



University
of Victoria

Division of

Learning and Teaching Support and Innovation

Application Guidelines for Anti-Racism Initiative (ARI) Grants

Applications Due: February 8, 2021, 11:59 PM

Prior to applying for a grant in support of teaching and learning, please review [Overview of UVic Grants Supporting Learning and Teaching](#).

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Grant in a Nutshell

Overview of the Grant

Anti-Racism Initiative (ARI) Grants are intended to support faculty and staff to substantially revise courses, programs and curriculum or learning resources that will help fulfill UVic's commitment to anti-racism and the values of equity, diversity and inclusion (EDI) as set out in the [UVic Strategic Framework](#).

Eligibility for the Grant

We encourage proposals from those who directly support student learning and the student experience at UVic, including research-stream and teaching-stream faculty, sessional lecturers, laboratory instructors, and teaching-related professional staff of the University. If you are a previous grant recipient for any Learning and Teaching Support and Innovation (LTSI) grant and have not fulfilled the obligations of your grant (reporting, etc.), you must complete those obligations prior to consideration for an ARI grant.

Project Funding for Grants

Proposals may have a single applicant or a principal applicant with added co-applicants. Grant funding for any project in a given budget year is a maximum of **\$7,500**. The intent behind this limit is to distribute financial support across meritorious proposals (preferably in a diversity of Faculties, Divisions and Schools) in order to maximize direct benefits to a wide range of student learners.

Range of Proposals

The adjudication panel for the ARI grants will consider any proposal that aims to improve the learning experiences of students at UVic, with general criteria including: the application of sound principles to the design or redesign of a course, curriculum, program, or learning resources. The adjudication panel evaluates grant proposals based on the clarity and specificity of pedagogical principles to be applied, and the project's feasibility and sustainability within the timeframe and budget presented. The adjudication panel will pay close attention to the potential impact of the project on the student learning experience. We expect applicants to be familiar with other scholarly and creative work that pertains to, or informs, their proposed project; such familiarity should be clearly reflected in the proposal.

Application Requirements

The following are the steps of the application process:

1. Complete the [grant application form](#) following these guidelines. Please respect the word limit for each item;
2. Once you have submitted the application, you cannot edit it. If you have questions or need to make an urgent amendment, please contact the Program Coordinator at tsipc@uvic.ca;
3. LTSI will send your application to your Chair/Director (or Dean, if you are a Chair/Director) for approval. Please ensure you have communicated your project proposal to them in good time (following departmental/faculty guidelines for the submission of grant proposals to Chair/Director/Dean) for their review.

Budget and Accounting Requirements

The Chair/Director/Dean's support for the project indicates three things:

1. Confirmation of departmental/unit support for this application, including a commitment to project completion. Note that, where teaching release is requested, the maximum amount from a grant that can be used for that purpose is \$5,000, and that the principal applicant's home unit is responsible for supplementing any remaining funds towards course release;
2. Understanding that, if the grant is approved, the principal applicant's home unit will be contacted by LTSI and will be asked to assign a distinct account to the principal applicant to be used solely for approved budget items related to the grant, and LTSI will have viewing privileges on the account to monitor expenditures. If the project requires ethics approval (see [Ethics Approval Requirements](#)), we will transfer funding to the newly created account only after we receive an e-copy of the ethics approval from the University Human Research Ethics Board (HREB) or a copy of the email from HREB indicating that ethics approval is not required;
3. Commitment, along with the recipient, to assume responsibility for any deficits accrued in the recipient's LTSI grant account.

Grants normally expire on March 31st of the year two years after the grant is approved. For example, a grant approved in spring 2021 expires on March 31, 2023. If a project should require more time, it would be necessary to request approval of an extension from the Executive Director of LTSI (please contact the Program Coordinator at lsipc@uvic.ca). On expiry of the grant, the remaining funds will be returned to LTSI for redistribution in future competitions.

Funds used for items other than those listed in the approved application budget must be pre-approved by the Executive Director of LTSI (contact the Program Coordinator at lsipc@uvic.ca).

