Waterloo ExL Institute Projects Grant

The Waterloo ExL Institute Projects Grant is administered by the Centre for Teaching Excellence (CTE) and WatPD. The grants are designed to support initiatives associated with creating new or enhancing existing experiential learning projects and courses at the University of Waterloo.

Eligibility

Eligibility as principal applicant:

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

The Grant is available to applicants who participated in the Waterloo ExL Institute (February 25 and March 4, 2019).

Funds Available

Funding is available for Waterloo ExL Institute Projects Grant to support costs associated with creating or redeveloping experiential learning opportunities for students at the University of Waterloo.

Financial support up to $5,500.00 per project is available.

Application Process and Timelines

This is a onetime funding opportunity with submissions to be accepted under one competition.

The deadline to apply for the Waterloo ExL Institute Projects Grant is Sunday, March 31, 2019. Successful applicants will be notified by Tuesday, April 30, 2019. Funds must be spent between Wednesday, May 1, 2019 and Thursday, April 30, 2020.

Project Types

Course Projects

Initiatives that integrate experiential opportunities as part of a student’s course work requirements in a credit course. Suitable projects include both new experiential learning initiatives and projects which enhance existing experiential learning opportunities.

Examples could include the following course projects led by faculty and completed by students:

- Organizing a conference, competition, or event
- Community service project
- Workplace related field experience directly related to students’ field of study
- Industry project
- Public awareness campaign
Program Level Projects

Initiatives that build and integrate new experiential learning opportunities within an undergraduate program via collaborative efforts between multiple faculty members and across multiple courses. Proposed projects need to clearly indicate how the experiential learning activities align across multiple courses and with the program’s overall goals and learning outcomes.

*Examples could include the following program level projects led by faculty that are designed to build capacity for experiential learning:*

- Developing program specific innovative practices and framework for engaged learning
- Developing assessment practices for experiential learning
- Developing processes to build sustainable community and institutional partnerships

Eligible Expenses

The Grant has been established to provide one-time funds to encourage new or enhanced experiential learning opportunities.

*Eligible expenses could include:*

- Hiring teaching assistants
- Student travel costs for off-campus activities
- Technology to support the project (e.g. software)
- Materials and project supplies (e.g. printing, journals, paper, tape, markers)
- Equipment rentals
- Nominal gifts for community/industry partners

Ineligible expenses include (but are not limited to):

- Ongoing operational costs (i.e. staffing/wages for a pre-existing position)
- Conference travel costs, including registration, accommodation, and food expenses for faculty/staff members
- Teaching release and the development of standard course materials
- Any project costs that would normally be covered by other University of Waterloo departmental budgets
- Existing experiential learning position (e.g. existing practicum or internship) that will not be enhanced through the Grant
- Honoraria for members of the University of Waterloo on-campus community (e.g., faculty members, staff members, etc.) who collaborate on the project
- Journal subscriptions and professional memberships
- Alcohol
- Donations

Please note that all expenses must comply with existing University of Waterloo policies and procedures, available on the websites of the Secretariat of the University and/or Finance.
Proposals must include

- A description of the experiential learning opportunity including the number of students who will be able to access the experience per annum
- The specific skills/learning outcomes for students who participate in the experience
- Project timeline
- A proposed budget with details about which direct costs would be required from the Waterloo ExL Institute Projects Grant
- A rationale for how the experiential learning activity may be sustainable in the longer term

Preference will be given to projects that

- Demonstrate alignment with high quality experiential learning opportunities (the P.E.A.R. model)
- Create new or significantly enhance existing experiential learning opportunities
- Have a plan for the experiential learning opportunity to be a sustainable and continuing element of the course or program

Reporting Requirements

A key aspect of building awareness and capacity of experiential learning is the sharing back to the University of Waterloo community the results and experiential learning projects. To support this aspect, all recipients will be expected to share results of their projects through a brief report (a template will be provided).

All recipients may be contacted to present or participate at workshops, conferences, or other instructional development activities organized by CTE, to report or and discuss the teaching and learning benefits derived from the grant funding.

Successful applicants are to acknowledge funding support from Waterloo ExL on all written material related to the grant.