for collaborating and/or building on work already completed.

Applications are evaluated on merit, and both small and large projects (\$10,000 - \$150,000 total) extending over 1 to 3 years will be accepted.

Successful applicants are expected to provide the following:

- Evidence of a project plan.
- Evidence of ethics approval, if required, after funds have been awarded. It is the responsibility of the applicant to determine whether ethics approval will be required for the project and to indicate this on the application form.
- Evidence of pending scholarly work as a result of funding.
- Plans to present to the University community.
- Annual progress reports (5 pages maximum, including Financial Overview statement) are due April 30 for projects extending over one year (and past June 30). Reports are to include the following:
  - The status of the project in relation to the original project management plan, budget, and schedule of timelines. In the event of significant deviations, provide an explanation of how the plan and budget have been adjusted to fit the overall budget and timeline.
  - A discussion of how the project is empirically examined and/or evaluated.
  - A summary of how findings/outcomes have been disseminated to date. Alternatively, provide an explanation as to why this has not occurred.
- Within 3 months of the end of the project, recipients must submit a final report (15 pages maximum) that should include:
  - Evidence of how the project fulfilled the goal of integrating teaching and research.
  - Evidence of at least one pending scholarly work.
  - Evidence of at least one presentation being made for the University community through a vehicle like the *Festival of Teaching and Learning* or a presentation at the departmental or Faculty level.
  - A description of project findings/outcomes and how they have been disseminated.
  - Status of funds remaining in the project.

Recipients will be asked to complete a consent form authorizing use of application materials on the TLEF website. (See "[Information for Successful Applicants](#)".)



In addition:

- Funds will be spent for the purposes described in the approved application.
- Extension requests must be authorized by the Office of the Provost and Vice-President (Academic).
- Following completion of the project, unused funds will be returned to the source.
- The Provost may request the return of unspent funds if project progress is not satisfactory.
- Projects with outstanding conditions must submit before one year of the proposed start date an explanation for the delay and an outline of the revised timeline. Alternatively, the funding will be forfeited.

### Selection Committee

The quorum for the TLEF Selection Committee shall be no fewer than five members when decisions are made.

Proceedings are confidential. Information collected will be retained and disposed in accordance with approved records retention and disposal schedules of the Office of the Provost and Vice-President (Academic) at the University of Alberta. The process and details of successful projects are public and posted on the [TLEF website](#). Questions should be directed to the Strategic Initiatives Manager, Centre for Teaching and Learning (CTL), phone: (780) 492-9302; e-mail: [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca).

The Selection Committee for this award will include the following:

- Vice-Provost (Learning Initiatives) or delegate, Chair.
- Vice-Provost (Information Services and Technology) or delegate.
- Vice-President (Research) or delegate.
- Academic Director, Centre for Teaching and Learning.
- Member of the GFC Committee on the Learning Environment (CLE) appointed by the Chair of CLE.
- One tenured faculty member (GFC A1.1) selected by GFC Executive Committee.
- One undergraduate student selected by the Students' Union.
- One graduate student selected by the Graduate Students' Association.

### Application Requirements

Complete and attach the "Request for New Application/Proposal/Project" signature pages generated through the [Researcher Home Page](#) (Grants 3.0). For instructions, consult the "Guide to Researcher Home Page" booklet found on the Research Services Office (RSO) website: [www.rso.ualberta.ca](http://www.rso.ualberta.ca). Ensure that supporting documents are attached/submitted online, Signature Form is printed, signed and circulated for authorization signatures, and if applicable, all U of A co-applicant signatures obtained, and the printed signature form is forwarded to the Research Facilitator assigned to your faculty.

Complete the "Application for TLEF Project Funding" form posted on the [TLEF website](#) incorporating elements #1-6 outlined below.

#### **1. Key Words**

Provide up to six (6) key words describing the nature of the project (e.g., equipment purchase, educational resources, workshop).

#### **2. Abstract**

Provide an abstract (up to 150 words) about your proposed project that highlights the items below. This abstract will be used for promotional purposes. Comment on:

- The purpose of the project.
- How the project is innovative.
- Its impact on teaching and learning.

#### **3. Project Description**

Include in your proposal, comments (up to 4 pages) on the following criteria as they relate to the project. Applications will benefit from demonstrating how the project is related to educational theory and/or empirically validated educational practice. It is not necessary to address items not relevant to the project.



