

2023-2024 HSD Internal Teaching Scholarship Grants

Purpose

HSD Internal Teaching Scholarship Grants (HSD ITSG) will support original research related to excellence in teaching and learning within HSD. Preference will be given to projects that address strategic priorities in *transformative learning and teaching experiences* and *advance EDI, decolonization, and Indigenization* (HSD Strategic Plan 2022).

The HSD ITSG funding opportunity is meant to stimulate and foster interdisciplinary collaborative projects related to teaching and learning and may involve the creation of new relationships between faculty from two or more Schools in HSD, partnerships with communities or collectives, and/or dissemination of teaching-related research. It is not intended to provide continuing support for ongoing research or knowledge synthesis projects or to serve as a substitute for external funding. Projects funded by LTSI or other funders will not be considered.

Award Amount and Duration

The HSD ITSG is intended to fund projects up to a maximum of \$7,500 over a one-year term. The project envelope for this funding opportunity is \$15,000 per year.

Applications are due by 5 pm November 15, 2023 and may be submitted to hsdasdn@uvic.ca

Eligibility

Preference will be given to Teaching-Stream faculty who act as the Principal Applicant or in partnership with Research Stream Faculty. Proposals from Research Stream faculty will be considered. Proposals may have a single applicant or a principal applicant with added co-applicants. The research team may include sessional instructors, doctoral students, research-stream faculty and staff with teaching responsibilities.

Range of Proposals

The adjudication committee will consider proposals that aim to improve course or program-related student experiences, with preference given to those projects that demonstrate potential for significant large-scale or long-term impact. Examples include (but are not limited to):

- Independent research on scholarship of teaching and learning designed to enhance student learning;
- Cross-cutting initiatives that contribute to the scholarship of teaching by addressing significant themes, such as enhancing student-faculty interaction, supporting anti-racism, increasing Indigenous and international inclusivity, encouraging success in writing, qualitative and quantitative skills or engaging students in undergraduate research.

Guidelines

When formulating your proposal, keep in mind the following questions. Note that these are considerations, and they do not necessarily coincide with the wording of the questions on the application form.

What do you hope to achieve in this project?

Describe the context for your project including why this work is important. What desired impact will the project facilitate? Please state specific goals with defined outcomes if appropriate. Also indicate how these goals connect to your specific context.

How will the project enhance student learning?

Describe briefly how the proposed project will affect students' learning, including changes that might result in student learning?

What knowledge or theory, from your academic discipline or beyond, informs your proposed project?

How will you share this work for the benefit of the HSD community and beyond?

Application Requirements

Detailed Description (2 pages max)

Project descriptions should include the following information:

- rationale and objective(s) of the project
- consistency with the purpose of the 2022 HSD Strategic Plan
- relevance and contribution to pedagogy and student learning
- methods, processes and team qualifications
- roles and responsibilities of Student Assistants
- activity plan within a one-year timeline

Budget and Budget Justification (1 page)

Detailed budgets should be presented in table format.

- Budgets for the proposed project must be itemized.
- All expenses must be justified in the application and relate to the direct costs of the project.

Principal Applicant's Scholarly Activity/Research on Teaching and Learning (1 page max)

Describe contributions to Scholarly Activity/Research on Teaching and Learning and the advancement of pedagogy within the past 5 years, as well as student training and mentorship achievements.

Interdisciplinarity and Contribution of the Team (0.5 page max)

Describe the disciplinary contribution each of the team members will make to the proposed project, including what role they will play in the proposed activities.

Eligible Expenses

Salaries

Salaries must be in accordance with the current University Policy and Procedures for RA work. Please indicate the hourly rate, the number of hours requested, the term of employment and the nature of the tasks to be carried out.

Supplies and Operating Expenses

Supplies and operating expenses directly related to the project. It is assumed that standard office supplies (including printing and photocopying) are provided by the department.

Expenses Related to a Disability

The Central Accommodation Fund is available to assist with expenses needed to accommodate a disability. See the Terms of Reference at <https://www.uvic.ca/hr/health-wellness/return-to-work/central-accommodation-fund/index.php> for eligibility and procedures.

Ineligible Expenses

- Society membership dues or journal subscriptions
- Equipment purchase or rental, equipment upgrades, software, programming costs, internet connections
- Entertainment
- Travel expenses not related to community engagement
- Cellular phone charges
- Publishing costs. (Such expenses may be eligible under the UVic Book/Creative Projects Subvention Fund.)

Evaluation Criteria

Applications will be assessed using the following criteria:

1. Quality and potential of the proposed project
 - The quality and originality of the proposal.
 - The extent to which it is consistent with the purpose of the HSD Strategic Plan.
 - Strength of the budget justification for meeting the activity plan.
2. The Principal Applicant's Scholarly/Research Activities including independent research on scholarship of teaching and learning, publications, creative endeavors and other contributions.
3. The interdisciplinarity, qualifications and contribution of the team, including potential for development of team members and contributions to training.

The criteria are weighted as follows:

Criterion	Weight
Quality and Potential of Proposed Project	50
Scholarly Productivity	20
Interdisciplinarity/Contribution of Team	30
Total	100

Evaluation Process

Evaluation Committee

Applications will be reviewed by a Committee of mid- and late-career HSD teaching and research stream faculty members. Committee members will be appointed by the Associate Dean Academic, who will serve as the Chair of the committee meetings and a non-voting/non-evaluating member.

Committee Procedure:

1. Evaluation will be made solely on what is presented in the application.
2. Applicants will submit their proposal for review and receive approval of the application or notification that the application will not be funded.
3. The Committee will assign each application a score out of 5, using the criteria and the applicable weightings described above. The 5-point scale can be found at the end of these guidelines.
4. The Committee will prepare a ranked list (highest to lowest) of the applications where the ordering of applications will initially be based on the scores. The Committee may alter the position of an application in its list if the applicant has had interruptions/delays in scholarly productivity, as explained by the applicant.
5. The Committee will recommend the amount of funding to be awarded to each application, which must not be in excess of the allowable maximum.
6. The Committee will provide feedback for all applications.

Conditions of Award

Upon notification of award, applicants should contact HSD Finance Officer to access the research funds.

1. University research funds may be used only for the purposes specified in the notice of award.
2. Research must comply with the University's policies on the conduct of research and funds will not be released until all regulatory approvals are in place. Regulatory approvals **must be** in place within three months of the award notice being received. If applications are not received within the three months, the award is forfeited.
3. Funds remaining in research accounts at the end of the fiscal year will **not** be carried forward.
4. Before additional funds are awarded for new projects, all outstanding final reports for previous University grants must be submitted to the applicable office.
5. Grant holders who determine that their awards will exceed actual expenditures are requested to inform the HSD RSC as soon as possible so that the additional funds may be re-allocated in support of other projects.

6. Faculty research accounts must be carefully monitored by the researcher. If a research account shows an over expenditure at the end of the fiscal year in which it was awarded, the faculty member responsible for the account will be invoiced for the amount owing.
7. A grant may be used only to support the project for which it was awarded.

RATING SCALE

Descriptor	Range	Outcome
Outstanding	4.5-4.9	Fundable
Excellent	4.0-4.4	Fundable
Very good	3.5-3.9	May be eligible for iterative review
Fair	3.0-3.4	Not fundable
Poor	0.0-2.9	Not fundable