

**Application Form 2019**

**PROJECT LEAD INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRST NAME:** |  | **LAST NAME:** |  |
| **DEPARTMENT:** |  | **TITLE:** |  |
| **EMAIL:** |  | **PHONE NUMBER:** |  |
| **PROGRAM CHAIR:** |  | **ASSOCIATE DEAN:** |  |

**PROJECT DETAILS**

**Project title:**

**Co-investigators (if applicable): ­­­­­­­­­**

(\*CV not required for co-investigators)

**Select the Program Fellows Stream to which you are applying:**

|  |  |  |
| --- | --- | --- |
|  | * Evaluating Course Impact
 | * Implementing Program Change
 |

**Connection to McMaster University’s Priority Areas/SMA (optional):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * Internationalization
 | * Indigenization
 | * Experiential Education
 |

**ABSTRACT:** Briefly outline the objectives of the proposed research, and how the results might benefit student learning. Up to 500 words.

**APPLICATION FORMAT (TO INCLUDE)**

Max. length 10 pages single-spaced

N.B. This does not include references and appendices

**Stream 1: Evaluating Course Impact**

**Project Overview (1-2 pages)**

* Describe the course that will be the focus of your project (including enrolment, offerings, teaching staff, etc.)
* What is the rationale for this project? What motivated the need for this project?
* Are there other stakeholders to consider and how will they be a) involved and/or b) informed of this project?

**Project Details (2-3 pages)**

* Implementation plan for desired changes to the course including:
	+ Specific research question(s)
	+ Research design
	+ Connections to current research in the field of teaching and learning
	+ Evidence you plan to gather to assess the impact of this project
* Overall timeline:
	+ The LTL Fellowship is 2 years, but your project may span longer – please detail what parts of the project you hope to accomplish within this 2 year timeframe
* Proposed project team (roles & responsibilities of who will be involved):
	+ Project lead
	+ Co-investigators (if applicable)
	+ McMaster student (required in year-one of the Fellowship)
* Itemized Budget (please Appendix A for template)

**Project Outcomes (1-3 pages)**

* In what ways will the project help to enhance students’ overall learning experiences in the program?
* Does this project help implement recommendations from the program’s most recent academic program review (IQAP) and/or prepare the program for the next academic program review (IQAP)? If so, how?
* In what ways will this project implement the strategic priorities of the department, school, or faculty?
* Describe how changes to this course align with the overall program learning outcomes/goals/initiatives?
* *If applicable*, how does this project align with one of McMaster’s priority areas?
* How will you disseminate the findings of your project ***both*** within and beyond your department (e.g. other departments, faculties, institutions, conferences)?

**Fellowship Details (1-2 pages)**

* Why do you want to be a part of the LTL Fellowship?
* How will being a LTL Fellow help you support the teaching culture in your department and at McMaster University?
* How will this Fellowship help you support mentoring your peers and develop broader teaching & learning networks?

**Stream 2: Implementing Program Change**

**Project Overview (1-2 pages)**

* Describe the academic program that will be enhanced through this project?
* What is the rationale for this project? What motivated the need for this project?
* Who are the other stakeholders that need to be involved and/or will be impacted by this project?

**Project Details (2-3 pages)**

* Implementation plan for desired changes to the program including:
	+ Clearly stated purpose/research question(s)
	+ Research design
	+ Connections to current research in the field of teaching and learning
	+ The evidence you plan to gather to assess the impact of this project
* Overall timeline:
	+ The LTL Fellowship is 2 years, but your project may span longer – please detail what parts of the project you hope to accomplish within this 2 year timeframe
* Proposed project team (roles & responsibilities):
	+ Project lead
	+ Co-investigators (if applicable)
	+ Student Partner (required in year-one of the Fellowship)
* Budget (please see template below)

**Project Outcomes (1-3 pages)**

* In what ways will the project help to enhance students’ overall learning experiences in the program?
* Does this project help implement recommendations from the program’s most recent academic program review (IQAP) and/or prepare the program for the next academic program review (IQAP)? If so, how?
* In what ways will this project help implement the strategic priorities of the department, school, or faculty?
* *If applicable*, how does this project align with one of McMaster’s priority areas?
* How will you disseminate the findings of your project both within and beyond your department (e.g. other departments, faculties, institutions, conferences)?

**Fellowship Details (1-2 pages)**

* Why do you want to be a part of the LTL Fellowship?
* How will being a LTL Fellow help you support the teaching culture in your department and at McMaster University?
* How will this Fellowship help you support mentoring your peers and develop broader teaching & learning networks?

If you have any questions while completing this application form, please contact Melec Zeadin at the MacPherson Institute (zeadinm@mcmaster.ca). **The deadline for submitting proposals is Monday, March11th, 2019.**All complete applications should be emailed to Melec Zeadin (zeadinm@mcmaster.ca). A maximum of 6 projects will be accepted annually with an effort to balance the number of participants within each stream and faculty.

 Applicant Signature Date

 Department Chair Signature Date

 Associate Dean / Dean Signature Date

**Appendix A: Budget Template**

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| --- |
| **BUDGET PROPOSAL FOR FIRST YEAR OF FELLOWSHIP (up to $7,500 is available)****Items in the first year should prioritize the project work** |
| **Item (i.e. conferences, travel, manuscript development)***\*Indicate any In-Kind funding that is available\** | **Project Cost ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost:** |  |

|  |
| --- |
| **BUDGET PROPOSAL FOR SECOND YEAR OF FELLOWSHIP (up to $7,500 is available)****Items in second year should prioritize dissemination of project results** |
| **Item (i.e. conferences, travel, manuscript development)***\*Indicate any In-Kind funding that is available\** | **Project Cost ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost:** |  |

\*Please note that when hiring a McMaster student, departments vary greatly in rate of pay. At a minimum, an undergraduate student hired for a 5/hr week 8-month project term would require a budgetary commitment of approximately $2500.