TEACHING AND LEARNING FRAMEWORK
MEMORIAL UNIVERSITY

St. John's Campus Funding Competition 2016-2017

APPLICATION GUIDELINES

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Application Guidelines

Introduction

The Teaching and Learning Framework St. John's Campus Funding Competition was established in 2014 to encourage the exploration of creative and innovative practices in teaching and learning on the St. John's campus. One-time (non-base) funding will be available to support short-term pilot projects (or the development of proposals for pilot projects) and proof of concept-type initiatives. For the 2016-2017 competition, a total of $550,000 will be available for project support.

The following are guidelines to support the development of applications to the competition.

Objectives of the St. John's Campus TLF Funding Competition

The objectives of the competition are to identify teaching and learning programs and approaches that are evidence-based and have demonstrated capacity to:

- contribute to the development of the desired qualities in our graduates;
- enhance the teaching and learning experience for learners and educators;
- contribute to student success, including achievement of identified learning outcomes;
- enhance the flexibility of the teaching and learning environment with respect to program design, mode of delivery and scheduling; and
- facilitate critical thinking and interaction among learners, educators, researchers, staff and the community.

Eligibility

All full-time employees (educators and staff) and students on the St. John's campus are eligible to apply as principal applicants. The term of employment for employees must cover the period of the proposed project. Students must be enrolled full-time for the period of the proposed project.

Other individuals eligible to apply as co-applicants, with full-time employees or students from the St. John's campus who are named as principal applicants include: full-time employees and students from other Memorial University campuses (if the proposed project is multi-campus in scope); part-time employees and students of Memorial University St. John's campus; and members of the general community.

Evaluation Criteria

Applications will be evaluated based on the following criteria:

- the potential to impact a significant number of students and/or educators;
- the potential for transferability and broad application beyond a single course or discipline;
- innovative use of modern information and communications technology;
- multi-disciplinary, cross portfolio and/or cross campus collaboration;
- rigor of the proposal, including evaluation strategies;
- the potential to address the recommendations of the TLF, the TLF Strategic Plan (2014-2017) and/or other university documents relevant to the teaching and learning environment on the St. John's campus.

Applications for classroom or other learning space renovation that would normally be submitted to the annual Classroom Teaching and Infrastructure Fund (CTIF) will not be considered unless a case can be made for exceptional circumstances.

Application Process

Please consult with your Dean, Director, or Union President on your desire to submit an application.

Applicants are required to complete the following:

1. A letter of intent on the proposed project.
2. A full application through an online portal. A signature page of approval is required including the signatures of all relevant applicants and their unit administrators (Dean, Director, or Union President).

Details on the items above are in sections below. The timeline of activities in the application process is outlined in the following table.

TIMELINE	ACTIVITY
March 1	• Letters of intent are submitted by potential applicants
March 31	• Feedback is provided to potential applicants
April 18	• Online system opens for submission of applications
May 31	• Competition closes 5:00 p.m.
June 1	• Review process of applications begins
July 15	• Adjudication panel submits recommendations to Provost
August 15	• Applicants are informed of results

The Letter of Intent

The Letter of Intent is a one page outline of a proposed project, including a brief description of the project rationale, objectives, activities and the anticipated impact as well as confirmed and/or anticipated project team members. The Letter of Intent template is available at teachingandlearning.mun.ca and must be completed for submission.   The deadline for submission is **5:00 p.m., March 1, 2016**. Please return by email to Kim Myrick, manager of the Teaching and Learning Framework at kmyrick@mun.ca.

The Application

All applications must be received through an online portal by **5:00 p.m. on May 31, 2016**. The online portal will be available starting April 18, 2016.

The sections of the online application form and guidelines on content are outlined below. Applicants may wish to use the guidelines to structure a working copy of the application to cut and paste in the online system.

Contact information: Provides contact information for each applicant (principal applicant and co-applicants).

Descriptive title: States the title in a succinct but informative manner.

Abstract (max: 250 words):   Summarizes the project, including: the project rationale, impact, objectives, and methods of evaluation.

Applicant Biographies (max: 800 words): Describes each applicant's experience as is relevant to the project. Demonstrates that the project team involves: a) a multi-disciplinary, cross-portfolio or cross-campus approach; and b) educator, student and staff engagement.

Project Rationale (max: 1,600 words): Describes the following: a) the need for the project; and b) how the project is informed by the Teaching and Learning Framework (TLF), the TLF Strategic Plan (2014-2017), other institutional frameworks, plans and documents, and relevant scholarly work. Includes citations and a complete reference list at the end of the proposal.

