



Office of the Provost and Vice-President (Academic)

excellence.awards@ualberta.ca

provost.ualberta.ca

TLEF Innovation Projects

TLEF Innovation Projects focus on experimenting with new pedagogical approaches that have the potential to enhance learning. These projects align with SHAPE and are typically smaller in scope and scale than the transformation initiatives allowing for more exploration and experimentation with emerging methods to support teaching and learning.

Proposals may be awarded up to \$25,000 and will normally be completed within 1 year.

Eligibility

We welcome submissions that either examine current teaching practices or start projects that introduce new teaching methods and pedagogies.

Applications are invited from **Continuing Academic Staff** from the University of Alberta from the following categories (as outlined in the [UAPPOL Recruitment Policy \(Appendix A\)](#)):

- A1 (Schedule A - Academic Faculty Member, Scheduled F - Administrative and Professional Officers (APO) Member, Schedule B - Faculty Service Officers (FSO) Member, Schedule C - Librarian);
- A2.1 (Schedule D - Academic Teaching Staff (ATS) Members (Career, Term 12, Term Recurring))

Applicants **must** be eligible to apply for and hold research funding (see "[Eligibility to Apply for and Hold Research Funding Policy](#)"). If an applicant is ineligible to hold research funding the applicant will need a co-applicant who is eligible to hold the funds.

Expectations Of Recipients

- If appropriate, applicants must apply for ethics approval through Research Ethics and Management Online (REMO).
 - Applicants proposing projects involving Indigenous communities are encouraged to engage with Indigenous specific ethical guidelines and consider principles of [Ownership, Control, Access, and Possession \(OCAP\)](#) when involving Indigenous data or participants.
- Notify excellence.awards@ualberta.ca of any project dissemination activities and provide copies of conference abstracts, posters, papers or other scholarly articles for the TLEF

website. Recipients are encouraged to disseminate their findings in ways that are accessible to diverse audiences.

- **Upon completion of the project:**

- Submit a final report (3 pages maximum) within 3 months of project completion. This report could include reflections on challenges, successes, and lessons learned in implementing the project. Recipients are encouraged to address how their project aligns with and contributes to the University's strategic goals. Projects should be submitted to excellence.awards@ualberta.ca.
- Recipients are expected to present findings to university communities at a relevant venue (such as the Festival of Teaching and Learning).

Application Requirements

Proposals should include:

1. **Project title**

2. **Project Goals:** Explain how the project will enhance teaching and learning practices or deepen our understanding of them.

3. **Strategic Alignment:** Describe how the project aligns with the University's goals in SHAPE. Applicants are encouraged to consider how their project incorporates Equity, Diversity, and Inclusion (EDI) principles and engages with Indigenous knowledge, following the principles of the University's [institutional commitments to equity, diversity, and inclusivity](#), and the commitments outlined in [Braiding Past, Present and Future: University of Alberta's Indigenous Strategic Plan](#). While not all projects may directly address these areas, thoughtful reflection on their potential relevance is expected.

4. **Expected Outcomes:** Outline how the initiative will improve teaching, increase student learning, or contribute to a more inclusive and culturally responsive educational environment.

5. **Impact Assessment:** Describe the methods for evaluating the project's impact and benefits on the student learning experiences.

6. **Budget Details:** Include a budget that details all eligible costs associated with the project, ensuring alignment with fund guidelines.

Formatting Guidelines

- Format: Typed in an accessible PDF document
- Font: Accessible font (ex: Roboto, Calibri, Arial), 11 point
- Spacing: Single-spaced
- Margins: 1-inch on all sides
- Page Size: Standard letter size (8.5x11 inches)
- **Length: Maximum of 5 pages**

An **Application Template** is available on the [TLEF](#) website.

If you prefer an alternative submission method or modality, please contact excellence.awards@ualberta.ca for assistance.

Eligible Costs

- **Salaries:** Includes student, community member, undergraduate, and graduate research assistants.
- **Materials, supplies, and other direct project costs:** Covers items necessary for the project's completion.
- **Development and production costs:** Includes costs directly associated with the creation or dissemination of project outcomes, such as developing Open Educational Resources (OER), culturally responsive and decolonized content, or community-engaged content.
- **Software expenses:** May be funded if a clear pedagogical need is identified in the proposal, no other funding source is available, and the software has passed a Privacy and Security Review.
- **Hardware expenses:** Normally, funding is not available for hardware purchases. However, special considerations may be made on a case-by-case basis. If you require funding for hardware, please consult with excellence.awards@ualberta.ca.
 - **NOTE:** Other equipment and office furniture are not eligible expenses.

NOTE: Any expenditures exceeding the awarded amount will be the responsibility of the project holder.

NOTE: Funds provided by the grant may not be used to cover the costs of travel, conference registrations and publication fees.

Adjudication Criteria

Proposals will be evaluated based on the following criteria:

1. Alignment with Strategic Goals and Frameworks

Proposals should clearly demonstrate alignment with the University of Alberta's key strategic priorities, including:

- Integrating Indigenizing and decolonizing perspectives, as outlined in the Indigenous Strategic Plan.
- Incorporating Equity, Diversity, and Inclusion (EDI) principles.
- Supporting the goals of SHAPE, particularly "Education with Purpose."
- Aligning with the Student Experience Action Plan (SEAP)
- Aligning with the goals of the Teaching and Learning Enhancement Fund (TLEF)
- Adhering to the principles of the Framework for Effective Teaching.

2. Clarity in Rationale, Methodology, and Anticipated Outcomes

Proposals should:

- Provide a clear rationale for the project, explaining its purpose and significance.
- Outline the methodology or project plan in a detailed and coherent manner.
- Specify clear, measurable, and realistic anticipated outcomes.

3. Potential for Impact

Proposals should:

- Demonstrate potential for significant impact, particularly in enhancing teaching and learning environments.
- Include a plan for measuring and evaluating the success of the proposed outcomes.

Deadline and Submission

Deadline: Proposals must be submitted by **November 25, 2024** to receive TLEF funding for the following year.

Notification: Successful applicants will be notified in December of that year.

Project Duration: Projects should typically be completed within one year from the start of the project.

File Naming Convention:

Name your file as: Lastname_Firstname_TLEF_InnovationProject.pdf

Submit your complete application online through the [TLEF](#) website.

Selection Process

The TLEF Innovation Projects will be adjudicated by the TLEF Adjudication Committee.

The Committee requires that no more than one member is absent from any meeting where decisions are made. All proceedings are to remain confidential.

Committee Membership

Chair (voting)

- Vice-Provost (Learning Initiatives)

Members (Voting)

- Member appointed by the Vice-Provost (Indigenous Programming and Research)
- Member appointed by the Vice-Provost (Equity, Diversity and Inclusion)
- Executive Director, Center for Teaching and Learning or delegate
- Dean or representative from each College
- Dean or representative from one of the stand-alone faculties

Resource Members (non-voting)

- Portfolio Initiatives Manager (Learning Initiatives), Office of the Provost
- Executive Assistant, Office of the Provost

Support

If you require assistance please contact us at excellence.awards@ualberta.ca.

Protection of Privacy - Personal information provided is collected in accordance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of adjudicating the TLEF Awards. Should you require further information about collection, use and disclosure of personal information, please contact excellence.awards@ualberta.ca.