



**Scholarship of Teaching and Learning Program  
Major Projects - Application Form 2021**

**PART A: TO BE COMPLETED BY APPLICANT**

**INSTRUCTIONS:**

1. Applicants should read the Scholarship of Teaching and Learning Program [guidelines](#). Applications must be prepared with these guidelines in mind, particularly with respect to established criteria and purpose of the fund.
2. All **full-time tenure track/tenured faculty and probationary/continuing instructors and librarians** are invited to apply.
3. Three projects will be approved to a maximum of \$25,000 per project.
4. Completed applications are to be submitted to the Dean/Director/University Librarian for signature.

**PROJECT LEAD/S** (Include rank, department, faculty/college/school/library and contact information)

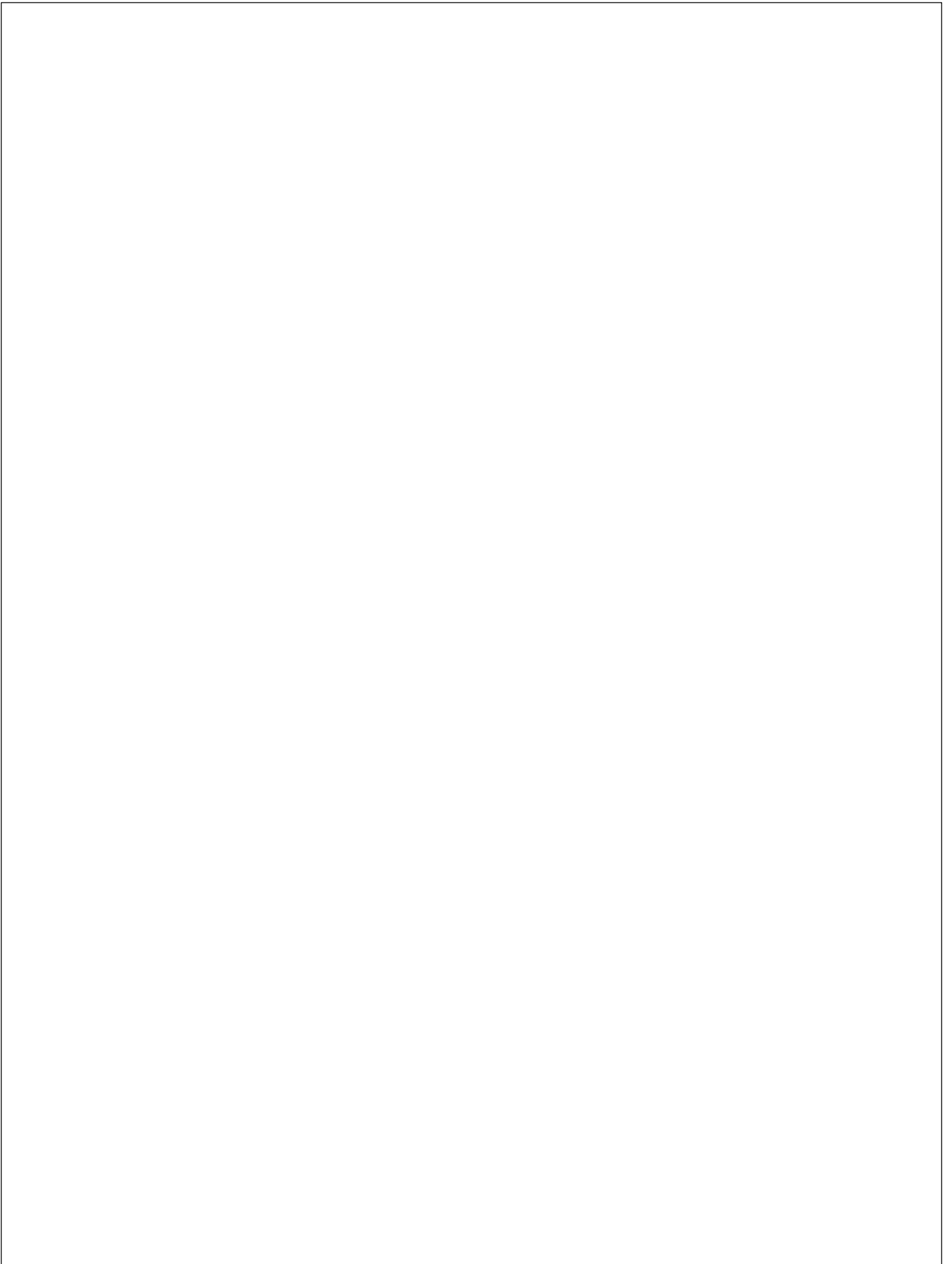
**PROJECT TITLE** (Please provide a descriptive title)