Impact (max: 1,000 words): Describes how the project addresses one or more objectives of the competition. Demonstrates the impact of the project on the TL community at Memorial, including: a) the potential to impact a significant number of students and/or educators; b) the potential for transferability and broad application beyond a single course or discipline; and c) the potential for innovative use of modern information and communications technology.

Methods (max 4000): Provides a comprehensive project plan including project objectives, activities and evaluation measures. Applications will be evaluated on the coherence of the methods with specific links provided between the objectives, activities and evaluation measures. Each project objective should be linked to specific activities and each activity should be linked to specific evaluation measures.

> *Objectives*: Outlines the objectives of the project using the SMART method ensuring each objective is Specific, Measureable, Attainable, Realistic, and Timely.

> *Activities:* Describes the activities that will achieve the objectives of the project by linking each activity to a specific objective and demonstrating how the activity will achieve the objective.

> *Evaluation:* Outlines the measures for evaluating the impact of each activity on achieving its objective. Describes the evidence that will be produced to indicate that an activity achieved its objective.

An illustration of how to approach the requirements of the methods section is shown on the next page.

OBJECTIVE #1:	Activity A:	Evaluation Measure A:
		Evaluation Measure B: …
	Activity B: …	Evaluation Measure A:
		Evaluation Measure B: …

OBJECTIVE #2: …	Activity A:	Evaluation Measure A:
		Evaluation Measure B: …
	Activity B: …	Evaluation Measure A:
		Evaluation Measure B: …

Timeline (max: 800 words): Provides a timeline of the activities demonstrating the sequence of how they will be completed within one to two calendar years of the awarding of funding for the project.

Budget (max: 800 words):   Provides a one-page budget of costs associated with proposed activities, including human resources (e.g., research assistants, student assistants), technological resources, information resources, and other: estimate salaries, honoraria and benefits at the rate used by Memorial University (Note**:** Funding cannot be provided for faculty/staff salaries for the applicants). Includes travel for communicating the results of a project at a conference/scholarly meeting/forum as an additional item (Note: Travel amounts across all accepted applications will be held in reserve for applicants to receive upon official acceptance of a proposal to present project results). Identifies budget items that will be cost-shared by sponsoring department(s) as well as any donations-in-kind of time or materials. Indicates any matching or other funds you will be applying for, or have secured.

Communication of Results (max: 800 words): Describes plans to communicate project results to the internal and external community of Memorial University. Lists specific journals/ publications, conferences, and other relevant opportunities for sharing results (e.g., workshops, seminars etc.).

Appendix: References – Provides full references for the sources cited in the application.

Signature Page: Unit administrators are required to sign a document indicating that they are aware of a proposal and approve its submission to the Teaching and Learning Framework St. John's Funding Competition 2016-2017. The last page of this application guidelines package must be printed, signed by relevant Deans, Directors or Union Presidents, scanned and submitted as separate file through the online application portal.

Follow-up Reporting and Accountability

Final Report: If your application is successful, you will be required to submit a final report to the Office of the Provost, describing the implementation of the project and identifying the findings of the research. A revised budget reflecting actual costs incurred must also be submitted. A Banner statement on your project from your departmental administrative assistant would be appropriate. Receipts, journal vouchers and other documentation of your use of funds may be required and should be available, but do not need to be submitted in the final report. This report should be submitted within two months of the completion of the project.

Examples of institutional planning documents

- A Comprehensive Framework for Teaching and Learning at Memorial University
- Memorial University Research Strategy
- Memorial University's Public Engagement Framework
- Developing an Effective First Year Experience for Students with Academic Challenges
- Accommodating Students With Individual Learning Needs Associated With Disabilities and/or Mental Health Issues
- Strategic Research Intensity Plan 2014-2020
- Strengthening the Value Chain: Supporting International Students and Building Intercultural Competence at Memorial University
- Teaching and Learning Framework Strategic Plan (2014-2017)
- Report of the Enrolment Planning Retreat, St. John's Campus

Documents are available at teachingandlearning.mun.ca or www.mun.ca.

APPLICANT AND DEAN, DIRECTOR OR UNION PRESIDENT SIGNATURES

All applicants and the Dean, Director, or Union President of each unit involved in the project are required to sign the application in the spaces provided below. The signature page will then need to be scanned, saved as a Portable Document Format (pdf) file and uploaded to the appropriate section of the online application.

Descriptive Title (same as item #2 on application):

_____

Applicants (Please print)   **(Signature)**

_____   X_____

_____   X_____

_____   X_____

_____   X_____

_____   X_____

_____   X_____

Dean, Director or Union President of each unit or organization (please repeat if also an applicant)

_____   X_____

Unit:_____

_____   X_____

Unit:_____

_____   X_____

Unit:_____