

2022 Application Form

PROJECT LEAD INFORMATION

Applicant's 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:

- Evaluating Course Impact Implementing Program Change

Select Priority Area(s) of the Partnered in Teaching and Learning Strategy to which your project connects (if applicable):

- Partnered and interdisciplinary teaching Inclusive and scholarly teaching
 Active and flexible learning spaces Holistic and personalized student experience

ABSTRACT: Briefly outline the objectives of the proposed research, and how the results will benefit student learning. In addition, discuss how the Fellowship will develop your own educational leadership, influence others, and help you to become an advocate of educational change. 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)

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

Project Details (2-3 pages)

- a) 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/evaluate the impact of this project on student learning and/or teaching.
- b) 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.
- c) 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)
- d) Itemized Budget (please Appendix A for template)

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

- a) 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?
- b) In what ways will this project advance the strategic priorities of your program, department, and/or the faculty?
- c) If applicable, please describe how your project connects to one or more of the Priority Areas (e.g. Partnered and interdisciplinary teaching, Inclusive and scholarly teaching, Active and flexible learning spaces & Holistic and personalized student experience)?
- d) In what ways will the project help to enhance students' overall learning experiences in the program?
- e) Please indicate in what ways you will apply the results of your work. **Please provide a detailed list of the tangible outcomes or expected deliverables for this work.**
- f) How will you disseminate the findings of your project *both within and beyond your department* (e.g. other departments, faculties, institutions, national/international conferences)?

Fellowship Details (1-2 pages) Please specify how this Fellowship will allow you to develop as an educational leader at McMaster University. Please consider the following questions/prompts:

- a) Why are you applying to this Leadership Fellowship program?
- b) How might you assess your own current leadership capacity and develop and plan for enhancing your leadership potential through this fellowship?
- c) How might you use the LTL Fellowship to:
 - lead change and influence others in an effort to support teaching and learning within your department;
 - mentor your peers; and
 - expand your teaching and learning networks
- d) What are some of your educational leadership goals in this project (two years), and in the longer term?

Stream 2: Implementing Program Change

Project Overview (1-2 pages)

- a) Describe the academic program that will be enhanced through this project. How many students, faculty and/or teaching assistants will be impacted by this project? (Please quantify this as best as possible.)
- a) What is the rationale for this project? What motivated the need for this project?
- b) Who are the other stakeholders that need to be involved and/or will be impacted by this project?

Project Details (2-3 pages)

- a) Implementation plan for desired changes to the program including:
 - Clearly stated purpose and research question(s)
 - Connections to current research in the field of teaching and learning
 - Research design

- The evidence you plan to gather to assess/evaluate the impact of this project on student learning and/or teaching.
- b) 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.
- c) Proposed project team (roles & responsibilities):
- Project lead & Co-investigator(s) (if applicable)
 - Other stakeholders
 - McMaster student (required in year-one of the Fellowship)
- d) Itemized Budget (please Appendix A for template)

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

- a) 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?
- b) In what ways will this project advance the strategic priorities of your program, department, and/or the faculty?
- c) If applicable, please describe how your project connects to one or more of the Priority Areas (e.g. Partnered and interdisciplinary teaching, Inclusive and scholarly teaching, Active and flexible learning spaces & Holistic and personalized student experience)?
- d) In what ways will the project help to enhance students’ overall learning experiences in the program?
- g) Please indicate in what ways you will apply the results of your work. **Please provide a detailed list of the tangible outcomes or expected deliverables for this work.**
- e) How will you disseminate the findings of your project **both within and beyond your department** (e.g. other departments, faculties, institutions, national/international conferences)?

Fellowship Details (1-2 pages) Please specify how this Fellowship will allow you to develop as an educational leader at McMaster University. Please consider the following questions/prompts:

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- lead change and influence others in an effort to support teaching and learning within your department;
 - mentor your peers; and
 - expand your teaching and learning networks
- d) What are some of your educational leadership goals in this project (two years), and in the longer term?

If you have any questions while completing this application form, please contact Kris Knorr at the MacPherson Institute (MIgrants@mcmaster.ca).

Proposals must be submitted in a single document to MIgrants@mcmaster.ca no later than 4:30PM on Wednesday, June 22th, 2022.

The Letter of Support (see Appendix B) from the Department Chair should be submitted by the Chair separately from this Application Form to MIgrants@mcmaster.ca no later than 4:30PM on Wednesday, June 22th, 2022.

A maximum of **four projects** will be accepted in 2022 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

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) <i>*Indicate any In-Kind funding that is available*</i>	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) <i>*Indicate any In-Kind funding that is available*</i>	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

Applicant 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.

- a) How will you support the applicant in their work on developing their leadership though this project over the next 2 years?
- b) How does this project support the current direction of the department/program? Describe the ways in which this project advances the strategic priorities of the department, the faculty and/or McMaster University.
- c) 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 Kris Knorr at MIgrants@mcmaster.ca no later than **4:30PM on Friday, June 22th, 2022.**

Department Chair Signature

Date