Learning Innovation and Teaching Enhancement (LITE) Grants

Purpose

The purpose of the LITE grants is to provide support for investigating student learning and alternative approaches to teaching and assessing student learning at the individual, departmental, Faculty, or institutional levels. The overall aims are to foster deep student learning at the University of Waterloo and promote curiosity, reflection, and exploration in the areas of teaching and learning. LITE grant projects should seek to contribute to these aims. The program consists of two types of grants: LITE Seed Grants and LITE Full Grants. Both grant formats will emphasize the contribution of the proposals to the University of Waterloo learning community. The LITE Grants replace the Course Internationalization Grant program which has been discontinued.

LITE Seed Grants – Description and Eligibility

The intent of these grants is to support small-scale investigations and instructional development (teaching enhancement) activities. Proposals may focus on one or a combination of the following themes: 1) assessing new approaches to teaching and learning (what is possible and does it work?); 2) critically examining student learning with existing instructional approaches (what is happening and what could be improved?); and 3) pursuing instructional development opportunities (how could I teach differently to better facilitate deep student learning?).

**Amount:** up to $5,000

**Application deadlines:** (2 annually): February 1st and June 1st

**Eligibility as principal applicant**

- Tenured and tenure-track faculty members
- Lecturers
- Laboratory instructors and teaching staff
- Academic support staff
- Postdoctoral fellows

Please note that people with limited term appointments may apply. Appointments should cover the completion date of the grant, or the applicant should have as a collaborator someone with a continuing appointment.

**Notes**

- A person may hold only one active LITE grant at a time as principal applicant.
- Collaborations with people outside of the University of Waterloo are encouraged; however grant funds must remain within the University of Waterloo.
Sample ideas for using LITE Seed Grant Funds

- Conduct a research-informed pilot investigation into the impact on student learning of a new or existing instructional method. Investigations of current practices would be done to establish baselines on current learning impact before investigating the impact of a new method. Such studies could serve as pilot studies for a LITE Full Grant proposal.
- Develop innovative courses, materials, or activities that promote the internationalization of curriculum, pedagogies, and student learning (for example, integrating study/co-op experience abroad into the curriculum; curricular initiatives that promote greater interaction among home and international students; transcultural programs and courses; teaching, assessing, and supervising international students). If you want to discuss a project idea related to internationalization, please contact Svitlana Taraban-Gordon.
- Conduct a research-informed pilot investigation into the impact on student learning of pedagogical activities that support reflection on and integration of co-operative education and work-integrated learning experiences. If you would like to discuss a project idea related to these areas, please contact Judene Pretti.
- Present pedagogical scholarship at a disciplinary or higher education teaching conference outside of the University of Waterloo.
- Invite a guest speaker or facilitator to work with a department, school, or faculty to implement a different instructional approach and provide examples of methods for assessing learning (for example, peer instruction, case-based learning, Problem-based learning).
- Attend a formal, recognized training session to learn how to use a new teaching method (for example, Problem-based Learning experience at McMaster, Facilitator Development Workshop for Instructional Skills Workshops, Harvard Case Method) – individuals or teams may apply.
- Coordinate an inaugural departmental, school-wide, or faculty-wide retreat focused on exchanging instructional innovations and best practices.
- Create innovative course designs or activities in which digital course materials, tools, or learning objects are part of the innovation. Note: Depending on the nature of the project, the Centre for Extended Learning (CEL) may be able to provide development support. You are encouraged to consult Aldo Caputo at CEL before submission to discuss project needs and timelines and to determine if the work can be accommodated within available resources and/or completed within the time allotted by the grant. If so, a development plan created in collaboration with CEL and receiving their assent should be included in your submission.
- For descriptions of successfully funded projects, please visit the LITE Grant website: https://uwaterloo.ca/centre-for-teaching-excellence/teaching-awards-and-grants/grants/learning-innovation-and-teaching-enhancement-grants/descriptions-funded-lite-grant-projects.

Ineligible Expenses

- Salary for applicant(s)
- Teaching release and the development of standard course materials
- Equipment and software
- Regular teaching retreats; although meetings to begin such a practice would be eligible
- Conference registration and travel expenses exceeding $2,000 (combined)
- Journal subscriptions and professional memberships
- Tuition fees for credit courses taken as part of an academic program – Please refer to University of Waterloo Policy 4 “Benefits to Faculty and Staff Undertaking Part-time Educational Programs” (http://www.adm.uwaterloo.ca/infosec/Policies/policy4.htm)
- Honoraria for members of the uWaterloo on-campus community (e.g., faculty members, staff members, etc.) who collaborate in the research
- Work for which a uWaterloo unit is already budgeted support
- Services already funded at uWaterloo
LITE Full Grants – Description and Eligibility

The intent of these grants is to support larger-scale or longer-term projects than Seed Grants. Proposals may focus on one or a combination of the following themes: 1) assessing new approaches to teaching and learning (what is possible and does it work?); 2) critically examining student learning with existing instructional approaches (what is happening and what could be improved?); and 3) pursuing instructional development (teaching enhancement) opportunities (how could I teach differently to better facilitate deep student learning?). These grants may be most appropriate for cross-departmental or institutional level projects, but individual course level projects are welcome. Projects involve dissemination at the University of Waterloo and beyond.