**Innovation:** Discuss how this project will be innovative and expand the realm of effective practice in teaching and learning at our University. Where funding is being requested for an activity or event that is ongoing, describe how it has been funded in the past and address how TLEF support will allow for innovation.

**Collaboration:** Demonstrate how the project will represent a joint undertaking involving a number of collaborators by describing the following:

- Collaboration among different faculties, departments, and/or divisions.
- Collaboration among students and faculty.
- Collaboration with other institutions or agencies.
- Opportunities for students to participate in learning-centered environments in a variety of roles.

**Evaluation:** Include a comprehensive evaluation strategy (e.g., what are the outcomes/desired results of the project and how will these be measured?). Specific research questions and related research methodology need to be defined. Include evidence of how students will be included in the evaluation of the project.

**Sustainability / Impact on Students:** Demonstrate how the proposed activity has the potential for sustained improvements in educational outcomes. For example, how will the project:

- Make optimal use of existing resources from your department/faculty, and if this is not possible, indicate why. Note: For equipment and software requirements, specifications, etc., the applicant should consult with the Centre for Teaching and Learning (CTL) and/or Information Services and Technology (IST).
- Benefit a significant number of students or how does it have the potential to do so.
- Continue to operate or provide benefit beyond the TLEF support period.

**Dissemination:** Include a dissemination plan (e.g., offering a workshop or information session in your department or faculty; showcasing your project outcomes at the *Festival of Teaching and Learning* or CTL-sponsored event, or events outside of the University) which will benefit educators and students within our University and elsewhere. Describe:

- How the project outcomes will be accessible for others.
- How the knowledge gained and resources developed will be transferable to other courses, programs and instructors.

#### 4. Budget, Justification, and Schedule of Timelines

Provide a budget (1-3 years) along with justification and a schedule of timelines (maximum 1 page per budget year).

Be specific in how calculations are derived. It is the applicant's responsibility to ensure the appropriate salary scales are used and that merit increments(s), cost of living increases, and benefits are included. The budget is to be aligned with the fiscal year (April 1 to March 31). The start date should not be earlier than the adjudication date, and the project should not exceed three years.

A budget template is provided for convenience on the [TLEF website](#). Remember to cost out single and multi-year project expenses in the fiscal year(s) in which they will occur. Applicants should allow one month after the completion of the project for any final expenses to be processed. Alternate budget formats may be used but information provided, at a minimum, should cover the points outlined below:

- Funds requested from TLEF.
- Funding requested from other sources – identify received, requested, and in-kind contributions.
- Justifications for all expenditures.
- Unit and total costs for salaries and benefits, supplies, equipment, etc.
- Project timelines for major activities.

Where applications request funding for capital equipment (e.g., computers), explain how these expenses are integral to the proposal and proportionate to the project's enhancement of the learning environment. In addition, where University resources exist but will not be used, indicate why. (See "[Sustainability](#)" section.)

It is anticipated the bulk of the budget will be used to support activities that promote high quality teaching and learning at the University of Alberta. Dissemination is considered an important component of the TLEF project, but costs should be incurred only in the final year of the project and total no more than 10% of the total budget (before dissemination costs).





- Notes:
- Principal applicants and co-applicants are not eligible to receive remuneration.
  - For salary and benefits cost information re: Academic, Support Staff, and Graduate Student appointments, consult the Collective Agreement Administration Resources at: [www.ualberta.ca/human-resource-services/managing-administration/collective-agreement-administration](http://www.ualberta.ca/human-resource-services/managing-administration/collective-agreement-administration).
  - If resources are available, applicants may seek matching funds from the faculty or other funding agencies.
  - TLEF does not fund indirect costs of research (i.e., overhead).

#### **5. Curriculum Vitae**

- An abbreviated curriculum vitae (maximum of 3 pages) for the principal applicant is required. The Selection Committee reserves the right to request the CV of any co-applicant at a later date, if required.

#### **6. Appraisal Letter from Chair or Dean**

Applicants are required to include a letter from the Dean or, in departmentalized faculties, from either the Chair or the Dean, whoever is better to appraise the fit between the proposed project and the Faculty's Academic Plan. The letter should include the following:

- The extent to which the proposed activities are likely to benefit students and instructors within the Faculty as well as the University as a whole.
- The ways in which the activities will contribute towards achieving the goals for teaching and learning identified within the Faculty's Academic Plan.
- An indication of long-term sustainability for the project within the Faculty.
- Demonstrate support, financial or in kind, that the Faculty is able to provide to this project.
- Comment on infrastructure (computer labs, equipment, software) that the Faculty is able to provide.

