**2024 Leadership in Teaching and Learning Fellowship**

**Application Form**

**PROJECT LEAD INFORMATION**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Associate Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT DETAILS**

Project title:

Co-investigators (if applicable):

**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)**

Length: **5-7** single-spaced

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

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

1. Describe details of the course or academic program enhanced through this project, including the expected number of students to be enrolled, offerings, teaching staff. Please quantify this as best as possible.
2. What is the rationale for this project? What motivated the need for this project?

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

1. Implementation plan for desired changes to the course or academic program including:
   * Clearly stated purpose and research/evaluation 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.
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 and how they will be involved or informed of this project?
   * McMaster student (required in year-one of the Fellowship)
4. Itemized Budget (please Appendix A for template)

**Project Outcomes, Alignment with Strategy & Dissemination (1-3 pages)**

1. In what ways will this project advance the strategic priorities of your academic program within your Department or School?
2. Indicate how this project helps to implement recommendations from the program’s most recent academic program review (IQAP) and/or prepare the program for the next academic program review (IQAP)?
3. In what ways will this project advance the strategic priorities of your academic program within your Department or School?
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. **Please provide a detailed list of the tangible outcomes or expected deliverables for this work.**
6. How will you disseminate the findings of your project ***both within and beyond your department*** (e.g. other departments, faculties, institutions, national/international conferences)?

**Educational Leadership Development (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:

1. Why are you applying to this Leadership Fellowship program?
2. How might you assess your own current leadership capacity and develop and plan for enhancing your leadership potential through this fellowship?
3. How might you use the LTL Fellowship to:
   * lead change and influence others to support teaching and learning within your department;
   * mentor your peers; and
   * expand your teaching and learning networks
4. What are some of your educational leadership goals through this two-year fellowship, and in the longer term?

If you have any questions while completing this application form, please contact Kris Knorr at the MacPherson Institute ([mi.awards.grants@mcmaster.ca](mailto:mi.awards.grants@mcmaster.ca)).

**Proposals must be submitted in a single document to** [**mi.awards.grants@mcmaster.ca**](mailto:mi.awards.grants@mcmaster.ca) **no later than 4:30PM on Wednesday, June 12th, 2024.**

**The Letter of Support (see Appendix B) from the Department Chair should be submitted by the Chair separately from this Application Form to** [**mi.awards.grants@mcmaster.ca**](mailto:mi.awards.grants@mcmaster.ca) **no later than 4:30PM on Wednesday, June 12th, 2024.**

A maximum of **four projects** will be accepted in 2024 with an effort to balance the number of participants across Faculties.

Applicant Signature Date

Associate Dean / Dean Signature Date

**Appendix A: Budget Template**

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

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

\*Please note that when hiring a McMaster student, departments vary 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 $3000.

**Appendix B: Letter of Support**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Chair/Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Please submit this completed letter of support directly to Kris Knorr at [mi.awards.grants@mcmaster.ca](mailto:mi.awards.grants@mcmaster.ca) **no later than 4:30PM on Wednesday, June 12th, 2024.**

Department Chair Signature Date