Application Guidelines for
Curriculum Renewal (CR) Grants

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Division of Learning and Teaching Support and Innovation (LTSI) - University of Victoria

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Prior to applying for a grant in support of teaching and learning, please review Overview of UVic Grants Supporting Teaching and Learning. The following application guidelines are specific to grant applications seeking support for Curriculum Renewal (CR).
CR Grant in a Nutshell

**Purposes of the CR Grant**
CR grants support implementing curricular review recommendations that have been identified by units following a review of their curricula. Curriculum reviews may be conducted through a Division of Learning and Teaching Support and Innovation (LTSI) Curriculum Retreat, a LTSI Curricular Workshop, as part of an accreditation or academic review process, or by reviewing their curriculum against other departmental comparators. CR grants are designed to address such factors as:

- Improved curricular pathways for students (e.g., clarity of intended student learning outcomes on graduation, development of foundational core courses or bridging or capstone courses);
- Curriculum mapping (e.g., nesting of course intended student learning outcomes, curricular concepts, sequencing and developing of knowledge, skills and attitudes across the curriculum);
- Integration of learning strategies and supports across the curriculum (e.g., research-inspired teaching and learning, community-engaged learning, affective skills); and
- Organizational/Contextual alignment (e.g., balancing EETs with teaching capacity, improving utilization of limited resources while enhancing student learning).

**Eligibility for a CR Grant**
The LTSI encourages proposals from those who directly support student learning and the student experience at UVic, including regular faculty, sessional lecturers, teaching assistants, librarians, laboratory instructors, academic program directors, instructional designers and student services professionals. The LTSI particularly encourages proposals from early-career academic professionals or those new to UVic.

**Project Funding for CR Grants**
The LTSI limits CR grant funding for any project in a given budget year to a maximum of **$5,000**. The intent behind this limit is to distribute financial support across meritorious proposals (preferably in a diversity of faculties and divisions) in order to maximize direct benefits to a wide range of programs and student learners.

**Ethical Approval Requirements**
CR grant projects may involve the collection of data from human participants. UVic Human Research Ethics Board (UVic HREB) must approve the conducting of any research involving human participants (see Ethical Approval for the CR Project below). However, prior ethical approval is not required at the time of application.

**CR Grant Application Date Deadline**
The LTSI will consider only complete CR applications. CR grants have no specific deadline date. Proposals are adjudicated in the order received during the fiscal year. Funding of approved proposals is dependent on available funds. We will notify all applicants of the adjudication decision by email no later than one month after receipt of the proposal.
CR Grant Application Requirements

Range of Proposals
We will consider any proposal that aims to improve the student experience at UVic through curricular change, with preference given to those projects that demonstrate a potential for significant impact.

General Criteria for CR Grants
All CR grant proposals must focus on improving the student experience through curricular, co-curricular, or cross-institutional processes. CR grants provide support for the research and/or implementation of curricular review recommendations arising from a curriculum review within the unit. We evaluate grant proposals based on the clarity and specificity of the proposal, the rationale of the curricular change, the anticipated outcomes expressed in terms of intended student learning outcomes, and the project’s feasibility within the timeframe and budget presented. Proposals with potential of high impact are encouraged. We expect applicants to be familiar with other scholarly work that pertains to, or informs, their proposed project; such familiarity should be clearly reflected in the proposal.

Application Process
The LTSI will consider only complete CR applications. The following are the steps in the application process:
1. Download the CR grant application form.
2. Complete the CR grant application form. (Please note the word limit for each item.)
3. Include all requested electronic signatures. (Information is available on using digital signatures in MS Word.) If you use a physical signature, submit the electronic copy without signature, and send a signed e-copy of page 1 of the application form to ltc@uvic.ca
4. Rename the completed Word document <Surname_of_Applicant_First_Name_CRGrant_18.doc> (e.g., Doe_Jane_CRGrant_18.doc) and send it to the ltc@uvic.ca. We will accept applications only electronically in Word document format. Note that we will not accept applications in .pdf format.

CR Budget and Accounting Requirements
The application form requires that the applicant’s unit supervisor indicate support for the project by a signature on the application. If the proposal is approved, the LTSI will ask the administrative officer of the applicant’s home unit to assign to the principal investigator a distinct account to be used solely for approved budget items related to the grant. The LTSI will have viewing privileges on the account to monitor expenditures. The LTSI will transfer funding to the newly created account only after the LTSI receives from the principal investigator an e-copy of the ethical approval from the university Human Research Ethics Board (HREB) or a copy of the email from HREB indicating that the research is judged not to require ethical approval (see below: CR Grant Awardee Responsibilities - Ethical Approval for the CR Project). CR grants normally expire on March 31st the second year after the grant is approved. For example, a grant approved in May 2018 would expire on March 31, 2020. On the expiry date of the grant or when the funds have been expended, the LTSI will notify the applicant’s unit to freeze the account so that no more spending can be
incurred. On expiry, the remaining funds will be returned to the LTSI for redistribution in future competitions. Any deficits are the responsibility of the awardee and their unit. If a project should require more time, it would be necessary to contact the LTSI Executive Director to request approval of an extension.