#### **7. Dean's Ranking**

Deans are required to provide a numerical ranking of how the application aligns with the Faculty's Academic Plan in relation to other applications submitted from the same faculty.



## SEED FUNDING

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. Suitable projects include pedagogical research on existing teaching practices, as well as exploratory (e.g., literature review) and pilot projects of new or innovative teaching and learning practices which could then be further leveraged into larger internal and external grants related to teaching and learning enhancement.

Proposals may be awarded a maximum of \$9,000 each.

Projects will typically be completed within one academic term (4 months). Applications are invited from faculty members and other instructors eligible to apply for and hold research funding. (See "[Eligibility to Apply for and Hold Research Funding Policy](#)"). A person may hold only one active TLEF Seed Grant at a time as principal applicant. Staff from units that are within the portfolio of the Office of the Provost and Vice-President (Academic) are not eligible for seed funding.

Seed Grants are meant to:

- Provide support for instructors to investigate questions about teaching and learning of interest to them.
- Provide support for experimenting with and investigating the effectiveness of innovative approaches to teaching and student learning.
- Support the systematic investigation of how the design of teaching supports learning.
- Enhance conversations about teaching and learning across academic units.

### Cycle of Applications

Mid-March; date determined and posted annually.

The Selection Committee will review applications; applicants will be notified by mid-May.

### Criteria

- Proposal provides clear rationale, methodology, and objectives consistent with the TLEF's mandate.
- Expected project outcomes are well defined and achievable.
- Proposal provides evidence of consultation with stakeholders in the faculty and university who will be involved in supporting the project, e.g., Library, Centre for Teaching and Learning (CTL), Information Services and Technology (IST). This consultation is particularly important in projects that involve curriculum or learning technology development.
- Proposal includes a brief but relevant literature review.

### Eligible Costs

- Student salaries (undergraduate and graduate research assistants).
- Materials, supplies, etc., directly related to the initiative.
- Development and production costs directly associated with the project or dissemination of outcomes.
- Software and equipment expenses may be funded if there is a pedagogical need clearly identified in the proposal, no other source of funding exists, and the software has received a Privacy and Security Review. Please note, computers, printers, and monitors are not eligible as equipment expenses.

### Application Requirements

Complete the "Application for TLEF Seed Funding" form found on the TLEF website at: [www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef](http://www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef). Submit the original, signed (paper) application to the Strategic Initiatives Manager, CTL, 5-02 Cameron Library, and email a PDF copy of the signed application to [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca).

Applications must include a rationale, budget, and listing of activities that will meet the Fund's objectives. Applicants should describe how the proposed initiative will improve teaching and increase student learning.

Successful applicants will be required to "Request a New Application/Proposal/Project" using the [Researcher Home Page](#) (Grants 3.0), submit the request online, print the Signature Form and obtain the authorizing Departmental and



Faculty signatures (i.e., Chair and Dean), and forward the form along with the notice of award to the Research Services Office (RSO).

Expectations of Recipients

- If appropriate, applicants must apply for ethics approval through [Research Ethics & Management Online \(REMO\)](#).
- Ensure that the software has received a Privacy and Security Review. See: [privacyandsecurity.ualberta.ca/checklist.html](http://privacyandsecurity.ualberta.ca/checklist.html)
- Notify CTL of any project dissemination activities and provide copies of conference abstracts, posters, papers or other scholarly articles for the TLEF website.
- Submit a final report (2-3 pages maximum) within 3 months of the completion of the project.
- Participate in evaluation of this program by completing a follow-up survey and/or interview.



## **SECTION B: HANDBOOK FOR PROSPECTIVE APPLICANTS AND AWARD HOLDERS**

### **GENERAL INFORMATION**

#### Information Workshops for Prospective Applicants

Information workshops will be held on an annual basis in advance of the January deadline for Project award applications. Topics include applications, the adjudication process, tips on project management and budgeting requirements, and discussion of successful projects from previous rounds. Watch for announcements of information workshops on campus listservs and the [TLEF website](#). Information session materials will also be posted on the website.

#### Projects Funded by TLEF

Descriptions of successful projects funded by the Teaching and Learning Enhancement Fund (TLEF) are posted on the [TLEF website](#). Project abstracts and award amounts are published by adjudication year.