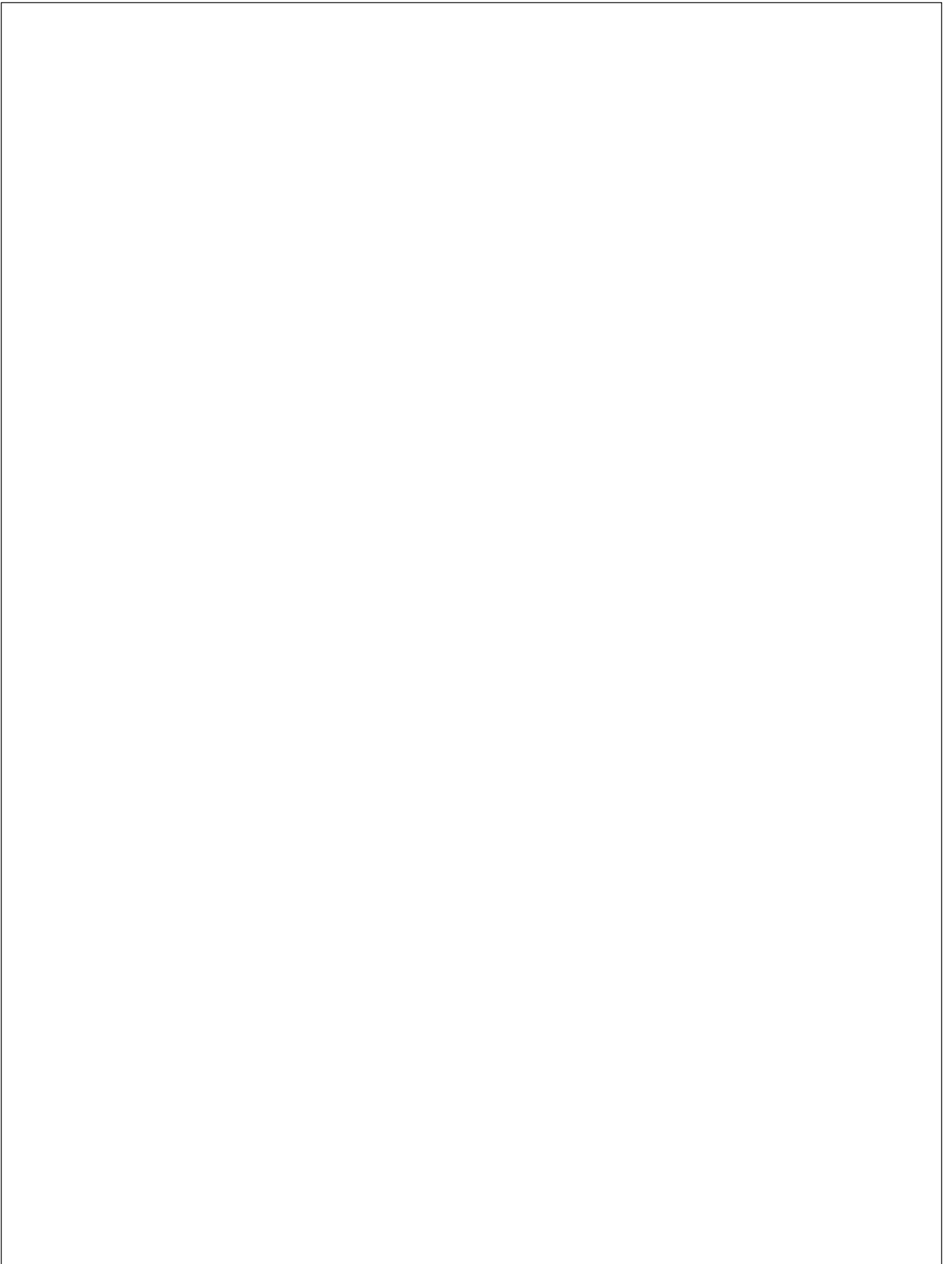
PROPOSAL:

