

## A. Terms and conditions

### Teaching Scholar

**People** : Individual or collaborative

**Duration**: Four years

**Funding Amount**: up to \$40,000

Recipients will **develop their educational leadership capacity through the implementation of strategic teaching and learning initiatives that include the development of professional learning opportunities** to help other instructors strengthen their teaching and learning practice. Fundable projects may involve a range of contexts and activities, not just those that occur in the classroom. Teaching Scholars will participate in an interdisciplinary community of practice from across the TI and will also share their work with relevant campus audiences and disseminate it more broadly within relevant scholarly communities.

### Submit for Internal Peer Review

Applications submitted for internal peer review are NOT required to be complete, have Leadership Approvals or be validated through the portal.

1. Click on **Print** at the top or bottom right corner of your application form
2. Click **complete form** and save as a pdf.
3. Send your pdf to [TLgrants@ucalgary.ca](mailto:TLgrants@ucalgary.ca) 

Click [here](#) for more information.

## B. Eligibility

- |  |     |
|--|-----|
| 1. Will grant funds be used only for expenses incurred by University of Calgary collaborators on a project?                            | Yes |
| 2. Will the Principal grant-holder (PGH) be continuously employed by the University of Calgary for the duration of the proposed grant? | Yes |
| 3. Have you received Teaching Scholars funding during your academic career?  | No  |
| 4. Are you currently a PGH of a UCalgary Teaching and Learning Grant?  | No  |

Sample

## C. Applicant

### Applicant

That information is displayed for consultation only. If the information is not up-to-date, please modify it in your profile.

1. Last name

2. First name

3. Institution. If your organization is Other, please click on drop menu beside your name, in the upper part of the banner and select 'My profile'.

4. Faculty or Unit

5. Department

6. E-mail

### COORDINATES OF PRIMARY AFFILIATION

That information is displayed for consultation only. If the information is not up-to-date, please modify it in your profile.

7. Address

Is the information valid?

## D. Project Information

1. Project Title

2. Select all the TL Grants Areas of Focus that apply.

- Accessibility, equity, inclusivity and diversity**  
 Experiential learning and undergraduate research  
 Indigenous Perspectives and Ways of Knowing  
 Mental health and well-being  
 Online and blended learning  
 Sustainability  
 Innovation and entrepreneurial thinking  
 **Open Educational Resource (OER)**

3. Will ethics certification be required for your project ?

Sample

## D.i. OER Area of Focus

[Open Educational Resources \(OER\)](#) are learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation, and redistribution by others ( [UNESCO](#) ). Consult with the [Open Education Librarian](#) and [your subject librarian](#) in Libraries and Cultural Resources for support and referral to resources for assistance with OER (e.g., Copyright and Repository Services), and your grant application.

If you have chosen to apply for the TI Grants Area of Focus for the development of an open educational resource (OER), there are additional items to consider when you're adapting or creating an OER that may differ from the other areas of focus. Please review the following considerations and conditions, and complete the additional response questions for your TI grant proposal with an area of focus in open educational resources.

### Considerations:

- If you have not developed an open educational resource project before we recommend meeting with Libraries and Cultural Resources to discuss your proposal. Contact [oer@ucalgary.ca](mailto:oer@ucalgary.ca) to set up a meeting.
- Adapting an OER means grant proposals will focus on modifying one or more existing open educational resources. Existing OER may be adapted in a number of ways including updating or localizing content, incorporating interactive components, improving diversity and inclusion, developing ancillary materials to add to an existing open textbook, etc.
- Creating an OER means grant proposals will focus on developing a new open educational resource that does not exist in their desired form within their discipline. These projects will generally be more involved as the content largely does not already exist in another OER, so this type of OER project will likely take more time and effort.
- When you are developing OER, the resource you create can be changed and updated over time as the content within your course and within the field evolves. We recommend developing a sustainability plan for ongoing support for the OER, so that you can continue to benefit from it for years to come.

