LEARNING INNOVATION AND TEACHING ENHANCEMENT (LITE) GRANTS

The purpose of the LITE grants is to provide support for experimenting with and investigating innovative approaches to teaching that aim to foster deep student learning and enhance teaching at the University of Waterloo. The program replaces the LIF/PIF grant scheme and is composed of two kinds of grants: LITE Seed Grants and LITE Full Grants. Both grant formats will emphasize the contribution of the proposal to the University of Waterloo learning community.

LITE SEED GRANTS – DESCRIPTION AND ELIGIBILITY

The intent of these grants is to foster improved student learning through the enhancement of individual teaching skills, course level or program-level (re)design, or curricular innovation. They are available to both practitioners interested in improving deep learning in their course or program and to scholars of teaching and learning.

Amount: $500 - $5,000

Application Deadlines (3 annually): February 1st, June 1st, October 1st

Sample ideas for using LITE Seed Grant Funds include the following:

- Conduct a research-informed pilot investigation into the impact on student learning of a new or existing instructional method. Investigations of current practices would be done to establish baselines on current learning impact before investigating the impact of a new method. Such studies could serve as pilot studies for a LITE Full Grant proposal.
- Invite a guest speaker or facilitator to work with a Department, School, or Faculty to implement a different instructional approach and provide examples of methods for assessing learning (for example, peer instruction, case-based learning, problem-based learning)
- Attend a formal, recognized training session to learn how to use a new teaching method (for example, PBL experience at McMaster, Facilitator Development Workshop for Instructional Skills Workshops, Harvard Case Method) – individuals or teams may apply
- Present pedagogical scholarship at a disciplinary or higher education teaching conference outside of the University of Waterloo
- Coordinate an inaugural departmental, school-wide, or Faculty-wide retreat focused on exchanging instructional innovations and best practices

Ineligible Expenses

- Teaching release and the development of traditional course materials
- Equipment and software
- Regular teaching retreats; although meetings to begin such a practice would be
- Conference registration and travel expenses exceeding $2,000
- Journal subscriptions and professional memberships

Eligibility as Principal Investigator

- Tenured and tenure-track faculty members
- Equipment and software
- Sessional lecturers with a continuing appointment
- Laboratory instructors and teaching staff
- Postdoctoral fellows
- Academic support staff

Note: A person may hold only one active grant at a time as principal investigator.

LITE FULL GRANTS – DESCRIPTION AND ELIGIBILITY

The LITE Full Grant encourages potentially longer-term initiatives to enhance teaching and learning at the University of Waterloo. The focus of these grants is to investigate new methods and assess their impact in terms of effectiveness, efficiency, sustainability, and transferability. These initiatives will normally have an evaluative component. The funds for the Full grants may be substantially larger than the SEED grants because of the intended scope of the projects. Multi-year projects may apply.

Amount: $5,000- $15,000 per year (for a maximum of two years and $30,000)

Application Deadline: One deadline announced annually: October 1, 2012

Sample ideas for using LITE Full Grant Funds include the following:

- Conduct formal research projects on the impact of a specific new method of instruction on course learning or at the program level
- Implement a change across a program or within a specific year of a program to address a learning gap or challenge, and document the impact on student learning
- Support teaching initiatives/collaborations between Departments, Schools, or Faculties to address a specific learning gap or challenge and document its impact on student learning
- Present pedagogical scholarship at a disciplinary or higher education teaching conference outside of the University of Waterloo as part of a larger research project
- Redesign physical teaching and learning spaces
- Purchase equipment (e.g., microphones, etc.) or software (e.g., data analysis software, etc.) to support implementation of the new method of instruction
- In collaboration with the Centre for Extended Learning (CEL), help fund development where digital course materials, tools, or learning objects are part of the innovation. Note: Depending on the nature of the project, the CEL may be able to provide development support at minimal or no cost. You are encouraged to consult CEL before submission to discuss project needs and timelines, and include the resulting development plan in your submission.