#### Contact Information

Centre for Teaching and Learning (CTL)

Attn: Strategic Initiatives Manager

5-02 Cameron Library

Email: [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca)

Phone: (780) 492-9302

TLEF website: [www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef](http://www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef)

Faculty Contact

Office of the Dean

Faculty-assigned Research Facilitators

[Research Services Office](#)



## PROFESSIONAL TEACHING DEVELOPMENT AWARD INFORMATION

### Description

TLEF Professional Teaching Development awards provide funding up to \$5,000 over two years to those engaged in teaching at the University of Alberta to improve their teaching skills, enhance their understanding of teaching and learning processes, and create environments that enhance student learning.

NOTE: Applications must be received a minimum of two months in advance of the proposed activity. For events that take place from April 1 to August 31, applications will be accepted beginning December 1. For events that take place from September 1 to March 31, applications will be accepted beginning May 1.

### Application Process

The application process for Professional Teaching Development funds is outlined below:

1. Read the terms of reference and application form and follow the directions.
2. Ensure that information provided in the application directly addresses the application questions.
3. Include a detailed budget for funds requested, indicating amounts required from TLEF and those obtained from other sources.
4. Sign and date the application form.
5. Request the Chair and Dean's signatures. (A Chair's signature is not required if in a non-departmentalized faculty.)
6. Submit an electronic (PDF) copy of the signed application to [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca).
7. Submit the original signed application to the Strategic Initiatives Manager, CTL, 5-02 Cameron Library.

### Information for Successful Applicants

Successful applicants will receive a letter outlining conditions for the Professional Teaching Development award. Award funding will be transferred to the faculty's TLEF Professional Teaching Development consolidated speedcode in the month of the event. Faculty offices may request an early transfer of funds to their TLEF consolidated account to cover expenses incurred prior to the professional development activity (e.g., payment of conference registration fees, hotel reservations or air fare) if using any of the University's direct payment options (i.e., corporate purchasing card (PCard), hotel authorization payment (HAP) or travel authorization payment (TAP) forms). Receipts for expenditures of funds must be submitted to the department or faculty for processing but may be reviewed by the Office of the Provost and Vice-President (Academic). For faculty procedures, contact your department or faculty financial administrative officer.

### Cancellation of Events

Applicants must notify the Vice-Provost (Learning Initiatives) if the approved professional teaching development event has been cancelled. Where an applicant cancels an approved professional development for personal reasons, he/she shall be fully responsible for all costs associated with the cancellation and the funds previously committed in the fund will be released to be reassigned. The applicant must submit a new application to attend a different event than originally applied for.



## PROJECT AWARD INFORMATION

### Description

TLEF Project awards offer funding over a maximum of three (3) years to support initiatives that will inspire, model and support excellence in teaching, and have a significant and lasting impact on teaching and learning at the University of Alberta.

### Application Submission Information

#### *Faculty Requirements and Initiatives*

Faculties and/or departments set their own advance deadlines to give Chairs and Deans time to appraise proposals. Watch for announcements and/or contact faculty or departmental administration directly to determine advance deadlines.

Note: Faculties may also have funds available to support innovative projects to strengthen teaching and learning by their faculty members. Contact the Office of the Dean in each faculty for more information.

#### *Project Management*

Applicants should clearly demonstrate that the proposed project is feasible within the proposed timeline and budget. Proposals will be assessed for sound approaches to project management and should include a schedule for achieving the major milestones necessary to complete the project.

#### *Preparing a Budget*

To assist in the development of a budget, TLEF administrators have developed a multiple year budget template to ensure that budgets are accurate and complete. Alternate formats may be used but the information provided should address the key categories outlined in the budget template.

Budget template (found on the TLEF website under “TLEF Forms”):

[TLEF Budget Template \(XLS\)](#)

Salary scales and tip sheets for Academic, Support Staff and Graduate Student appointments:

[Salary Scales](#)

[Collective Agreements and Handbooks](#)

Guidelines for benefit costs:

Applicants are encouraged to contact the Research Facilitator for rates that are applicable to that faculty. The following rates are provided as a guideline:

Graduate Student Appointments - 10%

Support Staff Appointments - 23%

Temporary Administrative & Professional Staff Appointments (TAPS) - 23%

Academic Teaching Staff Appointments (ATS) - 23%

#### *Technology Considerations*

Project proposals should effectively address any issues related to technology. For example, it is important to ensure that technology resources required for proposed projects are available and to plan for the use of these resources. As well, projects that involve producing or utilizing technology benefit from creating and evaluating prototypes of digital resources.

