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 Full Grant proposals is* ***2000 words****. The project 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****.*
* *Please keep in mind that you are writing your application for an audience who may not be familiar with you’re a discipline.*

Proposal Template

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

*Provide a brief description of the project, highlighting specifically, i. how the project will investigate innovative approaches to enhancing teaching and learning, and ii. 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****.*

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* *Kyle Scholz* *and/or* *Kristen Archbell* *from CTE, and/or the* [*CTE Liaison for your Faculty*](https://uwaterloo.ca/centre-for-teaching-excellence/people-profiles/category/76)*.*
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? Please connect 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 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.?*

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| **Intended outcomes, including project outcomes, student learning outcomes, and/or teaching enhancement outcomes** | **Sources of evidence and how evidence will be collected related to project, student learning, and/or teaching enhancement outcomes**  | **Plan for analyzing evidence to assess the project, student learning, and/or teaching enhancement outcomes** |
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**Notes:**

* ***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/office-of-general-counsel/canadas-anti-spam-legislation)*.*
* ***Remunerating participants****: The Finance Office provides useful* [*guidelines*](https://uwaterloo.ca/finance-resources/guidance-procedures/procedures-info/remuneration-research-participants) *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-and-policies-alphabetical-list/conducting-research-classes-or-students-participants#undue%20influence) *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.*
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.*

1. **Outline of project’s broader impact -- contribution to UWaterloo community and beyond:**
* *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?*
* *What is the potential impact of the project beyond the University – to the community of university teachers, for example?*
* *Might the project involve the creation of a “legacy” piece that could be used in the future by other instructors, both at the University of Waterloo and beyond (e.g., teaching tools, recurring retreat or workshop for instructors and students, symposium or conferences, etc.)?*
1. **Plan for dissemination:**

*How will the results of the investigation be communicated? 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. The dissemination plan must address plans for both the local and broader levels.*

1. **Budget:**
* *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.*
* *Please explain how funds will be spent in each year of the grant. Normally, no more than $15,000 may be requested in either year. In cases where more than $15,000 may be needed for one year, a clear rationale must be provided. Such requests can only be considered when sufficient grant funds are available.*
* *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 for research assistants paid through these internal grants, but you are not to budget 10% for benefits.*** *Benefits will be covered through the central University budget. For positions other than research assistant positions, both vacation pay and benefits pay may 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*
* *Please also include details about any additional funding that has been obtained from other sources for the project.*
* ***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 Centre for the Advancement of Co-operative Education.*

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| **Items** | **Amount** **Year 1** | **Amount Year 2** | **Justification** |
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| **Research Assistant(s)** | **Rate** | **# hours** | **Amount** **Year 1** | **Amount Year 2** | **Justification** |
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| **TOTAL** |  |  | **Total year 1**  | **Total year 2**  | **Total year 1+year 2** |

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. **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.*

*A* [*timeline template*](https://uwaterloo.ca/centre-for-teaching-excellence/sites/ca.centre-for-teaching-excellence/files/uploads/files/lite_full_grant_timeline_template_sept_2018.docx) *is available on the CTE website. The timeline may be submitted as a separate document.*