Amount: Up to $15,000 per year (for a maximum of two years and $30,000)

Application Deadline: (1 annual deadline): October 1st

Eligibility as Principal Applicant
- Tenured and tenure-track faculty members
- Lecturers
- Laboratory instructors and teaching staff
- Academic support staff

Please note that people with limited term appointments may apply. Appointments should cover the completion date of the grant, or the applicant should have as a collaborator someone with a continuing appointment.

Notes
- A person may hold only one active LITE grant at a time as principal applicant.
- Collaborations with people outside of the University of Waterloo are encouraged; however grant funds must remain within the University of Waterloo.

Sample ideas for using LITE Full Grant Funds
- Conduct formal research projects on the impact of a specific new method of instruction on student learning at the course or program level.
- Develop innovative courses, materials, or activities that promote the internationalization of curriculum, pedagogies, and student learning (for example, integrating study/co-op experience abroad into the curriculum; curricular initiatives that promote greater interaction among home and international students; transcultural programs and courses; teaching, assessing, and supervising international students). If you want to discuss a project idea related to internationalization, please contact Svitlana Taraban-Gordon.
- Conduct investigations of pedagogical activities that support reflection on and integration of co-operative education and work-integrated learning experiences, or which examine the outcomes of co-operative education and work-integrated learning. If you would like to discuss a project idea related to these areas, please contact Judene Petti.
- Implement a change across a program, or within a specific year of a program, to address a learning gap or challenge, and document the impact on student learning.
- Support teaching initiatives/collaborations between Departments, Schools, or Faculties to address a specific learning gap or challenge and document its impact on student learning.
- Present pedagogical scholarship at a disciplinary or higher education teaching conference outside of the University of Waterloo as part of a larger research project.
- Redesign physical teaching and learning spaces controlled by your unit and document the impact on student learning (Please see note about expenses in this category which are ineligible.).
• Purchase equipment (e.g., microphones, etc.) or software (e.g., data analysis software, etc.) to support implementation of the new method of instruction (Please see note about expenses in this category which are ineligible).
• Create innovative course designs or activities in which digital course materials, tools, or learning objects are part of the innovation. Note: Depending on the nature of the project, the CEL may be able to provide development support. You are encouraged to consult Aldo Caputo at CEL before submission to discuss project needs and timelines, to determine if the work can be accommodated within available resources and/or completed within the time allotted by the grant. If so, a development plan created in collaboration with CEL and receiving their assent should be included in your submission.
• For descriptions of successfully funded projects, please visit the LITE Grant website: https://uwaterloo.ca/centre-for-teaching-excellence/teaching-awards-and-grants/grants/learning-innovation-and-teaching-enhancement-grants/descriptions-funded-lite-grant-projects

Ineligible Expenses
• Funds requested for full online course redevelopment, computer purchases, and basic infrastructure maintenance or replacement. Individuals should seek these funds through their faculty dean.
• Funds to conduct a program review
• Salary for applicant(s)
• Teaching release and the development of standard course materials
• Conference registration and travel expenses exceeding $2,000 (combined)
• Journal subscriptions and professional memberships
• Tuition fees for credit courses taken as part of an academic program – Please refer to University of Waterloo Policy 4 “Benefits to Faculty and Staff Undertaking Part-time Educational Programs” (http://www.adm.uwaterloo.ca/infosec/Policies/policy4.htm)
• Honoraria for members of the uWaterloo community (e.g., faculty members, staff members, etc.) who collaborate in the research
• Work for which a uWaterloo unit is already budgeted support
• Services already funded at uWaterloo
Important Notes for both LITE Seed Grant and LITE Full Grants

1. Maximum word count for Seed Grant proposals: 1500 words. Maximum word count for Full Grant proposals: 2000 words. The project summary, budget, references, and relevant appendices (e.g., research instruments, protocols) are not included in the word count. Proposals should be written in 12-point font.

2. Please use the headings provided in the proposal template document to structure your proposal.

3. The signature of your Chair or Director is required to indicate approval of the project. This signature should be included on the cover page of the application.

4. Please refer to the report from “The Task Force on Innovative Teaching Practices to Promote Deep Learning at the University of Waterloo” for important references and definitions of terms that may be central to your proposal, such as “innovative teaching practices,” “deep learning,” and “effective teaching.” This pdf report is available through the following link: https://uwaterloo.ca/centre-for-teaching-excellence/sites/ca.centre-for-teaching-excellence/files/uploads/files/Task%20Force%20Report%20on%20Deep%20Learning_0.pdf

5. The project timeline should reflect the following grant start dates:
   - For applications due February 1st, funding for approved projects begins May 1st
   - For applications due June 1st, funding for approved projects begins September 1st
   - For applications due October 1st, funding for approved projects begins January 1st of the following year

6. The proposal review process is blind. Please ensure that all identifying information has been removed from the body of the proposal.
Adjudication Process and Review Criteria

Adjudication process for Seed Grants:
Seed Grants will be reviewed by senior members of the Centre for Teaching Excellence: the Director and at least one Senior Instructional Developer or designate.