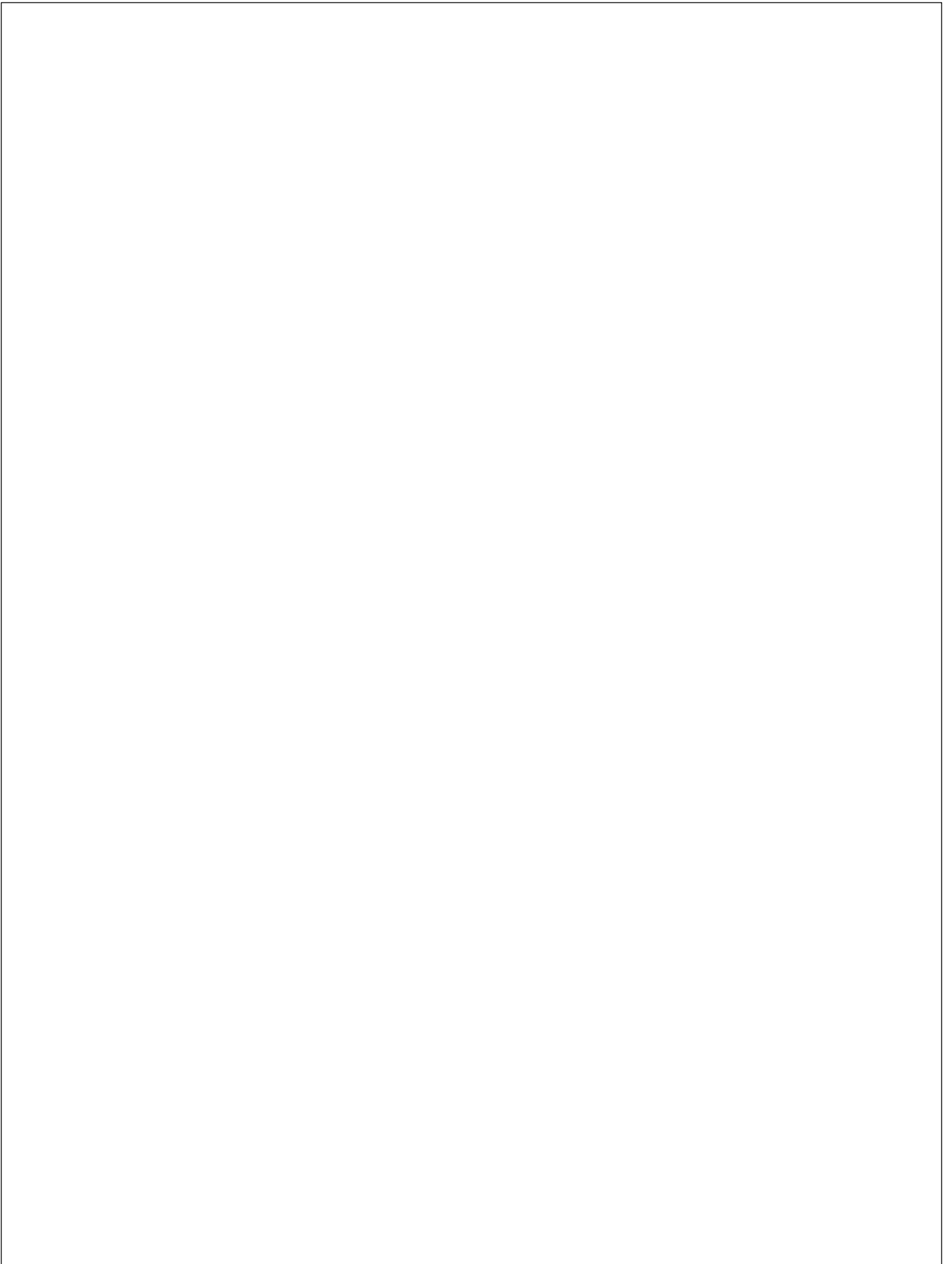
**Abstract** - not to exceed 250 words - summary of the project; explanation of why outcomes are valuable to the unit and university; highlight the methods for achieving the outcomes.

