MacPherson Institute Teaching & Learning Grants

**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 Teaching & Learning Grant to which you are applying:**

|  |  |  |
| --- | --- | --- |
|  | * PALAT ($4000)   *Please indicate which priority area your project best aligns with:*   * Community-engaged education * Interdisciplinary teaching and learning * Social justice, inclusion, and critical pedagogy * Student engagement, retention, and success * Technology-enhanced education * Undergraduate research and inquiry | * Teaching & Learning Grant ($2000) |

**ABSTRACT:** Briefly outline the objectives of the proposed research, and how the results might benefit student learning. Up to 250 words.

**APPLICATION FORMAT (TO INCLUDE)**

Max. length for small grant application is 5 pages single-spaced.

N.B. This does not include references and appendices

**Project Overview**

* Clearly state the teaching and learning challenge you will be addressing in your project.
* What is the rationale for this project? What motivated the project?
* How do you think your project will enhance student learning or the overall student experience at McMaster?

**Literature Review and Alternatives Considered**

* How is this development or innovation informed by existing research? Demonstrate that a) you’re addressing a significant issue in teaching and learning and b) you’ve done at least some preliminary research to situate it within relevant scholarly conversation.
* Develop an argument to support your particular approach to the teaching and learning challenge/research question.

**Project Details**

* Implementation plan for the project, including:
  + Specific research question(s)/project aims
  + Research/project design
  + Evidence you plan to gather to assess the impact of this project
* Overall Timeline
* Provide a timeline for the completion of each stage of the project over 12 months.
* Ensure that the project deals with the problem in a realistic way, so that it stands a reasonable chance of being completed and evaluated over the duration of the grant.
* Budget
* Present an itemized budget required to support the project and provide justification. Refer to template (Appendix A) and additional budget guidelines (Appendix B) included at the end of this Application Form.
* If applicable, estimate the continuing operating and capital costs of the project. Describe how the costs will be covered.
* Applicants are encouraged to partner with students as research partners wherever possible

**Alignment with Research Priority Area(s)**

***\*Applicable only if applying for a PALAT grant***

* Identify which of the six research priority areas this proposal is connected to (more than one priority research area may apply).
* Demonstrate the importance of conducting this research in the McMaster context.
* Discuss how your proposal will improve the contextual understanding of the research priority area(s), and how this might improve teaching and learning and/or the student experience at McMaster.

**Project Outcomes**

* How many students, faculty and/or teaching assistants will be impacted by this project?
* What is the potential application of this project to other courses, departments and Faculties?
* If applicable, discuss how this project may be extended or scaled, and/or how it will have impact beyond the one-year funding.
* Indicate how you will disseminate the findings of your project within and/or beyond your own department. (e.g. other departments, faculties, institutions, conferences). We highly encourage conference presentations and/or publication through peer-reviewed processes when possible.

If you have any questions while completing this application form, please contact Melec Zeadin at the MacPherson Institute ([zeadinm@mcmaster.ca](mailto:zeadinm@mcmaster.ca)). **The deadline for submitting proposals is Monday, March11th, 2019.**All complete applications should be emailed to Melec Zeadin ([zeadinm@mcmaster.ca](mailto:zeadinm@mcmaster.ca)).

Applicant Signature Date

Department Chair Signature Date

Associate Dean / Dean Signature Date

**Appendix A: Budget Template**

|  |  |
| --- | --- |
| **BUDGET PROPOSAL FOR DURATION OF GRANT** | |
| **Item (i.e. student involvement, activities, meetings, materials)**  *\*Also indicate any In-Kind funding that is available\** | **Project Cost ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost:** |  |

### Appendix B: Additional Budget Details

**Hiring Personnel**

* When using project funds to hire personnel, McMaster University will be the employer; therefore Project Supervisors must pay appropriate wages and benefits at established rates. Please see the suggested pay guidelines. When hiring students as research assistants, consider securing supplementary funding through, for example, the McMaster Work Programs (Ontario Work Study Program, McWork, or International Student Work).
* Hiring Personnel (Undergraduate students, Graduate students, non-students)
  + **Undergraduate Student: $14/hour**
  + **Graduate Student: $18/hour**
* If you intend to hire employees other than students as part of your proposal (such as research assistants/coordinators), please consult the [McMaster Temporary and Casual Pay Guide](http://www.workingatmcmaster.ca/med/document/Temporary-and-Casual-Pay-Guide-June-2010-1-49.pdf) for the current appropriate wages.
* Benefits for Temporary or Casual Employees
  + Benefits (e.g., CPP, EI, vacation pay) for temporary or casual employees must be included in the submitted budget. The current rate is approximately 14.5%.

**Other Budgetary Considerations**

* As part of the dissemination process, we encourage grant recipients to consider presenting their findings at local, national, or international conferences or symposia. Conference registration fees, travel, and accommodation may be included in the budget, to a maximum of 25% of the overall budget.
* Incentives (financial or rewards, such as gift cards) are often used to encourage participation in a study. MacPherson Institute will normally support financial rewards up to $10 per participant, to a maximum of 15% of the budget.
* Draws for larger prizes (such as iPads, cash, gift cards) are acceptable as long as the value of the prize does not exceed $10 per participant on average or 15% of the total budget.
* In most cases, applications where the majority of the budget is allocated to equipment purchase will not be funded. Some modest equipment purchases may be included in the budget, provided they are necessary for the research. MacPherson Institute owns some equipment that may be borrowed to reduce expenses (e.g., voice recorders, video cameras).
* Other ***ineligible*** expenses include:
  + reimbursement to faculty members;
  + journal subscriptions;
  + professional memberships;
  + off-campus commercial services;
  + purchase of alcohol for focus groups or similar meetings; and,
  + monies to support normal instructional tasks, such as updating course content or preparing bibliographies.
* In-kind support from departments or Faculties for budget items such as photocopies, administrative support, technical support, etc. is strongly encouraged and appreciated.

**Other Frequently Encountered Costs**

|  |  |
| --- | --- |
| **Fundable Item** | **Typical Cost** |
| Poster Printing ([McMaster Media Production Services](http://media.mcmaster.ca/largeformat.html)) | Up to $150 per poster |
| Transcriptionist | $30 per hour, or $1 per 100 transcribed words in an interview; $1.50 per 100 words transcribed in a focus group (no benefits required) |
| Photocopying ([McMaster PrintSmart](http://printsmart.mcmaster.ca/stafffaculty/pricelist.html)) | 4.5¢ per page (b&w)  17¢ per page (colour) |
| Optical Mark Reader Scan Sheets | 15¢ per page (for purchase in multiples of 500) |
| Refreshments for focus groups or similar meetings | $10 per person |