#### *Team Proposals*

Team proposals are welcome. A principal applicant should be named on the form and should sign and date the application as requested.



## Application Process

The application process for a Project award is outlined below:

1. Read the terms of reference and application form carefully and provide all required information.
2. Be prepared to submit the completed application by the posted deadline, and meet any earlier deadlines set by the departments and faculties to enable Chairs, Deans, and Research Facilitators to review applications, provide signatures and/or letters of appraisal as applicable, and for the Dean to rank applications.
3. Ensure the application directly and fully addresses the topics outlined in the terms of reference and application form, including a detailed budget with justification for expenditures and a timeline.
4. Review the “Application Checklist” and ensure the application is complete.
5. Sign and date the application, using the “Request a New Application/Proposal/Project” signature page created via the [Researcher Home Page](#) (Grants 3.0). [Quick Reference: Navigate to the Researcher Home Page in PeopleSoft Financials. Scroll to the bottom of the page and click the “Create Application/Proposal/Project” hyperlink. Select the “Add New Value” tab. Click “Add”. Enter the information on the page to the best of your knowledge. Click “Save” at any time to save your work while completing the online form. Click “Submit” after you have entered all necessary information. Click “Print” (on the right hand side of the page) to create a signature page with signature lines for only PI, Chair, Dean and RSO. Print the Request form. *Tip: Ensure Pop-up blockers are disabled on your web browser.*] For complete instructions, consult the “*Guide to Researcher Home Page*” booklet found on the RSO website: [www.rso.ualberta.ca](http://www.rso.ualberta.ca). Contact the Research Facilitator assigned to your faculty if further assistance is required.
6. Obtain all U of A co-applicant signatures on the Signature Form generated through the Researcher Home Page. For co-applicants from other institutions, a letter of support signed by the co-applicant, on the co-applicant’s institutional letterhead, will be required upon approval of the award.
7. Provide the complete application to Chair, Dean, and Research Facilitator for letter of appraisal, signatures and Dean’s ranking as follows:

### *For Applicants in Departmentalized Faculties*

- Submit the application to the Chair of the department in departmentalized faculties in time to meet any departmental deadlines. Obtain Chair’s signature on “Request a New Application/Proposal/Project” page.
- Provide the application to the Chair or Dean for an appraisal letter.
- Submit the application to the Dean for signature on “Request a New Application/Proposal/Project” page.
- Submit the application to the Research Facilitator for signature on “Request a New Application/Proposal/Project” page.
- Deans rank all applications from their respective faculties for the year based on the extent that the proposed project aligns with the faculty’s Academic Plan.

### *For Applicants in Non-Departmentalized Faculties*

- Submit the proposal to the Dean in time to meet any faculty deadlines. The Dean should sign the “Request a New Application/Proposal” page and write an appraisal letter.
  - Submit the application to the Research Facilitator for signature on “Request a New Application/Proposal” page.
  - Deans rank all applications from their respective faculties for the year based on the extent that the proposed project aligns with the faculty’s Academic Plan.
8. Submit the application. Applications may be sent by the principal applicant, the Research Facilitator or by the Office of the Dean. Submit the original signed application to the Strategic Initiatives Manager, CTL, 5-02 Cameron Library, and an electronic version to [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca) by the posted deadline in January. The electronic submission will be a PDF copy of the full signed application. In addition, applicants must provide a Microsoft Word version of the “Abstract” and “Project Description” sections.



### Adjudication by Selection Committee

The Selection Committee is chaired by the Vice-Provost (Learning Initiatives) with representatives from a variety of areas, faculty members, and the Students' Union and Graduate Students' Association.

Applications are evaluated by the Committee based on the criteria outlined in the terms of reference and application form and detailed in the "Application Submission Information" section of this handbook. The Selection Committee uses the "TLEF Reviewer Sheet" for assessing the extent to which the proposal meets the criteria. For a sample of the "TLEF Reviewer Sheet", visit the [TLEF website](#).

The Selection Committee makes one of the following recommendations for each application:

- Approval to fund the project: full or partial funding for the project.
- Conditional approval to fund the project: full or partial funding with conditions set by the Committee to ensure full and accurate information for the project is on the record and criteria for the award are fulfilled to the Committee's satisfaction.
- Not recommended for funding.

