Important Information for Completing Your Proposal

* ***The use of this template is required when submitting your application; all sections of the application are required, including the table in section E.***
* *Maximum word count for Seed Grant proposals is* ***2000 words****. This applies to* ***ONLY*** *sections C through I, including the table in section E.*
  + *The project title, summary, timeline, 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 and* ***submitted as Word documents****.*
* *The proposal review process is blind.* ***Please ensure that all identifying information (e.g., applicant names and titles) has been removed from the body of the proposal****. Moreover, ensure that applicants cannot be easily identified by information presented (e.g., courses taught or authored articles).*
* *Please keep in mind that you are writing your application for an audience who may not be familiar with your discipline.*

Proposal Template

1. **Descriptive project title**
2. **Project summary (max 150 words):**

*Provide a brief description of the project, highlighting specifically: (1) how the project will investigate innovative approaches to enhancing teaching and learning and (2) how the project will help foster deep student learning at the University of Waterloo.*

***If this proposal is a follow-up from a previous LITE Grant received, please provide a brief (250 word) overview of the completed project’s purpose and findings****.*

*Out of fairness for all applicants, if the summary provided is over 150 words it will be returned to you, and we will kindly ask that you shorten it.*

1. **Project goals/outcomes and, where applicable, research question(s) to be investigated**:

* *What are the intended outcomes of the project, stated specifically in terms of student learning and/or enhanced teaching?*
* *What specific question(s) or issue(s) would you like to investigate?*

1. **Project rationale and description, including review of relevant literature (where applicable) and contextual information:**

*Questions to consider include the following:*

* *Why is this project needed?*
* *What are the expected benefits to student learning of implementing this initiative?*
* *What is the scope of the intended project?*
* *What are the limits of the current methods/resources, etc. that the proposed initiative would help overcome?*
* *How might the new methods, etc. overcome existing limitations and lead to deeper student learning?*
* *How many students will be involved in/affected by the project?*
* *If appropriate, what is said in the literature – both the literature in your own discipline and in the educational literature – about the issue(s) and question(s) being investigated? If you would like help with this section of the proposal, we strongly advise that you seek advice from your* [*liaison librarian*](https://uwaterloo.ca/library/services/librarians-subject)*, as well as* [*Annik Bilodeau*](mailto:annik.bilodeau@uwaterloo.ca) *and/or* [*Brianna Bennett*](mailto:bfgbennett@uwaterloo.ca) *from CTE, and/or the* [*CTE Liaison for your Faculty.*](https://uwaterloo.ca/centre-for-teaching-excellence/profiles?title=&type%5B62%5D=62)

1. **Plan/methods/procedures for carrying out and assessing the project:**

*Questions to consider include the following:*

* *What project outcomes, student learning outcomes, and/or teaching enhancement outcomes are being assessed? You may consider connecting the outcomes of your project to the Undergraduate Degree Level Expectations (UDLEs), and if applicable, program and accreditation outcomes.*
* *What evidence will be gathered in order to assess the project, student learning, and/or teaching enhancement outcomes?*
* *What methods will be used to gather this evidence and analyze it?*
* *What will each member of the research team be accountable for?*
* *What will the level of involvement of any Research Assistants be? What kinds of tasks will they be asked to complete, and what qualifications are needed?*
* *What level of involvement and commitment will the Principal Applicant have (e.g., hands-on, supervision of RAs, etc.)?*
* *If the grant funds are being used for teaching enhancement, what evidence will be provided to show that the funding has enhanced teaching? That is, as a result of the teaching enhancement activity, what eventual changes may be made to course design, implementation, assessment, etc.?*
* ***Note for Recruiting participants****: If you intend to recruit participants for the study using electronic messages, the recruitment message must comply with Canada’s new Anti-Spam Legislation. Please see guidelines on the* [*Secretariat’s website*](https://uwaterloo.ca/information-systems-technology/about/policies-standards-and-guidelines/email/mass-email-and-anti-spam-law-and-guidelines)*.*

*To complete this table, begin by listing each project goal/outcome and/or research question identified in section C in a separate row. Then fill out the remainder of the table for each. See section 10 of* [*Preparing your LITE Grant application*](https://uwaterloo.ca/centre-for-teaching-excellence/support/teaching-and-learning-research-and-grants/learning-innovation-and-teaching-enhancement-lite-grants/learning-innovation-and-teaching-enhancement-lite-seed-grant) *for more details on filling the table.*

***Please ensure that each member of the research team (including potential research assistants) has an identified role in the project.*** *Consider using acronyms to refer to members of the research team. E.g. PI – Principal applicant; UGRA – Undergrad research assistant; GRA – Grad research assistant.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals/Outcomes** | **Data Collection** | **Data Analysis** | **Roles and Responsibilities** |
| **List your project goals/outcomes, and where applicable, research question(s) you are investigating** | **Identify the sources of evidence you plan to gather**  **Include any instruments you intend to use with a description** | **Detail your plan for analyzing and assessing the gathered evidence** | **Indicate which member(s) of the research team will be accountable for the data collection and analysis** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Statement regarding areas of expertise of project applicant(s)**