Adjudication process for Full Grants:
The adjudication committee will consist of four members selected by the Associate Vice President, Academic. Two members of the Centre for Teaching Excellence – the Instructional Developer – Consulting and Research, and the Director – will facilitate the adjudication process with the Associate Vice President, Academic, but will not be voting members.

Proposal guidelines:
Please see the document entitled “Proposal Guidelines and Template” for full guidelines.

Proposal Review Criteria for both Seed Grants and Full Grants:
a) Adherence to the Submission Requirements:
   Does the proposal include all elements required under the LITE Grant Proposal Guidelines?

b) Clarity of Project Goals/Outcomes:
   Are the intended outcomes of the project clear in terms of student learning and/or enhanced teaching? Does the research question articulate a clearly-defined issue?

c) Project rationale and description, including review of relevant literature:
   Is a sound rationale established for the project? Is this rationale based on a succinct review of the relevant literature? Does the proposal describe how the project will build upon and contribute to student learning and/or enhanced teaching?

d) Plans for carrying out and assessing the project:
   Is the plan for collecting, analysing, and interpreting the evidence appropriate for the issue being investigated? Does the proposal provide a clear plan for assessing the intended project outcomes?

e) Feasibility:
   Does the proposed timeline seem realistic and achievable, given the scope of the project?

f) Impact and Transferability:
   Are the contributions of the project to the members of the University of Waterloo learning community clearly articulated? If appropriate, does the proposal outline the potential impact of the project beyond the University?

g) Plan for dissemination:
   Are there clearly articulated plans for sharing the outcomes of the project with others at the University of Waterloo and beyond?

h) Budget:
   Does the budget provide sufficient detail and justification regarding how funds will be spent? Is the budget realistic, given the scope of the project? For Full Grants, is the allocation of funds in each year of the grant specified?

i) Sustainability:
   Does the proposal demonstrate the practical and financial sustainability of the initiative beyond the grant’s funds? Does the proposal contain a statement of support from the applicant’s Dean, Chair, or Supervisor, as appropriate?
Expectations of Grant Recipients

1. Submit the project for ethics approval and clearance, when necessary, to the University of Waterloo Office of Research Ethics (ORE): https://uwaterloo.ca/research/office-research-ethics/research-human-participants. If you are unsure about whether or not your project requires ethics clearance, please contact the ethics officer in the ORE responsible for your Faculty or Unit: https://uwaterloo.ca/research/office-research-ethics/research-human-participants/need-help. If your research involves human participants, please ensure that you have met the University’s requirements for completing training (online tutorial) for the second edition of the Tri-Council Policy Statement for the Ethical Conduct for Research Involving Humans: http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-empc2/Default/

2. Participate in one or two meetings per semester where project questions and progress will be shared with other grant recipients. These meetings will be hosted and facilitated by the Centre for Teaching Excellence.

3. Disseminate findings of the project locally to the University of Waterloo learning community (as outlined in the Proposal Guidelines) and, in the case of Full grants, disseminate findings more broadly. Grant recipients may consult with members of the Centre for Teaching Excellence for support with dissemination.
Completion Time and Reporting

**LITE Seed Grants**
Normally, funds for LITE Seed Grants should be spent within one year. In certain cases, however, and when the project design warrants, projects may run for 18 months. This may occur, for example, when the intent of the study is to gain evidence of the effect on student learning of implementing a change in a course offered only once a year (e.g., Fall 2014 and again in Fall 2015).

A final project report must be submitted one month after the completion of the project to Julie Timmermans at CTE. Information from this report will be used to highlight the LITE Grant on the CTE website.

**LITE Full Grants**
Funds for LITE Full Grants must be spent within two years. A progress report will be due in December of year 1 and will be submitted electronically to Julie Timmermans, Instructional Developer, Consulting and Research, CTE and forwarded to Mario Coniglio, Associate Vice President, Academic (AVP-A), with copies sent to Donna Ellis, Director of CTE and Julie Timmermans. Release of funding for year two will be contingent upon receipt and approval by the AVP-A of the interim progress report.

A final report will be due one month after the completion of year 2 of the project (January 31st of year 3) and must be submitted to Julie Timmermans at CTE. Information from this report will be used to highlight the LITE Grant on the CTE website.

**Application submission**
For assistance with proposal development as well as developing the research plan for your project, applicants are strongly advised to contact Julie Timmermans, Instructional Developer – Consulting and Research at CTE, julie.timmermans@uwaterloo.ca (x32940), or Crystal Tse, Educational Research Associate at CTE, ctse@uwaterloo.ca (x31240).

Please submit the proposal as a Microsoft Word document.

Please provide **FOUR ANONYMIZED HARD COPIES** and **ONE ELECTRONIC COPY** of the application.

Please submit completed **hard copy** applications to:
Julie Timmermans
Instructional Developer – Consulting and Research
Centre for Teaching Excellence
Environment 1, Office 325
(519) 888-4567 x32940

*Please submit your **electronic copy** in Microsoft Word to cte-lite@uwaterloo.ca.*