### Grant Recipients agree to ...

- Ensure that the open educational resource (OER) is available and accessible under a [Creative Commons license](#) that allows for the creation and (re)use of derivative works.
- Obtain written permission from all contributors of the OER project, including students, for the publication of their work under this license and each contributor's preferred form of attribution.
- Share their OER openly and have a current version with its source files, in an editable format, deposited in an appropriate open repository for preservation and reuse.
- Ensure their OER project will follow the guidelines set out in the [BCcampus Open Education Accessibility Toolkit, 2<sup>nd</sup> edition](#)

Please complete the following questions for the Open Educational Resource area of focus in addition to the applicable application form for your chosen stream of the Taylor Institute Teaching and Learning Grant.

### OER Area of Focus Project Questions

1. Have you already conducted a search for open educational resources that relate to your proposed OER project ?

Please specify

2. Will you be adapting an existing OER, creating a new OER, or developing ancillary materials?

URL(s) for existing OER to be adapted:

.....

Type :

3. Describe how your adapted or newly created OER project will fill a gap within existing open educational resources and/or benefit others within your teaching discipline?

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4. It is expected that OER projects will be shared under a Creative Commons (CC) license. What Creative Commons License are you planning on applying to your OER project?

Note that the assignment of a CC license does not impact the creator's copyright ownership of their work.

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5. Are there platforms or tools that you are currently considering for the development and release of your OER project? Note: If you are unsure, contact Libraries and Cultural Resources to discuss your options.

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Parts of this application form have been adapted from related open educational resource grant proposal applications by the [University of Guelph](#) and [Mount Royal University](#) .

## E. Project Description

### 1. Statement of interest (10 points)

- Explain your educational philosophy
  - Describe your interest in participating in the Teaching Scholars program and the importance of the proposed initiative.
  - Include an outline of what difference the initiative will make to teaching and student learning within and/or amongst disciplines, as well as to your own development as an educational leader.
- .....

### 2. Initiative description and rationale (10 points)

- Describe the importance and relevance of the initiative to your faculty
  - Explain how the initiative will strengthen teaching approaches and enhance student learning experiences
  - Demonstrate how the project is grounded in the University of Calgary teaching and learning context and link your work to current and relevant literature
  - Explain how the project aligns with one or more of the areas of focus identified above
  - Identify the specific goals to be achieved
- .....

### 3. Methods (10 points):

- Specify the activities to be implemented to achieve the goals identified above, taking care to clearly demonstrate the alignment of all activities to the project goals.
  - Explain how you will engage students as partners in teaching and learning as part of your project
- .....

### 4. On-going viability (10 points): Describe the ongoing viability of your initiative beyond the funding period

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### 5. Evaluation plan (10 points): Identify strategies that will be used to evaluate the initiative's success, including its impact on teaching and student learning.

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### 6. Engagement plan (10 points)

- Describe how the initiative will help other instructors strengthen their teaching practices and improve student learning.
- Describe the professional learning opportunities that you will lead as part of your initiative to help other instructors strengthen their teaching practices and improve student learning.

-Describe how you will contribute to and learn from the Teaching Scholars' interdisciplinary community of practice.

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7. Dissemination plan (10 points)

-Explain how the initiative results will be disseminated at the University of Calgary and to the broader academic community. This may include presentations, workshops, and participation in internal and/or external conferences.  
-Identify specific actions that you will take to ensure your department and faculty, including your Head and Dean, are aware of your progress.

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Sample



### F. Research Teams

Teams list

Leader email	Team Leader	Leader email	Institution	Department	Fund management entity

Members list

Last name	First name	Email	Position	Please specify	Role in project	Credentials	Institution. If your institution is not up-to-date, please modify it in your profile.	Faculty	Department



## G. Timeline

Please fill out the following timeline for your project using a gantt chart.