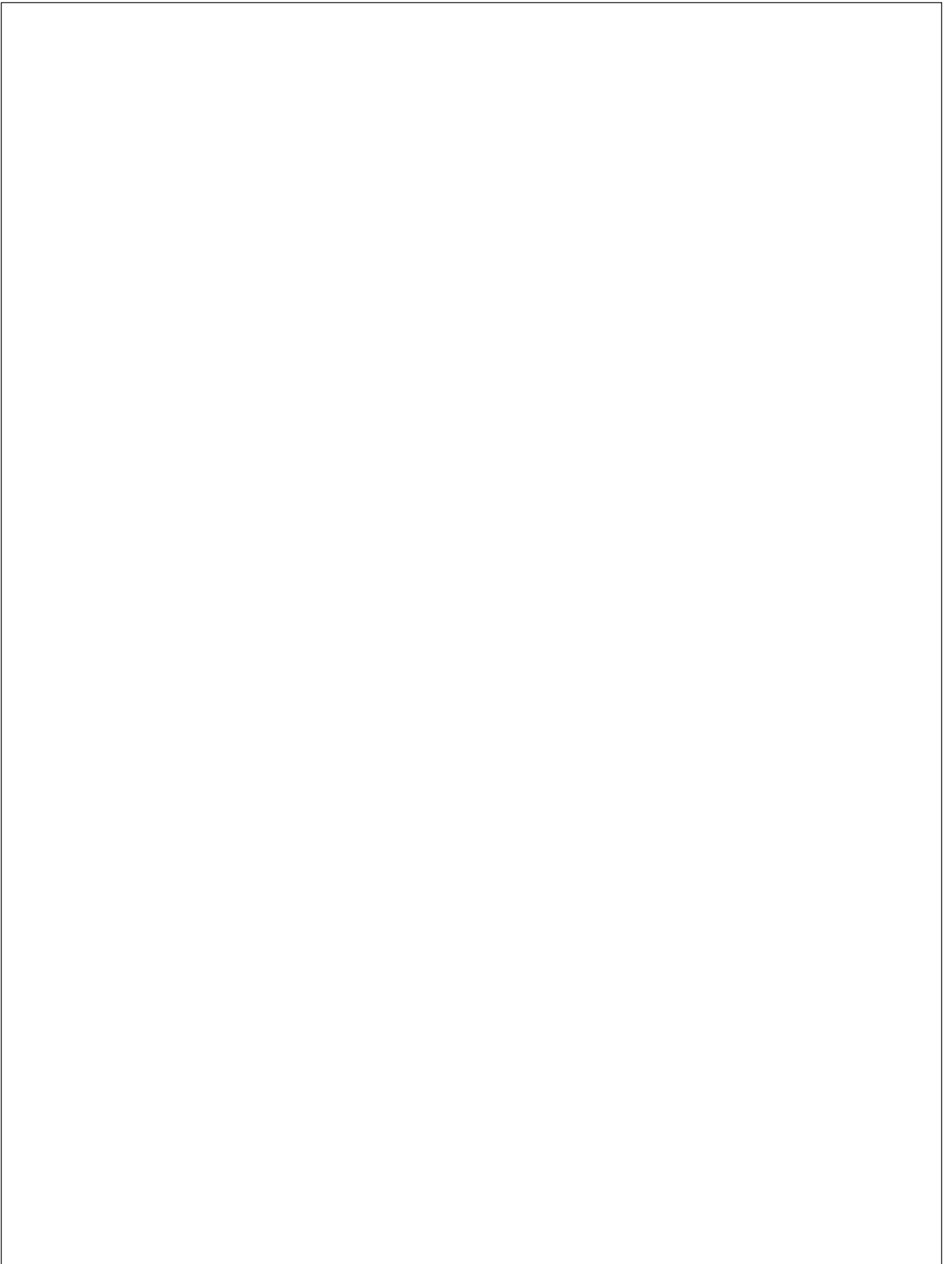
**Project Narrative** – not to exceed 2500 words (excluding references); must address each of the following:

- a. **Specific Aims** - overall purpose, specific objectives, specific research questions to be answered, rationale for why it should be funded (relation of the project to unit mission and priorities; include any planning or pilot work; impact on undergraduate or graduate teaching and learning)
- b. **Literature Review** - a brief review to illustrate that the project is grounded in research; demonstrate knowledge of the issues; provide a conceptual framework; need and/or novelty of the project.
- c. **Methods** - explain overall project plan and all activities; explain rationale for the methodology and how it supports the project. Include any potential limitations and how these may be mitigated.
- d. **Evaluation** - describe how success will be assessed; detail what will be measured and how; why the measures are appropriate; data collection, instruments, statistical methods. Link the evaluation to the outcomes/objectives; formative and summative evaluations as appropriate.
- e. **Knowledge Dissemination** - describe how the results of the project will be communicated to the UM community and within your field.
- f. **Human Subjects** - explain the steps you have taken or will take in the ethics process.
- g. **Timeline** - timeline of proposed activities - annotated list of dates and activities is preferred.









**FUNDING REQUEST: Maximum \$25,000 per project**

Provide a detailed budget with itemized expenses:

Personnel Costs (include benefits, pay levy etc.):

Equipment (Only eligible if the equipment is the study matter):

Materials and Supplies:

Knowledge transfer and exchange:

Other (please justify below):

TOTAL REQUESTED

NOTE: Travel is not an eligible expense

**BUDGET NARRATIVE (Include justification of budget line items noted above)**

**MATCHING OR IN-KIND SUPPORT FOR THE PROJECT (This is a requirement of a Major Project)**

Amount

Source

Details:



LETTER OF SUPPORT – Dean, Director, or University Librarian

LETTER(S) OF SUPPORT – Collaborating Unit(s), if applicable

Please attach the letters of support to your application.

*(Submit completed application to your Dean/Director or University Librarian)*

**PART B: TO BE COMPLETED BY DEAN/DIRECTOR OR UNIVERSITY LIBRARIAN**

*(OPTIONAL)* RANKING (by Dean/Director or University Librarian)

This proposal ranks #  out of the  proposals from my unit.

SIGNATURE

Dean/Director/University Librarian

Date

ADDITIONAL SIGNATURES (If project is collaboration between units)

SIGNATURE

Dean/Director/University Librarian

Date

SIGNATURE

Dean/Director/University Librarian

Date

*(Submit completed application and supporting materials to [SOTL@umanitoba.ca](mailto:SOTL@umanitoba.ca))*