

**2020 Application Form**

**PROJECT LEAD INFORMATION:**

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| --- | --- | --- | --- |
| **APPLICANT NAME:** |  | | |
| **TITLE:** |  | **DEPARTMENT:** |  |
| **EMAIL:** |  | **PHONE NUMBER:** |  |
| **PROGRAM CHAIR:** |  | **ASSOCIATE DEAN:** |  |

**PROJECT DETAILS**

**Project title:**

**Co-investigators (if applicable): ­­­­­­­­­**

**Select the Program Fellows Stream to which you are applying:**

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| --- | --- | --- |
|  | * Evaluating Course Impact | * Implementing Program Change |

**Select Priority Area(s) to which your project connects (if applicable):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | * Internationalization | * Experiential Learning | * Indigenization | * Inclusive Excellence | * Innovative Pedagogical Practices |

**ABSTRACT:** Briefly outline the objectives of the proposed research, and how the results will benefit student learning. Max 500 words.

**APPLICATION FORMAT (TO INCLUDE)**

Max. length 10 pages single-spaced

N.B. This does not include the Letter of Support, project references or appendices.

#### Stream 1: Evaluating Course Impact

**Project Overview (1-2 pages)**

1. Describe details of the course that will be the focus of your project (including number of students enrolled in course, offerings, teaching staff, etc.)
2. What is the rationale for this project? What motivated the need for this project?
3. Who are the other stakeholders to consider and how will they be a) involved and/or b) informed of this project?

**Project Details (2-3 pages)**

1. Implementation plan for desired changes to the course including:
   * Specific research question(s)
   * Connections to current research in the field of teaching and learning
   * Research design
   * Evidence you plan to gather to assess the impact of this project
2. Overall timeline:
   * The LTL Fellowship is 2 years in length - please provide a detailed description of how you plan to accomplish the work within this 2-year timeframe.
3. Proposed project team (roles & responsibilities of who will be involved):
   * Project lead & Co-investigator(s) (if applicable)
   * Other stakeholders
   * McMaster student (required in year-one of the Fellowship)
4. Itemized Budget (please Appendix A for template)

**Project Outcomes & Alignment with Priority Areas (1-3 pages)**

1. Does this project help implement recommendations from the program’s most recent academic program review (IQAP) and/or prepare the program for the next academic program review (IQAP)? If so, how?
2. In what ways will this project advance the strategic priorities of your program, department, and/or faculty?
3. If applicable, please describe how your project connects to the one or more of the Priority Areas (e.g. internationalization, experiential learning, indigenization, inclusive excellence, innovative pedagogical practices)?
4. In what ways will the project help to enhance students’ overall learning experiences in the program?
5. Please indicate in what ways you will apply the results of your work. What will be the tangible outcomes or expected deliverables of this work?
6. How will you disseminate the findings of your project ***both within and beyond your department*** (e.g. other departments, faculties, institutions, conferences)?

**Fellowship Details (1-2 pages)**

1. Why are you applying to this Fellowship program?
2. How will you use the LTL Fellowship to: a) support the teaching culture within your department; b) mentor your peers; and c) expand your teaching and learning networks?

#### Stream 2: Implementing Program Change

**Project Overview (1-2 pages)**

1. Describe the academic program that will be enhanced through this project?
2. What is the rationale for this project? What motivated the need for this project?
3. Who are the other stakeholders that need to be involved and/or will be impacted by this project?