### Information for Successful Applicants

#### *Administration of the Award*

The Office of the Provost and Vice-President (Academic) is responsible for the overall management of the TLEF and for ensuring that terms and conditions are met. Faculties and the Research Services Office are responsible for management and administration of the Project awards, including ensuring that ethics approvals are in place before funds are released at the onset of awards. Once the project account has been activated, the auto-transfer of the annual budget allocation for multiple year awards will be set up. A one-time transfer of the total budget will be made for those projects that are one year or less in duration.

#### *Notification*

Successful applicants will receive a letter notifying them of the level of funding that has been approved and outlining any conditions that must be met to receive the funding, including ethics approval. Funds will be available to meet the start dates in proposals providing conditions are met.

#### *Consent Form Authorizing Use of Application Materials*

Upon receipt of a TLEF Project award, recipients will be asked to complete a consent form that provides authorization to the Centre for Teaching and Learning (CTL) to post the following items on the [TLEF website](#):

- The abstract on the proposed project.
- The project description.
- The final report.
- Project outcomes/deliverables (e.g., conference abstracts, posters, papers or other scholarly articles, videos, online resources, etc.)

#### *Satisfying Conditions Including Ethics Approvals*

Recipients should submit documents to demonstrate that conditions have been met to the Strategic Initiatives Manager, CTL, c/o [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca). Once all conditions are met, a confirmation letter will be provided to the recipient. A copy will be sent to the Research Services Office requesting a speedcode to be activated.

#### *Mandatory Project Management Plan*

Recipients of Project awards are required to develop a project management plan that is used as the basis for annual and final reports. For more information on project management plans and sample plans, visit the [TLEF website](#).





The following information is required in the plan:

- Purpose of the project – this may include a vision statement.
- Goals and desired outcomes and/or deliverables, including evaluation strategies and dissemination of results.
- Characteristics of the learners involved in the project.
- Action plan that describes how each of the objectives will be accomplished.
- Key activities and milestone dates for their completion.
- Detailed evaluation and reporting plan.
- Schedule for expenses that is tied to milestone dates.

#### *Reporting Requirements and Final Report*

Recipients are required to submit annual progress reports, due April 30, for projects extending longer than one year (and past June 30). Annual reports are to describe progress on and any significant deviations from the original project plan and/or budget as well as dissemination of findings/outcomes to date. Reports should be submitted to the Strategic Initiatives Manager, CTL, c/o [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca).

Substantial delays, budget shortfalls or lowered expectations regarding outcomes or dissemination of results will be reviewed by the TLEF Selection Committee Chair.

Within 3 months of the end of the project, recipients are expected to submit a final report summing up project outcomes and dissemination activities. The final report should also include copies of conference abstracts, posters, papers or other scholarly articles for dissemination on the TLEF website.

#### *Request for Extension to Project End Date*

Requests for extension to a project end date should be submitted to the Vice-Provost (Learning Initiatives), c/o [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca). Extension requests are typically submitted in conjunction with the annual progress report and should include:

- The current approved end date.
- A brief explanation of why more time is needed.
- Amount of funding remaining to date.
- The date by which the applicant expects to have the funds fully expended.
- The revised end date requested – this should correspond to the date funds are anticipated to be fully expended plus one month for administrative purposes.

The Research Services Office (RSO) has reduced signature requirements for amendments. If an extension is granted, written approval from the Vice-Provost (Learning Initiatives) will be sent to the recipient with a copy to the Research Facilitator assigned to the faculty. RSO will process the no cost end date extension without further documentation. Note, updated ethics are still required, as necessary.



## FREQUENTLY ASKED QUESTIONS

NOTE: These FAQs are provided to inform and assist prospective applicants in preparing Teaching and Learning Enhancement Fund (TLEF) applications. Every effort will be made to keep the information current, and information provided is subject to updates from time to time as warranted. For clarification on any information provided here or for responses to other questions, please contact the Strategic Initiatives Manager, Centre for Teaching and Learning (CTL), phone: (780) 492-9302 or email: [tlef.ctl@ualberta.ca](mailto:tlef.ctl@ualberta.ca).

### General

**Q:** What is the maximum amount that any applicant can receive?

**A:** Applicants for Professional Teaching Development awards may receive up to \$5,000 over two fiscal years. Project awards may receive funding up to \$150,000 (total budget) distributed over a maximum of three years. Proposals for TLEF Seed Funding may receive a maximum of \$9,000 each.

