



TLEF Innovation Projects

TLEF Innovation Projects focus on experimenting with new pedagogical approaches that have the potential to enhance learning. These projects align with SHAPE and are typically smaller in scope and scale allowing for more exploration and experimentation with emerging methods to support teaching and learning. Importantly, successful projects are designed with sustainability in mind, ensuring that innovations can be maintained or scaled beyond the initial funding period.

TLEF projects can offer an opportunity to pilot 'proof of concept' initiatives, providing valuable insights that can inform broader implementation. While we recognize that not all pilot projects will succeed—indeed, part of their purpose is to test and learn from both successes and failures—each project should consider how the project might be maintained and continue if the pilot is successful.

Proposals may be awarded up to \$25,000 and will normally be completed within 1 year.

Eligibility

We welcome submissions that either examine current teaching practices or start projects that introduce new teaching methods and pedagogies.

Applications are invited from **Continuing Academic Staff** from the University of Alberta from the following categories (as outlined in the [UAPPOL Recruitment Policy \(Appendix A\)](#)):

- A1 (Schedule A - Academic Faculty Member, Schedule F - Administrative and Professional Officers (APO) Member, Schedule B - Faculty Service Officers (FSO) Member, Schedule C - Librarian);
- A2.1 (Schedule D - Academic Teaching Staff (ATS) Members (Career, Term 12, Term Recurring))

Applicants **must** be eligible to apply for and hold research funding (see "[Eligibility to Apply for and Hold Research Funding Policy](#)"). If an applicant is ineligible to hold research funding the applicant will need a co-applicant who is eligible to hold the funds.

Expectations Of Recipients

- If appropriate, applicants must apply for ethics approval through Research Ethics and Management Online (REMO).

- Applicants proposing projects involving Indigenous communities are encouraged to engage with Indigenous specific ethical guidelines and consider principles of [Ownership, Control, Access, and Possession \(OCAP\)](#) when involving Indigenous data or participants.
- Notify excellence.awards@ualberta.ca of any project dissemination activities and provide copies of conference abstracts, posters, papers or other scholarly articles for the TLEF website. Recipients are encouraged to disseminate their findings in ways that are accessible to diverse audiences.
- **Upon completion of the project:**
 - Submit a final report (3 pages maximum) within 3 months of project completion. This report could include reflections on challenges, successes, and lessons learned in implementing the project. Recipients are encouraged to address how their project aligns with and contributes to the University's strategic goals. Projects should be submitted to excellence.awards@ualberta.ca.
 - Recipients are expected to present findings to university communities at a relevant venue (such as the Festival of Teaching and Learning).

Application Requirements

Your proposed project should demonstrate clear alignment with one or more of the institution's strategic priorities. Projects are not required to directly address all strategic areas of focus. We encourage you to consider how your project contributes to, or is guided by, our institutional goals, whether they are academic, operational, or community focused. Please be sure to clearly identify the specific plan(s) or priority area(s) your project addresses.

We invite you to consider how your project aligns with the University of Alberta's strategic direction. The following institutional plans may help guide your thinking and support you in identifying relevant areas of alignment:

- [SHAPE: A Strategic Plan of Impact](#)
- [Braiding Past, Present and Future: University of Alberta Indigenous Strategic Plan](#)
- [Changing the Story: An Integrated Action Plan](#)
- [Igniting Purpose: Student Experience Action Plan](#)

In your application proposal, please include the following:

- 1. Project title**
- 2. Project Introduction and Goals:** Provide a brief overview of your project, including its purpose, significance, and the problem or need it addresses. Clearly state the primary goals of your project. Explain how these goals will address the problem or need identified. Explain how the project will enhance teaching and learning practices or deepen our understanding of them.
- 3. Expected Outcomes:** Outline how the initiative will improve teaching, increase student learning, or contribute to a more inclusive and culturally responsive educational environment. Comment

on the sustainability of your project, and consider how the innovations could be maintained beyond the initial funding period (*as appropriate*).

4. **Alignment with the Framework for Effective Teaching & Impact Assessment:** The [Framework for Effective Teaching](#) offers guidelines to enhance teaching quality and supports continuous improvement by promoting reflection, evaluation, and inclusive, student-centered practices. It identifies five interconnected domains of effective teaching. Describe how you will evaluate the project's impact using meaningful measures from the Framework such as student feedback, peer input, or reflective teaching practices. Explain how those assessments will inform your future development. Impact, in this context, refers to *educating, researching, and engaging in deliberate, purposeful ways to make a lasting, positive difference*.
5. **Timeline and Deliverables:** Specify the deliverables of your project, and provide a timeline, including milestones and deadlines for the key activities of your project. Explain what will be produced or achieved as a result of completing the project.
As required: Outline the approval pathway at the department, faculty, and institutional levels for your project.
6. **Consultations and Partnerships:** Provide information on any consultations you have undertaken or plan to undertake. Mention any partnerships you have formed or intend to form, and describe the roles of these partners. Are there opportunities for collaboration across your faculty, college, or the wider campus community that could strengthen your project? Consider how cross-unit partnerships might support innovation, increase capacity, or align with institutional priorities.
7. **Identification of Potential Risks:** Identify any potential issues or risks that could impact your project. Discuss your plans for addressing and mitigating these risks.
8. **Budget Details:** Include a budget that details all eligible costs associated with the project, ensuring alignment with fund guidelines.