**Project Details (2-3 pages)**

1. Implementation plan for desired changes to the program including:
   * Clearly stated purpose/research question(s)
   * Connections to current research in the field of teaching and learning
   * Research design
   * The evidence you plan to gather to assess the impact of this project
2. Overall timeline:
   * The LTL Fellowship is 2 years in length - please provide a detailed description of how you plan to accomplish the work within this 2-year timeframe.
3. Proposed project team (roles & responsibilities):
   * Project lead & Co-investigator(s) (if applicable)
   * Other stakeholders
   * McMaster student (required in year-one of the Fellowship)
4. Itemized Budget (please Appendix A for template)

**Project Outcomes & Alignment with Priority Areas (1-3 pages)**

1. Does this project help implement recommendations from the program’s most recent academic program review (IQAP) and/or prepare the program for the next academic program review (IQAP)? If so, how?
2. In what ways will this project advance the strategic priorities of your program, department, and/or faculty?
3. If applicable, please describe how your project connects to the one or more of the Priority Areas (e.g. internationalization, experiential learning, indigenization, inclusive excellence, innovative pedagogical practices)?
4. In what ways will the project help to enhance students’ overall learning experiences in the program?
5. Please indicate in what ways you will apply the results of your work. What will be the tangible outcomes or expected deliverables of this work?
6. How will you disseminate the findings of your project ***both within and beyond your department*** (e.g. other departments, faculties, institutions, conferences)?

**Fellowship Details (1-2 pages)**

* Why are you applying to this Fellowship program?
* How will you use the LTL Fellowship to: a) support the teaching culture within your department; b) mentor your peers; and c) expand your teaching and learning networks?

If you have any questions while completing this application form, please contact Dr. Melec Zeadin at the MacPherson Institute ([zeadinm@mcmaster.ca](mailto:zeadinm@mcmaster.ca)).

**Proposals must be submitted in a single document to** [**zeadinm@mcmaster.ca**](mailto:zeadinm@mcmaster.ca) **no later than 5:00PM on Friday, March 13th, 2020.**

**The Letter of Support (see Appendix B) from the Department Chair should be submitted by the Chair separately from this Application Form to** [**zeadinm@mcmaster.ca**](mailto:zeadinm@mcmaster.ca) **no later than 5:00PM on Friday, March 13th, 2020.**

A maximum of nine projects will be accepted in 2020 with an effort to balance the number of participants within each stream and faculty.

Applicant Signature Date

Associate Dean / Dean Signature Date

**Appendix A: Budget Template**

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| --- | --- |
| **BUDGET PROPOSAL FOR FIRST YEAR OF FELLOWSHIP (up to $7,500 is available)**  **Items in the first year should prioritize the project work** | |
| **Item (i.e. conferences, travel, manuscript development)**  *\*Indicate any In-Kind funding that is available\** | **Project Cost ($)** |
| \*Student Partner(s) (required) |  |
|  |  |
|  |  |
|  |  |
| **Total Cost:** |  |

|  |  |
| --- | --- |
| **BUDGET PROPOSAL FOR SECOND YEAR OF FELLOWSHIP (up to $7,500 is available)**  **Items in second year should prioritize dissemination of project results** | |
| **Item (i.e. conferences, travel, manuscript development)**  *\*Indicate any In-Kind funding that is available\** | **Project Cost ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost:** |  |

\*Please note that when hiring a McMaster student, departments vary greatly in rate of pay. At a minimum, an undergraduate student hired for a 5/hr week 8-month project term would require a budgetary commitment of approximately $2500.

**Appendix B: Letter of Support**

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| --- | --- |
| **APPLICANT’S NAME:** |  |
| **PROJECT TITLE:** |  |
| **DEPARTMENT:** |  |
| **PROGRAM CHAIR:** |  |

Please provide a brief letter detailing why you support the applicant’s project proposal, by responding to the following questions.

1. How will you support the applicant in their work on this project over the next 2 years?
2. How does this project support the current direction of the department/program?
3. Describe the ways in which this project advances the strategic priorities of the department, the faculty and/or McMaster University.
4. Why do you feel the applicant would make a strong candidate for the Leadership in Teaching and Learning Fellowship?

Please submit this completed letter of support directly to Dr. Melec Zeadin at [zeadinm@mcmaster.ca](mailto:zeadinm@mcmaster.ca) **no later than 5:00PM on Friday, March 13th, 2020.**

Department Chair Signature Date