**Q:** Does the principal applicant for a Project award have to hold a continuing full-time position?

**A:** Generally, all proposals will be evaluated on their merits. Priority for Project awards is given to full-time continuing faculty members. However, principal applicants and co-applicants must be eligible to hold as outlined in the UAPPOL document, "[Eligibility to Apply for and Hold Research Funding Policy](#)".

**Q:** When will applicants be notified of the status of their applications?

**A:** Applicants for Professional Teaching Development awards are notified within one month of their application. Applicants for Project awards or Seed Funding may expect to be notified within two months of the application deadline.

**Q:** How does TLEF relate to the University of Alberta Killam Research Fund?

**A:** The Office of the Vice-President (Research) manages the Killam Research Fund. Generally, all faculty members are strongly encouraged to seek external funding sources and the Killam Fund and TLEF may be considered as components of or complementary to externally funded programs. The President has requested that those adjudicating the Killam Fund emphasize quality and impact of projects and travel grants rather than striving to have a large number of funded projects. We are seeking to do the same with TLEF.

### Professional Teaching Development Awards

**Q:** How is the fund for Professional Teaching Development adjudicated?

**A:** Applications for Professional Teaching Development awards are reviewed monthly.

**Q:** Can individuals apply for Professional Teaching Development funds while on sabbatical?

**A:** Yes, provided the Chair and Dean support the request.



### Project Awards

**Q:** What is meant when the criteria for a Project award state that normal course development activities will not be funded?

**A:** The Project portion of the TLEF is targeted to activities that will make a substantial contribution to teaching and learning at the University of Alberta. To receive support, it will be critical for educators to be able to generalize their research and best practices to other courses or programs. Please review the summaries of successful projects on the TLEF website to get a sense of the scope of the initiatives.

**Q:** Under what conditions would the Selection Committee award funding for a Project proposal involving a lower enrolment course?

**A:** The criteria state that the project should have the potential to benefit a significant number of students. The project might involve a course with a smaller number of students as long as the lessons learned may be readily transferred to other courses and/or programs of study.

**Q:** Do projects have to involve technology?

**A:** Although projects may involve technology, it is not necessary.

**Q:** Can an applicant partner with other funding agencies such as the Government of Alberta?

**A:** We encourage you to partner with off-campus funding agencies should this be possible. However, the principal applicant must teach at the University of Alberta.

**Q:** Can there be two (or more) principal applicants?

**A:** Only one person can be designated as the principal applicant. There may be several co-applicants and/or collaborators in addition to the principal applicant.

**Q:** Can funds be used to purchase services?

**A:** Yes.

**Q:** For interdisciplinary projects, which Dean should sign the application?

**A:** The Dean of the faculty of the principal applicant should sign the application. The exception is for units like the Health Sciences Council. In this case, the Dean of each relevant faculty would sign.

**Q:** What are the requirements for dissemination of project outcomes?

**A:** Applications should include a plan for dissemination of results of the proposed project, which could include, for example, leading a forum or publishing an article to benefit educators and students at the University of Alberta and elsewhere. The plan should also include how the knowledge gained and resources developed are transferable to other courses, programs and instructors.

**Q:** For larger projects, should I apply for funds twice with two separate proposals or should I apply once and divide the project into two stages?

**A:** It would be more appropriate to apply once and ensure that the project is managed within the maximum period of three years.

**Q:** Should proposals be reviewed by an Ethics Review Committee prior to submitting an application?

**A:** No, the project proposal does not have to receive ethics approval prior to submitting an application, but it is the applicant's responsibility to indicate in the application whether ethics approval is required. Once a project is recommended for funding, ethics approval must be secured before funds are made available. However, in some situations, it may be possible to complete an "[Application for Release of Funds Agreement](#)" to request access to TLEF funds before that period when ethics must be in place.

**Q:** Will applications for Project awards from teams be considered equally?

**A:** Yes – adjudication is based on merit.



**Q:** How can new initiatives funded through TLEF become sustainable?

**A:** Applicants are expected to demonstrate that the proposed project will result in lasting improvements in educational outcomes. Applicants should clearly outline in their proposals how they will achieve such impact, including optimal use of existing resources, benefiting a significant number of students and demonstrable benefits beyond the period of TLEF funding.