*If the project requires expertise in a certain area (e.g., qualitative research, statistical analysis, etc.), please confirm whether this expertise is held or not by the applicant(s). If applicants do not have the expertise required, please explain where it will be sought and ensure that any related expenses are accounted for in the budget. Please ensure this section does not include identifying information or information that could be easily tied to the applicant.*

1. **Outline of project’s impact – contribution to UWaterloo community:**

* *What contribution is the project intended to make to the various members of the University of Waterloo learning community? For example, how might students, faculty members, people within and beyond your Department benefit from your work?*
* *What connections might your work establish among people from different disciplines across campus?*

**h) Plan for dissemination:**

*How will the results of the investigation be communicated? What are the deliverables of your project? There are multiple venues for sharing findings. These might range from more local venues (i.e., Department and Faculty levels) through Departmental newsletters, showcases of student work, etc. to broader venues (i.e., University level and beyond) through conferences, journal publications, etc. Be as precise as possible: which journals/conferences do you target, and why?*

1. **Sustainability**

*If the project supports improved student learning, how will this project be sustained in terms of resources (financial, personnel, etc.) after LITE Grant funding has ended?*

1. **Budget:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item**  **(e.g., Research Assistant(s) )** | **Rate** | **# hours** | **Amount** | **Justification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

***Notes:***

* *Does the budget match the scope of the intended project?*
* *An itemized list of the expenses as well as the justification for these expenses must be provided. Be as precise and detailed as possible.*
* *Please see a list of* ***ineligible expenses*** *found on the* [*LITE Seed Grant Guidelines*](https://uwaterloo.ca/centre-for-teaching-excellence/support/teaching-and-learning-research-and-grants/learning-innovation-and-teaching-enhancement-lite-grants/learning-innovation-and-teaching-enhancement-lite-seed-grant) *prior to completing your budget.*
* *When funding is being used to pay undergraduate or graduate research assistants, please refer to the university’s* [*compensation rates and policies*](https://uwaterloo.ca/research/find-and-manage-funding/apply-funding/building-budget/recommended-salary-rates)*.* 
  + ***Note that you are required to budget 4% for vacation pay and 10% for benefits for research assistants paid through these internal grants.*** *For positions other than research assistant positions, both vacation pay and benefits pay may also need to be budgeted for.*
  + *For undergraduate research assistants, please use the recommended salary rates in the section entitled “General Assistants”, point 1.*
  + *Details are required regarding the following:*
* *Level of student (e.g., undergraduate, Masters, Ph.D.)*
* *Tasks to be accomplished*
* *Hourly rate, plus vacation pay*
* *Number of hours required to accomplish work*
* *For expenses related to software and electronic tools, a statement about intended use must be articulated (e.g., essential to research being conducted, not otherwise available freely). These expenses are subject to committee approval.*
* *Please also include details about any additional funding that has been obtained from other sources for the project.*
* ***Remunerating participants****: The Finance Office provides useful* [*guidelines*](https://uwaterloo.ca/finance-resources/expenses/guidelines-expenses) *regarding the nature of incentives for participation in research studies. Proposed incentives should be aligned with social science research practices and* [*should not cause undue influence*](https://uwaterloo.ca/research/office-research-ethics/research-human-participants/pre-submission-and-training/human-research-guidelines-policies-and-resources/conducting-research-classes-or-students-participants#undue%20influence:~:text=Ethical%20issues-,Undue%20Influence%20and%20Manipulation,-Undue%20influence%20and) *of participants’ consent to participate in the research. Note that you may need to log onto the Finance Resources website before being able to access these documents.*
* ***Please note that grant holders will be held responsible for reimbursing over-expenditures.*** *Typically, if funds remain in the account at the conclusion of the grant period, they will revert to the Office of the Associate Vice-President, Academic or the Work-Learn Institute.*

1. **Timeline**

*An overview of the project, which includes important deadlines and milestones (e.g., ethics application deadlines, data collection completion, syntheses of best practices, etc.) should be included. Annotated visual representations (e.g., Gantt charts, tables) may be used.*

*Please ensure that all the deliverables you mention in your proposal (conference presentations, articles, tip sheet, brown bag lunch, etc…) appear in the timeline.*

***All LITE projects must obtain clearance from the*** [***Office of Research Ethics***](https://uwaterloo.ca/research/office-research-ethics/research-human-participants)***.*** *See their guidelines on*[*Conducting research in classes or with students as participants*](https://uwaterloo.ca/research/office-research-ethics/research-human-participants/pre-submission-and-training/human-research-guidelines-policies-and-resources/conducting-research-classes-or-students-participants)*. Funds will not be deposited into recipients’ account until proof of ethics clearance is forwarded to Annik Bilodeau and Brianna Bennett by the Office of Research Ethics.*

*The deadlines to submit a proposal are*

* *March 15 for a project to begin in the Spring term*
* *July 15 for a project to begin in the Fall term*
* *November 15 for a project to begin in the Winter term*

**Timeline: “Name of project”**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities and Milestones** | **2024** | | | | | | | | | | | | **2025** | | | | | |
| Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May |  |
| Submit ethics proposal – March 15 |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Decision sent to applicants – mid-March |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Funds released if Ethics clearance obtained |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Start date for the project |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submit final report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |

**Reference list / Bibliography / Works Cited**