St. John’s Campus Funding Competition 2015

APPLICATION GUIDELINES
Instructions

Please consult with your Dean, Director, or Union President on your desire to submit an application to the St. John’s Campus Funding Competition 2015.

All applications must be received through an online portal available at https://teachingandlearningmun.fluidreview.com/ by 5:00 p.m. on June 1, 2015.

The following provides guidelines to help you organize your application. You can use the guidelines to structure a working copy of your application. The sections of the online application form are outlined below which will facilitate your creation of a working copy and cutting and pasting should you choose to do so.

Your unit administrator is required to sign a document indicating that they are aware of your proposal and approve its submission to the Teaching and Learning Framework St. John’s Funding Competition 2015. The last page of this application guidelines package must be printed, signed by your Dean, Director or Union President, scanned and submitted as separate file through the online application portal.

The application will include:

1. **Contact information** – For each of the applicants.
2. **Descriptive title** – The title should be succinct but informative.
3. **Abstract** – The abstract should be no more than 250 words.
4. **Biographies of the applicants** – Provide a short description of the experience of each applicant as is relevant to the project (no more than 800 words).
5. **Project Rationale** – Describe how the project is informed by relevant scholarly work, institutional frameworks, unit reports or other relevant documents that support the intended aims and methods (no more than 1600 words). Include citations and append a full reference list at the end of the proposal.
6. **Impact** – Describe, specifically, the need for the project, its intended outcomes, and the significance of the project to the teaching and learning community at Memorial University. Show linkages to objectives outlined in other institutional planning documents (no more than 1000 words). Examples of institutional planning documents include but are not limited to: A Comprehensive Framework for Teaching and Learning at Memorial University, Memorial University Research Strategy, Memorial University’s Public Engagement Framework, Developing a 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), and Report of the Enrolment Planning Retreat, St. John’s Campus.
7. **Objectives** – Specify the objectives of the project using the SMART method ensuring each objective is Specific, Measureable, Attainable, Realistic, and Timely (no more than 800 words).
8. **Methods or Strategies, Sequence and Timelines** – Describe as specifically as possible, the nature of the project and the kinds of teaching and research activities that will form the core of the initiative. Include descriptors of the activities and strategies to be applied in the attainment of the objectives and propose a sequence of events and timeline. The project should be completed within one to two calendar years of the awarding of the grant (no more than 2400 words).

9. **Evaluation** – Describe how the project will document its success. Ensure that the project assessment methods are related to stated outcomes. Describe a clear method for measuring the impact of each objective of the proposal. Describe the evidence that will be produced to indicate that the objectives have been achieved (no more than 800 words).

10. **Budget** – Provide a one-page budget (no more than 800 words), including projected costs for personnel (e.g., research assistants, student assistants), and for the acquisition or production of information resources, specialized software, or digital learning materials. Include and identify budget items that will be cost-shared by sponsoring department(s) as well as any donations-in-kind of time or materials. Indicate any matching or other funds you will be applying for, or have secured. Estimate salaries, honoraria and benefits at the rate used by Memorial University. **Note:** Funding cannot be provided for faculty/staff salaries for the applicants.

11. **Plan for Dissemination of Research Findings** – This grant program requires the dissemination of the research findings of your initiative. In your request for funding, indicate your plans to share the results of your work, through publications, workshops, seminars, conferences, or other means (no more than 800 words).

12. **Appendix – References** – Provide full references for the sources cited in the application.

**Follow-up Reporting and Accountability**

**Final Report:** If your application is successful, you will be required to submit a final report to Dr. Doreen Neville, Associate Vice-President (Academic) Planning, Priorities and Programs, 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.
**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 #2 on application):**

_______________________________________________________________________________________________

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Dean, Director or Union President of each unit or organization

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