Ineligible Expenses

- Teaching release and the development of traditional course materials
- Conference registration and travel expenses exceeding $2,000
- Journal subscriptions and professional memberships

Eligibility as Principal Investigator

- Tenured and tenure-track faculty members
- Sessional lecturers with a continuing appointment
- Laboratory instructors and teaching staff
- Academic support staff

Note: A person may hold only one active grant at a time as principal investigator.

PROPOSAL GUIDELINES FOR BOTH LITE SEED GRANTS AND FULL GRANTS

Important Notes:
- Proposals should be no longer than 1500 words (2-3 single-spaced pages), plus an additional page for the budget.
- For both LITE Seed and Full Grants, the signature of your Chair or Director is required to indicate approval of the project.
- Please refer to the report from "The Task Force on Innovative Teaching Practices to Promote Deep Learning at the University of Waterloo" (http://cte.uwaterloo.ca/teaching_resources/documents/Task%20Force%20Report%20on%20Deep%20Learning.pdf) for important references and definitions of terms that may be central to your proposal, such as "innovative teaching practices," "deep learning," and "effective teaching."

a) **Descriptive project title**

b) **Project goals/outcomes and Research Question(s) to be investigated (where applicable)**:
What are the intended outcomes of the project, in terms of student learning and/or enhanced teaching? What specific question(s) would you like to investigate?

c) **Project rationale and description, including review of relevant literature (where applicable):**
Why is this project needed? What is said in the literature – both the literature in your own discipline and in the educational literature about the issue(s) and question(s) being investigated? If you would like help with this section of the proposal, we strongly advise that you seek advice from your liaison library and a member of the Centre for Teaching Excellence.

d) **Plan/methods/procedures for carrying out and assessing the project**:
What data will be gathered? What methods will be used to collect and analyse these data? What is the plan for interpreting data in light of the intended outcomes of the project? If your project includes digital media development, we strongly suggest that you seek advice from the Centre for Extended Learning.

e) **Timeline:**
An overview of the project, which includes important deadlines and milestones (e.g., Ethics application deadlines, data collection completion, syntheses of best practices, etc.) should be included.

f) **Outline of project's broader impact -- contribution to the uWaterloo community and beyond:**
What contributions is the project intended to make to the various members of the University of Waterloo learning community? For example, how might students, faculty members, people within and beyond your Department benefit from your work? What connections might your work establish among people from different disciplines across campus? What is the potential impact of the project beyond the University – to the community of university teachers, for example? Might the project involve the creation of a "legacy" piece that could be used in the future by other instructors, both at the University of Waterloo and beyond?

g) **Plan for dissemination:**
How will the results of the investigation be communicated? There are multiple venues for sharing findings. These might range from more local venues (i.e., Department and Faculty levels) through Departmental newsletters, showcases of student work, etc.– to broader venues (i.e., University level and beyond) through conferences, journal publications, etc. For Seed Grants, a plan for dissemination at the local level is expected. For Full Grants, the dissemination plan must address plans for both the local and broad levels.

h) **Budget:** An itemized list of the expenses as well as the justification for these expenses must be provided. In this section, please also include details about any additional funding that has been obtained from other sources for the project.

ADJUDICATION PROCESS AND REVIEW CRITERIA

Adjudication process for Seed Grants:

Seed Grants will be reviewed by senior members of the Centre for Teaching Excellence: the Director and at least one Senior Instructional Developer or designate.

Adjudication process for Full Grants:

The adjudication committee will consist of four members selected by the Associate Vice-President, Academic Programs. Two members of the Centre for Teaching Excellence – the Instructional Developer – Consulting and Research, and the Director – will facilitate the adjudication process, but will not be voting members.