Eligible Expenses

The maximum individual grant allocation is \$ 7,500. Eligible expenses include but are not limited to:

- paying students or other research assistants.¹ Individuals who hope to be hired on the grant as research assistants should not be listed as the applicant or a co-applicant;
- teaching release time (see details under **Budget and Accounting Requirements**);
- engaging outside consultants that are essential to the successful completion of the grant. If you are requesting such a budget item, please explain the value of this work for the grant. Note that the copyright to any "product" will remain the property of UVic;
- fees to participate in relevant training and workshops to support project goals.

¹ You must adhere to all university policies and procedures, including those pertaining to wage rates, vacation pay, and appropriate benefits. Please consult the [Human Resources CUPE 4163 salary schedule](#); click on (Component 1 & 2) TA Appendix for current rates. Note that vacation pay of 4% is computed on the wage rate and that benefits pay of 10% is computed on the wage rate + vacation pay. For example, a graduate student serving as a senior assistant (CUPE 4163) after September 1, 2020 and before September 1, 2021 would have a wage rate of \$27.10. The 4% vacation pay would increase the wage cost to \$28.18 ($\$1.08 * \27.10), and the 10% benefits would increase the wage cost to \$31.00 ($\$2.82 * \28.18).

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

- To be reimbursed for work related to the grant;
- To purchase equipment or supplies normally supplied by the University;
- To use commercial services (other than those stated in the list of eligible expenses);
- To cover costs of academic work, such as journal subscriptions;
- To cover costs of registration for, or travel to, academic conferences as these may be covered through Professional Development or other UVic funds.

Ethics Approval Requirements

Some, but not all, ARI projects may involve the collection of data from human participants as well as experiences wherein students collect data from human participants during their course work or other research activity (e.g., interviews, surveys, participant observation, focus groups). If data collection does involve human participants, the UVic Human Research Ethics Board (UVic HREB) must approve the project. We urge you to consult the UVic [Human Research Ethics website](#) (HRE) and contact ethics@uvic.ca or ethicsassist@uvic.ca to discuss whether you will require research ethics approval. The principal applicant is responsible for ensuring that ethics approval is obtained prior to data collection, if needed. However, prior ethics approval is not required at the time of application.

Assistance for Completing Your Proposal

We highly recommend that you arrange for at least one consultation on your proposal well in advance of the proposal deadline. This can be done in two ways: a. LTSI organizes a series of workshops to support applications for its grants. Dates of the workshops for the grants will be announced on the LTSI newsletter; b. for individual consultations, contact the Program Coordinator at tsipc@uvic.ca to schedule an appointment.

Depending on the nature of the project, LTSI may recommend consultation with other campus partners, such as Equity and Human Rights (EQHR), the Library, Student Affairs, University Systems, or LTSI's Technology Integrated Learning (TIL) unit.



Questions to Consider

While formulating your proposal, keep in mind the following questions. Note that these are considerations and do not necessarily coincide with the wording of the questions of the application form. Please try to integrate these considerations into your application:

1. What do you hope to achieve? Describe the context for your project and what you hope to achieve. Please state these as broad goals with defined learning outcomes if appropriate (in the case of a course design/redesign). Also indicate how these goals connect to your specific context and to UVic's commitment to anti-racism. Your goals should be **specific rather than general**.

2. How will you share your findings with colleagues or others both within and outside the university?

Sharing Findings Examples²

- *You will share the results of the study with departmental colleagues at your annual teaching retreat.*
- *You will submit significant findings for presentation at discipline-specific professional conferences.*
- *You will share your findings with departmental colleagues at your monthly research seminar series.*
- *You will request that the LTSI assist you in offering a workshop through the LTSI (in the unlikely case your department does not normally provide opportunities for the sharing of colleagues' research).*

3. An important consideration is the sustainability of the project. How will the project budget be spent? Is the project sustainable? Describe exactly how much will be spent doing what. Continuation of the project in post-grant years should not be dependent on continued grant funding.