Funds used for items other than those listed in the approved application budget must be preapproved by the LTSI.

Eligible and Ineligible Expenses
Applicants may propose using CR grant funds to pay students or other research assistants but must adhere to all university policies and procedures, including those pertaining to wage rates, vacation pay, and appropriate benefits. Please consult the Human Resources guidelines. Note that vacation pay of 4% is computed on the wage rate and that benefits pay of 8% is computed on the wage rate + vacation pay. Please confirm pay rates with Human Resources to assure that you have current values.

Applicants and co-applicants may not use CR grant funds for the following:

X To be reimbursed for work related to the grant proposal or to cover course release funding. (There might be rare exceptions, however. In approved exceptional cases the grant will fund up to a maximum of $3,000 for teaching release time.) Individuals who hope to be hired on the grant as, for example, a research assistant, should not be listed as the applicant or a co-applicant.
X To purchase equipment or supplies normally supplied by the university.
X To use commercial services. If the proposal involves using an outside consultant, the copyright to any “product” remains the property of UVic. Contact the LTSI if you have further questions on this issue.
X To cover costs of academic work, such as journal subscriptions or open-access journals.
X To cover costs of registration for, or travel to, academic conferences.

Proposal Assistance
We recommend that you receive consultation on your proposal well before submission. Individual consultations are available. Depending on the nature of the project, the LTSI may recommend consultation with other campus partners, such as the Library, Student Affairs, Technology Integrated Learning, or Computing Services.

CR Grant Application Guide – Questions and Examples
Please use the most recent CR grant application form that is available on the website.

Questions to consider for CR grant proposals
While formulating your proposal, consider the following questions:

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1 For example, a graduate student serving as a senior assistant (CUPE 4163) after September 1, 2017 and before July 1, 2018 would have a wage rate of $25.15. The 4% vacation pay would increase the wage cost to $26.16 (1.01 * $25.15), and the 8% benefits would increase the wage cost to $28.25 (2.09 * $26.16).
1. **What are the specific needs and goals of the curricular project?** What did the unit curricular review process recommend? How will the proposed curricular development address the recommendation? What are the specific needs and goals?

2. **What do we already know (either in your own discipline or from other disciplines) that might help with your curricular implementation?** It is important to survey the field before making curricular changes. What does the literature say about how others have dealt with the issues addressed by the proposed curricular change?

3. **What are your student intended learning outcomes and your teaching goals?** If your project were approved and funded, what effects would changes have on the learning of your students? What intended learning outcomes would be possible or facilitated by the successful implementation of your curricular change? The more clearly and specifically you describe these enhanced learning outcomes, the more likely the adjudication panel will be able to appreciate the value of your project. (See Too General and Specific examples below.)

**Learning Outcome Examples**

Too General: The new foundations course will improve student understanding of the discipline.
Specific: The new foundations course will facilitate student acquisition and application of core knowledge across the five major sub-disciplines represented within the department.

Too General: The revised curriculum will ensure greater breadth and depth of critical thinking skills.
Specific: The revised curriculum will build a repertoire of critical thinking skills including analytical reading, problem-solving, and academic writing within the major sub-disciplines represented in the department.

4. **How will the project improve the active learning and engagement of students targeted by the proposed curricular renewal?** Describe briefly your reasoning on how the planned curricular changes will result in improved active learning and engagement.

5. **How will the project improve the congruence of student learning outcomes, course activities, assignments and assessments of student learning?** Describe briefly your reasoning on how the planned curricular change will improve alignment.

6. **What are the major steps and benchmarks involved in the curricular implementation?** Provide a brief description or listing of the major components of the implementation. What are the important benchmarks? What is the timeline for development and implementation? How will progress be evaluated? What obstacles do you foresee? When will the curriculum changes be implemented for students?

7. **How will you make your work accessible?** Describe how you will share your findings with colleagues or help others to apply them to their own context? Many disciplines have journals devoted to or open to articles on teaching and learning. Similarly, disciplinary conferences often support presentations on major curricular innovations.
Sharing Findings Examples

- Results of the project will be shared with departmental colleagues at our annual teaching retreat.
- Evaluation of the new curriculum will be shared across the Faculty.
- Significant findings will be submitted for presentation at discipline-specific professional conferences.
- Our findings will be shared with departmental colleagues at our monthly teaching seminar series.
- Since our department normally does not provide opportunities for the sharing of colleagues’ teaching, we will request that the LTSI assist us in offering a workshop through the LTSI.

8. **How will the project budget be spent?** Describe exactly how much will be spent doing what?