Proposal Review Criteria for both Seed Grants and Full Grants

a) **Adherence to the Submission Requirements:**
   Does the proposal include all elements required under the LITE Grant Proposal Guidelines?

b) **Clarity of Project Goals/Outcomes**:
   Are the intended outcomes of the project clear in terms of student learning and/or enhanced teaching? Does the research question articulate a clearly-defined issue?

c) **Project rationale and description, including review of relevant literature:**
   Is a sound rationale established for the project? Is this rationale based on a succinct review of the relevant literature? Does the proposal describe how the project will build upon and contribute to student learning and/or enhanced teaching?

d) **Plans for carrying out and assessing the project**:
   Is the plan for collecting, analysing, and interpreting the data appropriate for the issue being investigated? Does the proposal provide a clear plan for assessing the intended project outcomes?

e) **Feasibility:**
   Do the proposed timeline and budget seem realistic, given the scope of the project?

f) **Impact and Transferability:**
   Are the contributions of the project to the members of the University of Waterloo learning community clearly articulated? If appropriate, does the proposal outline the potential impact of the project beyond the University?

g) **Plan for dissemination:**
   Are there clearly articulated plans for sharing the outcomes of the project with others at the University of Waterloo and beyond?

EXPECTATIONS OF GRANT RECIPIENTS

For Seed Grants

1. Submit the project for ethics approval and clearance, when necessary, with the University of Waterloo Office of Research Ethics: http://iris.uwaterloo.ca/ethics/
2. Participate in one or two meetings per semester where project questions and progress will be shared with other grant recipients. These meetings will be hosted and facilitated by the Centre for Teaching Excellence.
3. Disseminate findings of the project locally to the University of Waterloo learning community (as outlined in the Proposal Guidelines) and, if appropriate, disseminate findings more broadly. Grant recipients may consult with members of the Centre for Teaching Excellence for support with dissemination.

For Full Grants

1. Submit the project for ethics approval and clearance, when necessary, with the University of Waterloo Office of Research Ethics: http://iris.uwaterloo.ca/ethics/
2. Participate in one or two meetings per semester where project questions and progress will be shared with other grant recipients. These meetings will be hosted and facilitated by the Centre for Teaching Excellence.
3. Disseminate findings of the project locally to the University of Waterloo learning community and more broadly beyond the University. Grant recipients may consult with members of the Centre for Teaching Excellence for support with dissemination.

COMPLETION TIME AND REPORTING

LITE Seed Grants

Funds for LITE Seed Grants need to be spent within one year. A final project report must be submitted to the Centre for Teaching Excellence. A copy of the final report will also be provided to the Chair/Director of the recipient's Department/School, as well as to the Associate Vice-President, Academic Programs.

LITE Full Grants

Funds for LITE Full Grants need to be spent within two years. A progress report will be due at the end of year 1 and will be submitted to the Centre for Teaching Excellence. A final report will be due at the end of year 2, upon completion of the project. The report will be submitted to the Centre for Teaching Excellence, to the Chair/Director of the recipient's Department/School, and to the Associate Vice-President, Academic Programs.

APPLICATION SUBMISSION

For assistance with proposal development as well as developing the research plan for your project, applicants are strongly advised to contact Dr. Julie Timmermans, Instructional Developer – Consulting and Research at the Centre for Teaching Excellence, julie.timmermans@uwaterloo.ca (x 32940), or Shirley Hall, Research Associate for the Centre for Teaching Excellence, s8hall@uwaterloo.ca, (x 31240).

Please provide **FOUR HARD COPIES** and **ONE ELECTRONIC COPY*** of **EACH** application. Each application should be stapled and clearly marked "**LITE Seed Grant Proposal" or "LITE Full Grant Proposal".**

Please submit completed **hard copy** applications to:
Dr. Julie Timmermans
Instructional Developer – Consulting and Research
Environment 1, Office 325
(519) 888-4567, extension 32940

Please submit your **electronic copy** in Microsoft Word to julie.timmermans@uwaterloo.ca .