Budget Examples

- *One graduate student will be hired at \$31.00 per hour for 40 hours to help analyze the data from the focus groups. Total pay will include 4% vacation pay and **compounded** 10% benefits ($\$31.00 \times 40 = \$1,240.00$).*
- *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 \$0.51/km ($\$0.51/\text{km} \times 1000 \text{ km} = \510.00).*

4. What additional supports might be helpful for your project, from LTSI or other campus partners? Often the expertise you are looking for is available at UVic. LTSI is a useful starting place to go for assistance, advice and referral.
5. Is there any other information that you would like to share with members of the adjudication committee that would help them to fully appreciate your proposal?

Note that LTSI can assist with, among other things:

- How to define and write intended learning outcomes;
- How to conduct a focus group;
- Examples of learning principles and intended learning outcomes; and,
- How to provide effective formative feedback to students.



Proposal Adjudication

After the proposal deadline of 11:59 PM on February 8, 2021, all applications will be screened to ensure that the proposals are complete and appropriate to the grant. If we conclude that a proposal is a better fit for one of the other learning and teaching grants, the principal investigator will be contacted prior to final adjudication. *The adjudication panel may, on occasion, propose modifications to the budget.* If successful,

² We also ask that successful applicants share the results of their projects at the annual *Let's Talk About Teaching* event, which is coordinated by LTSI (see [Project Completion and Final Report](#)).

the principal applicant will be notified of any recommendations for modification along with the panel's decision. All applicants will be notified of the adjudication decision by email.

Grant Criteria

Successful ARI proposals will have a:

- clear statement of what the applicant would like to achieve;
- well-articulated plan for how to proceed and principles that will guide the process;
- brief, targeted review of the literature that supports the plan;
- description of the proposed significance of the project in terms of contributions to teaching and student learning and UVic's commitment to anti-racism;
- plan for sharing the project goals and outcomes to appropriate audiences; and,
- sustainable budget with justification for each item.



Grant Awardee Commitments

Join a Peer Group of Grant Recipients

A primary goal of ARI Grants is to create an expanding community experienced in integrating principles and practices of anti-racism into the development of courses, curricula, programs, and/or resources. These grants are available to those well skilled in anti-racism who want to further their work. We hope to build on the projects of ARI awardees to inform the broader teaching and learning community at UVic. Accordingly, we ask successful ARI applicants to commit to participating in one or two workshops on anti-racism with other successful grant applicants. These sessions are facilitated by LTSI and EQHR, and the intention is to support and share project progress. Email invitations will be sent once dates and duration of workshops are finalized.

Grant Progress Report

Successful grant recipients will complete a brief [Progress Report](#) by March 31st of the calendar year following receipt of the grant, regardless of whether or not the project has been completed. When submitting a Progress Report, applicants must include their detailed budget showing all to-date expenditures in Canadian funds. Summarize the progress, challenges and successes of the project to date.

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 spring 2021 would have funding until March 31, 2023 or project completion, whichever occurs first. At the completion of the project, grant recipients will present their work to the peer group of grant recipients, as well as submit a short final report. This gives awardees an opportunity to share their experiences with colleagues. The [Final Report](#) should include the project goals, outcomes, and a brief discussion of how the grant helped the awardee achieve what they set out to do. A separate budget sheet should describe expenditure details. We expect successful applicants to share their project results with their departmental colleagues and more broadly as relevant.

We also highly recommend that successful applicants share the results of their projects at the annual *Let's Talk About Teaching* event, which is coordinated by LTSI. The event is held each August.



Adjudication Committee

- Executive Director, Division of Learning and Teaching Support and Innovation, Co-chair
- Acting Vice-Provost, Office of the Vice-President Academic and Provost, Co-chair
- Executive Director, Equity and Human Rights
- Up to three faculty members with expertise in Equity, Diversity and Inclusion (EDI) as nominated by Deans and selected by the Co-chairs
- One student representative