**Budget Examples**

- One graduate student will be hired at $25.15 per hour for 40 hours to help analyze and synthesize the network of interrelated learning outcomes in the curriculum. Total pay will include 4% vacation pay and **compounded** 8% benefits ($28.25 x 40 = $1,130.00).
- A graduate research assistant will travel to the field teaching site (250 km round trip) four times. Travel will be reimbursed at the standard UVic rate for use of personal vehicle of $0.48/km ($0.48 x 1000 = $480).

9. **What, if any, additional help with your project might you like from the LTSI or other campus partners?** Often the expertise you are looking for is available at UVic, and the LTSI (as a clearinghouse for ideas) is a useful place to go for assistance, advice and referral.

**Help Examples**

- How can I find information on successful curricular innovations?
- How can our department be confident that our curricular change will satisfy needs of students and affiliated departments?

So that we may allocate appropriate consultative resources, please consult with the LTSI prior to submitting your application if your project will entail requesting LTSI assistance.

10. **What else, if anything, should the adjudication panel understand concerning this proposal?** Please describe any issues, problems or knowledge that you would like to share with the adjudication panel that would help them to fully appreciate your proposal?

**CR Proposal Adjudication**

Each month the LTSI screens all complete CR applications to ensure that the proposals match the basic criteria for the CR grant. If the LTSI concludes that a proposal is a better fit for one of the other teaching and learning grants, the principal investigator will be contacted prior to final adjudication.
The LTSI adjudication panel competitively evaluates proposals for a CR grant on the basis of the clarity of the proposal, the rationale for the curricular change, the relevance of the literature review, the specificity of the project plan, the feasibility of the project with respect to time and budget, and the potential impact on the learning of UVic students.

Successful CR proposals will have a:

- clear description of the curricular renewal recommendation that resulted from a unit’s curriculum review;
- clear description of the purpose and goals of the curricular project that makes specific reference to the curricular review recommendations;
- brief, targeted review of the relevant literature;
- well-articulated plan describing how the project will be implemented and how possible impact on student success could be or will be assessed;
- clear plan for disseminating the findings to appropriate audiences; and
- budget with justification for each item.

An adjudication process involves careful review of the proposal using the grant criteria. Proposed budgets are sometimes modified.

Adjudication of proposals is competitive and dependent on available funds. Within one month of the receipt of the proposal the LTSI will notify the principal applicant of the panel’s decision and any recommendations for modification.

**CR Grant Awardee Responsibilities**

**Ethical Approval for the CR Project**

Some CR projects may involve the gathering of information from participants. In these cases it may be necessary to secure ethical approval through the university Human Research Ethics Board prior to data collection. Note, however, that **prior ethical approval is not required at the time of application**. To help you determine if a formal ethical review of your project is required, we urge you to go to the UVic Human Research Ethics website and carefully consider the information. In particular, see the tabs at the bottom of the page. Allow up to six weeks for the completion of the formal ethical review process. **Please download and use the newest version of the ethics form.**

Suggestion: Although not required, we recommend that you consult directly with Human Research Ethics before submitting your proposal to the LTSI. They will help you to determine whether there might be any challenge to the implementation of your research project from an ethical perspective.
CR Grant Awardee Commitments
A primary goal of CR grants is to create an expanding community of multi-disciplinary scholars engaging in curricular development and sharing their experiences to inspire others through their leadership. We hope to build on the successes and lessons learned in this ongoing initiative to inform the broader scholarly community at UVic and to support systematic curricular redesign. Accordingly, we ask successful CR applicants to commit to do the following:

- attend with other successful applicants an afternoon welcome and a 1/2-day intensive workshop on curricular and course design (dates and times to be determined);
- attend a two-hour collaborative workshop with other grant recipients to brainstorm, problem solve, share ideas and resources in each of the fall and spring terms (dates and times to be determined); and
- share their experiences and showcase their curriculum initiatives among CR grant recipients.

CR Grant Progress Report
Successful grant recipients will complete a brief Progress Report by March 31st of the year following receipt of the grant, regardless of whether or not the project has been completed. For example, if a grant were awarded in May 2018, the Progress Report would be due March 31, 2019. Failure to submit the Progress Report by the due date will result in freezing of the grant account. When submitting the Progress Report, applicants must include their detailed budget showing all expenditures in Canadian funds.

Project Completion and Final Report
Grant recipients will normally complete their projects by March 31st of the second year from the time of their grant approval. For example, a proposal approved in May 2018 would have funding until March 31, 2020 or project completion, whichever occurs first. The Final Report provides researchers an opportunity to share their research findings with colleagues. The Final Report should briefly describe the specific curricular renewal, what was done, and any evidence showing the impact of implementation. A separate budget sheet describing expenditure details must be included.

The LTSI expects successful applicants to share their project with their departmental colleagues. If the grant recipient’s department were not to provide opportunities for sharing, the LTSI would be happy to assist in organizing an event in their department or at the LTSI (see Application Question #7).