

**SoTL Project Planning Template**

Prepared by: Keith Power, Educational Developer, CITL

This Scholarship of Teaching and Learning (SoTL) project template provides a structured framework for educators to systematically plan a SoTL research project. The template guides the user through the key stages of inquiry, starting with identifying the purpose and objectives of your study and generating a clear research question related to teaching and learning and student development. It then focuses on developing a project timeline and outlining the steps needed for the gathering and analyzing of data, including important ethical considerations that will need to be addressed during the planning and implementation stages. Researchers are also encouraged to consider how they will disseminate their research.

**Project Title**

**Section 1: Project Overview**

* 1. Describe your proposed project. Include the purpose, objectives, and/or hypotheses in non-technical, plain language.
  2. List your research questions. (If you are having difficulty generating a research question, you can refer to the Question Formulation Technique for SoTL Research Template for guidance).
  3. Describe the methodology you will use to answer your research question(s). Include a description of all the procedures and methods that will be used including a description of the types of evidence/data that you plan to collect and how you will collect the data.
  4. Fill out the following table. In the first column, you enter the question you will be investigating. In the second column, you describe the data you will collect to answer that question. In the third column, explain how this data will assist you in answering the question.

|  |  |  |
| --- | --- | --- |
| Question | Evidence/Data to be Collected | Explanation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 2: Project Schedule**

Fill in the following table outlining your key activities and milestones (e.g., when you will submit your ethics application, engage in participant recruitment, collect data).

.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activities & Milestones | Insert Year | | | | | | | | | | | |
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activities & Milestones | Insert Year | | | | | | | | | | | |
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Section 3: Participant Recruitment & Ethics Considerations**

3.1. Describe your participant recruitment process. Include where, how,

and by whom your potential participants will be recruited.

3.2. How many participants do you plan to recruit?

3.3. Will participants be offered any incentive(s) or compensation for participating in

this research? If yes, describe the compensation they will receive.

3.4. How will you obtain the consent of the participants you recruit?

3.5. How will you ensure the confidentiality of your participants? Do you foresee any

limits to ensuring confidentiality? If yes, explain and describe how you will

mitigate these limits.

3.6. How will you ensure the anonymity of your participants? Do you foresee any limits

to ensuring anonymity? If yes, explain and describe how you will mitigate

these limits.

3.7. Describe any known or potential risks for the participants. If there are risks, explain how

you will minimize their impact.

3.8. Will this inquiry involve any participant deception? If yes, please explain and

justify its use.

3.9. Describe how participants will be informed of their right to withdraw from the

project. Outline the procedures which will be followed to allow them to exercise

this right. (Max 100 words)

**Section 4: Data Collection & Ethical Considerations**

4.1. Where will data collection take place?

4.2. Describe how you will safeguard participants’ identities, personal information, and

data from unauthorized access, use, or disclosure during the conduct of your

research and in the release of findings.

4.3. Indicate what will be done with participants' data and any consequences that

withdrawal may have for participants.

**Section 5: Data Analysis**

5.1. Describe how you intend to analyze your data.

**Section 6: Dissemination**

6.1. Describe how you intend to disseminate your project. Consider appropriate peer-reviewed journals and conferences that would fit your research objectives and purposes. You may also consider other forms of less formal dissemination (e.g., host a faculty lunch and learn session).