Formatting Guidelines

- Format: Typed in an accessible PDF document
- Font: Accessible font (ex: Roboto, Calibri, Arial), 11 point
- Spacing: Single-spaced
- Margins: 1-inch on all sides
- Page Size: Standard letter size (8.5x11 inches)
- **Length: Maximum of 5 pages, excluding title page and references**

An **Application Template** is available on the [TLEF](#) website.

If you prefer an alternative submission method or modality, please contact excellence.awards@ualberta.ca for assistance.

Eligible Costs

- **Salaries:** Includes student, postdoctoral fellows, community members, undergraduate, and graduate research assistants.
 - **NOTE:** *PI's salary is NOT an eligible expense.*
- **Materials, supplies, and other direct project costs:** Covers items necessary for the project's completion.
- **Development and production costs:** Includes costs directly associated with the creation or dissemination of project outcomes, such as developing Open Educational Resources (OER), culturally responsive and decolonized content, or community-engaged content.
- **Software expenses:** if the proposal clearly demonstrates a pedagogical need, no alternative funding is available, and the software has successfully completed a [Privacy and Security Review](#). For annual subscriptions, the proposal should consider possible options for covering ongoing costs after the initial funding period has ended.

Ineligible Costs

- **Hardware expenses:** Normally, funding is not available for hardware purchases. However, special considerations may be made on a case-by-case basis. If you require funding for hardware, please consult with excellence.awards@ualberta.ca before submitting your applications.
- PI Salary
- Office furniture
- Travel
- Conference registrations
- Publication fees

NOTE: Any expenditures exceeding the awarded amount will be the responsibility of the project holder.

Adjudication Criteria

Proposals will be evaluated based on the following criteria:

1. Alignment with Strategic Goals and Frameworks

Proposals should clearly demonstrate alignment with the University of Alberta's key strategic priorities, including:

- Integrating Indigenizing and decolonizing perspectives, as outlined in the Indigenous Strategic Plan.
- Incorporating Equity, Diversity, and Inclusion (EDI) principles.
- Supporting the goals of SHAPE, particularly "Education with Purpose."
- Aligning with the Student Experience Action Plan (SEAP)
- Aligning with the goals of the Teaching and Learning Enhancement Fund (TLEF)
- Adhering to the principles of the Framework for Effective Teaching.

2. Clarity in Rationale, Methodology, and Anticipated Outcomes

Proposals should:

- Provide a clear rationale for the project, explaining its purpose and significance.
- Outline the methodology or the project plan in a detailed and coherent manner.
- Specify clear, measurable, and realistic anticipated outcomes.

3. Potential for Impact

Proposals should:

- Demonstrate potential for significant impact, particularly in enhancing teaching and learning environments.
- Include a plan for measuring and evaluating the success of the proposed outcomes.
- Consider how the innovation might be sustained beyond the initial funding period (*as appropriate*).

Deadline and Submission

Deadline: Proposals must be submitted by **October 15 at 12:00 PM (noon)** to receive TLEF funding for the following year.

Notification: Successful applicants will be notified in December of that year.

Project Duration: Projects should typically be completed within one year from the start of the project.

File Naming Convention:

Name your file as: Lastname_Firstname_TLEF_InnovationProject.pdf

Submit your complete application online through the [TLEF](#) website.

Selection Process

The TLEF Innovation Projects will be adjudicated by the TLEF Adjudication Committee.

The Committee requires that no more than one member be absent from any meeting where decisions are made. All proceedings are to remain confidential.

Committee Membership

Chair (non-voting)

- Vice-Provost (Learning Initiatives)

Members (Voting)

- Member appointed by the Vice-Provost (Indigenous Programming and Research)
- Member appointed by the Vice-Provost (Access, Community & Belonging)
- Member appointed by the Vice-Provost & Dean from the Faculty of Graduate and Postdoctoral Studies (GPS)
- Member appointed by the Vice-Provost & Chief Librarian
- Executive Director, Center for Teaching and Learning or delegate
- Dean or representative from each College
- Dean or representative from one of the stand-alone faculties

Resource Members (non-voting)

- Portfolio Initiatives Manager (Learning Initiatives), Office of the Provost
- Executive Assistant, Office of the Provost

Support

If you require assistance, please contact us at excellence.awards@ualberta.ca.

Protection of Privacy - Personal information provided is collected in accordance with Section 4(c) of the Alberta Protection of Privacy Act (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used for the purpose of adjudicating the TLEF Awards. Should you require further information about collection, use and disclosure of personal information, please contact excellence.awards@ualberta.ca.