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**Enhancing Accessibility and Equity in Courses:**

**IDEAS Grant Application Form**

# **Project Title:**

# **Project Lead Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT NAME:** |  | | |
| **TITLE:** |  | **DEPARTMENT/ PROGRAM:** |  |
| **EMAIL:** |  | **PHONE NUMBER:** |  |
| **CHAIR or DIRECTOR:** |  | **ASSOCIATE DEAN:** |  |
| **COLLABORATORS (if applicable):** |  | | |

# **Course Details:**

|  |
| --- |
| **Course Code:** |
| **Course Title:** |
| **Calendar Description of Course:** |
| **Expected Number of Students:** |

# **Summary of Proposed Project (150 words maximum)**

Successful applicants will be featured on the websites of the MacPherson Institute and the Equity and Inclusion Office using this project summary.

# **Detailed Description of Proposed Project**

Please include the following information:

* 1. A clear project description that articulates the goals of this proposal.
  2. A rationale for this project including an explanation of which barriers to equity or access it will address.
  3. A detailed description of how you plan to accomplish the proposed work within the one year timeframe (January 1 2022 – Dec. 31st 2022).
  4. A clear idea of how the proposed changes to the course can be sustained in future iterations and/or applied in another context.

When writing your description, we ask that you address the following questions:

* 1. How does the project connect to [McMaster’s Principles of Inclusive Teaching and Learning](https://mi.mcmaster.ca/inclusive-teaching/" \l "tab-content-5-principles-of-inclusive-teaching" \t "_blank), Truth and Reconciliation Calls to Action, and/or other McMaster, local, or Canadian contexts? Please refer to McMaster’s EDI Strategy (<https://equity.mcmaster.ca/strategy/towards-inclusive-excellence/>) and the AODA (<https://www.aoda.ca/the-act/>) for more information.
  2. How will the project engage scholarly literature and/or knowledge based on the lived experiences of people from equity-seeking communities?
  3. What impact will the initiative have on the student experience, particularly for equity-seeking students?
  4. How does the project connect to McMaster’s Partnered in Teaching and Learning Strategy? Please refer to McMaster’s Teaching and Learning Strategy (<https://provost.mcmaster.ca/app/uploads/2021/06/McMaster-TLStrategy-Web-final.pdf>) for more information.

# **Proposed Budget**

Please provide an itemized budget that describes each budget item and indicates the cost including hourly rate, per item cost, and any other (in-kind) contributions. Please note that this grant will provide up to $4,000.

**Eligible Expenses:**This grant consists of a one-time transfer of funds and is not to support ongoing expenses. Eligible expenses include teaching or research assistants, guest speakers, and honoraria for community partners. When using project funds to hire personnel, McMaster University will be the employer. Project Supervisors must therefore pay appropriate wages and benefits at established rates. When hiring students as research assistants, consider securing supplementary funding through, for example, the McMaster Work Programs (Ontario Work Study Program, McWork, or International Student Work).

**Ineligible Expenses:** These include, but are not limited to, reimbursement to faculty members, professional memberships, off-campus commercial services, travel, accommodation and food expenses for conferences, and the purchase of alcohol for focus groups or similar meetings.

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| --- | --- | --- | --- | --- |
| **Item** | **Details** | **Cost ($)/unit** | **# units** | **Total ($)** |
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# Authorization and Agreements

As the project lead,

 [   ] I agree to provide McMaster University with access to resulting information and resources for which the copyright remains with the author(s).

[   ] I commit to disseminating the outcomes of this project at a knowledge exchange showcase.

[   ] I will complete a final report to be delivered to the MacPherson Institute and the Equity and Inclusion Office by Dec. 31, 2022.

[   ] I acknowledge that I have discussed this project proposal with the appropriate Chair/ Director or Associate Dean. Note: Only one signature is required for proposal submission, but **please copy your Chair/Director AND Associate Dean when submitting your application.**

  

Applicant Signature                   Date

  

Department Chair/Director Signature       Date

  

Associate Dean Signature                      Date

If you have any questions while completing this application form, please contact [MIgrants@mcmaster.ca](mailto:MIgrants@mcmaster.ca). Proposals must be submitted in a single document to [MIgrants@mcmaster.ca](mailto:MIgrants@mcmaster.ca" \t "_blank) no later than 5:00PM on Friday, October 22nd 2021.