**Q:** Can applicants include persons who will be remunerated from part of the award?

**A:** The principal applicant and co-applicants may not receive remuneration from the TLEF award.

**Q:** The requirement of a Dean's ranking seems prohibitive to applicants in large faculties whose work is not necessarily familiar to the Dean. Is there an alternative?

**A:** A ranking from the Dean is required. Applicants should arrange an appointment with the Dean to review the proposal as soon as possible in advance of the application deadline. Applicants should also be aware of internal departmental and/or faculty deadlines for Chairs or Deans to review applications and write letters of appraisal and for the Dean to assign a ranking.

**Q:** Do you prefer the Dean's ranking in the form of an email or letter? How many copies are required?

**A:** The preference is an original, hard-copy submission on letterhead but a scanned PDF or email would be accepted. In many cases, the Dean's ranking is submitted separately from the application. Only one version of the Dean's ranking is needed.

**Q:** Some applicants may teach students that belong to a faculty other than the one the individual was hired into. The other faculty would benefit rather than the applicant's home faculty. In such a case, which Dean would provide the ranking?

**A:** The Dean of the principal applicant's home faculty should sign the application and provide a ranking because this faculty will provide infrastructure to support the project. Applicants could also request the Dean from the other faculty to provide a letter of support. However, that Dean will not be asked to rank the application.

**Q:** If an application is ranked low, does the Committee consider the letter of appraisal?

**A:** Yes, the Committee reviews applications with the University's best interests in mind and considers the potential impact of the project. Committee members discuss each application. The Dean's ranking is taken into account but is not the only factor in decision-making.

**Q:** When are Project award funds made available?

**A:** Funds are available for the start date requested in the proposal, provided conditions outlined in the memo from the Selection Committee are satisfied. Recipients should allow an additional 2 to 3 weeks after receiving the "conditions met" notice for the project speedcode and account to be activated by RSO staff.

**Q:** Can nominal fees paid to research subjects be paid from TLEF?

**A:** Fees paid to research subjects (such as modest incentives for participation), where ethically acceptable, are eligible under TLEF.

**Q:** Would the TLEF Committee consider a request for additional funding and extension for an active project?

**A:** The TLEF holder would submit an application for the new funding requested. The application would address how the criteria applies to the new activities proposed. The application would be considered in the annual adjudication process along with the other applications for that competition.

**Q:** May equipment be purchased with TLEF funds?

**A:** Yes, provided the equipment requested is aligned with the criteria of the fund. Note, if the applicant is not using University of Alberta resources, he/she must demonstrate why.

**Q:** For co-applicants from other institutions, do you require his/her signature?

**A:** Upon approval of the application, a letter of support signed by the co-applicant, on the co-applicant's institutional letterhead, will be required.

**Q:** Does the signature page need to be submitted electronically?

**A:** Yes, please submit this page electronically in PDF format.



**Q:** Can one resubmit an application for the next annual adjudication?

**A:** Yes. The Committee will expect applicants to have addressed feedback previously provided regarding that project proposal. In the event of a resubmission, the Chair or Dean is required to write a new letter of appraisal and the Dean is requested to provide a new ranking.

**Q:** Where do I find a template for the annual progress report? How long should it be?

**A:** There is no specific template for the annual progress report (due by April 30 each year). The progress report should provide a brief overview of the TLEF project activities for the past year, highlighting the major accomplishments as well as any challenges encountered. It may be helpful to reference the major benchmarks included in the project management plan, and indicate whether the project is on schedule to complete as proposed. It should also include a brief financial report and commentary on the year's expenses. The "Financial Overview" page that is available using the Researcher Home Page with the summary of expenditures (as of March 31) by budget category contains sufficient detail for this purpose. A maximum of 3 or 4 pages (plus the Financial Overview statement) is sufficient.

**Q:** Is there a template for the final report? When is it due?

**A:** There is no specific template for the TLEF Project final report. A maximum of 15 pages is sufficient. Please see the final reporting requirements outlined earlier in this handbook. It may also be helpful to reference the major benchmarks included in the project management plan and provide a brief financial report and commentary on the project expenses. Final reports are due 3 months after the project end date.

#### Seed Grants

**Q:** Is there a template for the final report? When is it due?

**A:** There is no specific template for the TLEF Seed Grant final report. A maximum of 2 to 3 pages is sufficient. Please see the final reporting requirements outlined earlier in this handbook. Final reports are due 3 months after the project end date.