

## LEARNING AND TEACHING GRANTS

### FREQUENTLY ASKED QUESTIONS (FAQs)

**1. I am a Librarian. Can I apply for an LTSI grant?**

Yes. As with all grants, applicants need to demonstrate that the proposed projects will make a significant contribution to teaching and student learning.

**2. How can I share my grant application with one of the facilitators before submitting the completed application form?**

The forms we use unfortunately do not allow the applicant to create a pdf. However, the best option is to write responses on a word document or equivalent, following the application form order of questions, and then share these with a facilitator.

**3. How do I decide which grant to apply for (it looks like my proposal could fit into more than one category)?**

It is possible that a project may fit in more than one grant category. First think of the essential goals of your project. How would you articulate the learning and teaching benefits of your project? This should be a good way to steer your decision-making for which category to apply for. On occasion, a committee may identify a proposal which can be steered to another category due to overlap and sometimes greater funding flexibility in other categories. In this case, you will be notified, and we will work together if some editing is required.

**4. Many questions have a word limit. I'm afraid I won't be able to include all the necessary information. How can I make sure the adjudication committee has enough to judge my proposed project?**

The word limit provides a guide and aims to encourage conciseness rather than cut you off. Try to consider the essentials that the committee needs to know to be able to distinguish the merits of your project. If you need to include discrete pieces of information that do not belong with the provided boxes, you can use attachments. Most grant applications provide a space for additional documents that the applicant may wish to include.

**5. How can I communicate the value of my proposal if there is no question asking me about something I believe is important, such as what background is relevant to the grant?**

Much of the most relevant information about the context, value, goals and background of a proposal may be fitted into the first few boxes provided for each grant application. If you think that something is valuable to know but there is no space provided for it, you can also include it in a separate attachment. Most grant application forms provide space for additional attachments. If you still think there is something missing, contact us at [lsipcc@uvic.ca](mailto:lsipcc@uvic.ca).

**6. Can I include honoraria in my proposal budget?**

Yes. There are many different occasions when an honorarium might be appropriate as a token of gratitude for contribution towards the completion of a grant project. An honorarium is different from salaries paid to research assistants or other professional wages; it usually applies to

community members who are helping your research by providing valuable information towards it or are contributing a guest presentation, for example. If you have questions about whether an honorarium or gift are appropriate, how much these could be, and whether there are related protocols, don't hesitate to contact [lbsipc@uvic.ca](mailto:lbsipc@uvic.ca) or the individual grants facilitator you may already have been in contact with.

**7. Can I pay a student as a Research Assistant for work undertaken during the summer months?**

Yes. The RA doesn't have to be registered in classes. It is advisable, nevertheless, to make arrangements for mentoring and/or communicating with them if they need advice on the project work.

**8. Can LTSI help me to organize a workshop or presentation?**

We encourage you to consider diverse ways of disseminating your work. If you are not sure that you will be able to present your grant work or results at the **Let's Talk about Teaching** (LTAT) event or that your department would be able to arrange for a presentation opportunity, and/or you believe that a separate workshop might be of benefit to the campus community, do get in touch with us ([lbsipc@uvic.ca](mailto:lbsipc@uvic.ca)) so that we can explore options with you.

**9. Where should I include the literature review for my proposal?**

Grant application forms include a question asking what we know from your discipline or from other disciplines that can inform your project. That's the best place for a literature review. The literature review needs to be relevant and brief; go for a narrative (rather than a list) that makes it obvious how the literature supports your proposed project. If you feel it is imperative to add a bibliographic list (not required), each form provides the ability to add an attachment. Make sure all your attached information is in one file.

**10. Will my application form be saved if I need to write it in chunks?**

Yes, provided you use the same device. Survey Monkey forms keep track of the information you have written through a cookie that is added to your device; you wouldn't be able to see the information if you logged on from a different device. You can, alternatively, write your responses in a Word or other document first, and then copy and paste into the form.