



## Teaching and Learning Grants Signature and Submission Form

**Project Title:** *\*\*The title of your project must be consistent across all of your application documents\*\**

### Participant(s) Information:

|                              | Full Name | Credentials | Rank | Faculty, Dept./Unit | Email address |
|------------------------------|-----------|-------------|------|---------------------|---------------|
| Principal Grant Holder (PGH) |           |             |      |                     |               |
| Co-PGH                       |           |             |      |                     |               |
| Co-Applicant                 |           |             |      |                     |               |
| Co-Applicant                 |           |             |      |                     |               |
| Co-Applicant                 |           |             |      |                     |               |
| Co-Applicant                 |           |             |      |                     |               |
| Co-Applicant                 |           |             |      |                     |               |

### Expectations - Recipients of Teaching and Learning Grants will:

- Follow the processes required for starting their projects, as described materials provided with the Notice of Award
- As soon as possible upon receiving a Notice of Award, apply for ethics certification (required for release of funds) and follow an ethics protocol for research involving human subjects (this process can be initiated earlier, see [Ethics in the Scholarship of Teaching and Learning](#) Guide)
- Follow University of Calgary procedures to have their project reviewed by Research Services and set up in the Research Accounting system
- Implement the proposal as approved (adhering to budget, evaluating impact on learning, following the timeline, disseminating, etc.). Grants administrators will only approve changes requested in writing
- Attend, as possible, gatherings of grant recipients at the TI
- Submit a Progress Report halfway through the project (required for release of second-year funding for multi-year projects), as well as a mandatory Final Report
- Share the results of the completed project with relevant audiences as outlined in the proposal, and through a TI online showcase
- Participate in the adjudication of Teaching and Learning Grant applications in subsequent years

|                              | Full Name | I agree with the above Expectations | Signature | Date<br><i>yyyy-mm-dd</i> |
|------------------------------|-----------|-------------------------------------|-----------|---------------------------|
| Principal Grant Holder (PGH) |           |                                     |           |                           |
| Co-PGH                       |           |                                     |           |                           |
| Co-Applicant                 |           |                                     |           |                           |
| Co-Applicant                 |           |                                     |           |                           |
| Co-Applicant                 |           |                                     |           |                           |
| Co-Applicant                 |           |                                     |           |                           |

Principal Grant Holder's Department/Program/Unit Head, Associate Dean (Research) & Dean:

|          |  |                     |  |
|----------|--|---------------------|--|
| Faculty: |  | Dept./Program/Unit: |  |
|----------|--|---------------------|--|

|                               | Full Name | I have read & support this application | Signature | Date<br><i>yyyy-mm-dd</i> |
|-------------------------------|-----------|--|-----------|---------------------------|
| Dept., Program, or Unit Head: |           |  |           |                           |
| Associate Dean, Research:     |           |  |           |                           |
| Dean (or Designate):          |           |  |           |                           |

### Submitting your Application:

We have adopted a double-blind review process for the adjudication of these awards.

- The *Project Title* must be consistent on each required document, so we are able to link the components of your application package
- To ensure your application is free of identifying information we ask that you submit each required document as a separate pdf.

### Required Documents Checklist:

Application Form (1 pdf.)

Budget Template & Time line (1 pdf.)

Signature & Submission Form (1 pdf.)

### Application Deadline: January 17, 2022

Adjudication Committees will only receive complete applications, submitted by the deadline, via the Teaching and Learning Research Open Journal Systems Portal (see the Teaching and Learning Grants website for more info.)

Please contact [TLGrants@ucalgary.ca](mailto:TLGrants@ucalgary.ca) with any questions.