### Year 1

Task Title	Task duration
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### Year 2

Task Title	
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### Year 3

Task Title	
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### Years 4

Task Title	
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Sample

## H. Budget

### Guidelines for Grant Budgets

Funds are distributed through Research Services, and grant funds must be used as indicated in the project's approved budget. The application requires a brief rationale for every expenditure, explaining how it supports the project's goals and inquiry. **Applicants should consult the recommendations and guidelines below.**

Some common uses of Teaching and Learning Grant funds include the following:

- hiring a student research assistant (see below for recommendation),
- travelling to a conference to present the results of a project or paying publication fees (see below for stipulations),
- paying software licenses,
- hiring a transcriptionist
- supplying hospitality for a relevant gathering or event.

Requests for course releases must have the explicit approval of the relevant Head.

We recommend (but don't require) hiring a student research assistant to assist with the project. To support students' development as teachers and researchers and to inform how we conduct research into teaching and learning, we encourage treating student research assistants (RAs) not just as support but as co-inquirers or fellow members of the research team (i.e., more fully understanding the teaching and learning context, providing a student's perspective throughout the project, planning and designing the project, gathering and analyzing evidence, disseminating findings by co-authoring and/or co-presenting). On the budget form, please specify the RA's types of activities, wages, and the number of hours. For details on salary and hours, review the [student employment options chart](#).

Funds may cover travel, but these are not travel grants, so a maximum of 30% of the budget may be allocated for travel. Portions may cover travel to learn about teaching and learning or to present a project's findings. Requests for travel-related budget items should be accompanied by a strong rationale for their relevance to the project.

Similarly, a maximum of 20% of the budget may be allocated for other dissemination costs, such as publication fees or page charges.

### The following are ineligible for funding through the Teaching and Learning Grants:

- Costs normally budgeted by University of Calgary units
- Costs associated with student course fees (e.g., student costs with field trips, tuition reimbursement, etc.)
- Wages for faculty, regularly assigned teaching assistants or staff members who would usually be employed by the University.
- Expendable items or equipment
- Principal Grant Holders and co-applicants may not pay themselves

For additional university policies, applicants should consult their appropriate department administrator, HR advisor, the University's Travel & Expense Reimbursement Handbook, and other applicable UCalgary policy documents.

Does this team request a budget? Yes

Category	Budget item	Justification	1	2	Total	Documents
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## Summary Table

Category	1	2	Total
Grand total	\$0.00	\$0.00	\$0.00

Sample

## I. In-kind contributions

Provide an outline of additional in-kind contributions (e.g. funding, resources, or assistance) to be provided by the Faculty to support the Teaching Scholars' initiative.

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Sample

## J. Nomination Letter

Please upload one nomination letter signed by the Department Head(s) and Dean(s), which includes:

- Overview of applicant's suitability for the program, including their educational leadership potential and ability to actively contribute to enhancing teaching and learning within the department, unit or faculty.
- Overview of support for the proposed initiative, including how it will help meet the strategic priorities of the faculty.
- Overview of support for the applicant to complete the initiative and participate as a University of Calgary Teaching Scholar.
- Support for in-kind contributions (funding, resources or assistance) to be provided by faculty to support this initiative.
- If funding is used to support release time, this must include acknowledgement of how release funds will be used to support the applicant's participation in the program.
- Cross-institutional collaborations will require signatures from each Dean and Department Head.

Sample

## K. Leadership Approvals

PGH's Head, Associate Dean (Research) & Dean

PGH's Head, Associate Dean (Research) & Dean

Name	E-mail	Organization	Role
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Sample

## L. Submission

[How to submit for Internal Peer Review](#)

### Expectations of Teaching Scholars Grant Recipients

I, the undersigned:

XXX XXXXXXX agree to

- Complete my proposed teaching and learning initiative, including the implementation of professional learning opportunities related to the project to help other academic staff strengthen their teaching and learning practices.
- Participate in an interdisciplinary community of practice from across the University of Calgary (hosted through the TI).
- Complete and disseminate a mid-term and final report outlining the project progress and findings to their department, faculty and the TI. Portions of the mid-term and final reports will also be shared with the public to increase awareness about the impact of Scholars' initiatives.
- Participate in the adjudication of Teaching Scholar applications in subsequent years

I agree to the above expectations