**CANADORE COLLEGE SCHOLARSHIP OF TEACHING AND LEARNING (SoTL) FUND GUIDELINES**

**PROGRAM OVERVIEW**

The Scholarship of Teaching and Learning (SoTL) Fund is an institution-wide, internally funded and administered initiative that supports all research activities at Canadore College. It aligns with Canadore’s strategic priorities and is designed to strengthen the pillars of student success, program and service excellence, and innovation and entrepreneurship. While there are main streams of research, Canadore has decided to prioritize those that address the Scholarship of Teaching and Learning (SoTL) amongst others in this first year of implementation. SoTL is an interdisciplinary field that focuses on systematic and scholarly inquiry into our teaching practice and the student experience. The goal of SoTL is to identify, explore, and share advances in teaching and learning to enhance student learning.

Through the SoTL Fund, funding is available to pursue SoTL research initiatives that focus on advancing best practices in teaching and learning in post-secondary education. The funding aims to provide professors with an opportunity to study their teaching practices and enable them to better meet the learning needs of their students. The fund provides the opportunity to support the direct costs of eligible activities (more detail provided below). Recipients are expected to align research supported by this funding with the goals of the fund and share results with the greater college community at Canadore’s SoTL Research Symposium, as well as workshops, lunch and learns, and/or Staff Newsletter articles. Recipients are also encouraged to present their research findings and implications for practice through internal and external conferences, publications, webinars, and other knowledge-sharing channels to advance evidence-informed teaching and learning at the College and beyond.

The fund is not meant to replace other external funding programs that may be available for multi-organizational or private sector collaborations, such as those run by the Social Sciences and Humanities Council of Canada (SSHRC), the Natural Sciences and Engineering Research Council of Canada (NSERC), Canadian Institute of Health Research (CIHR), or the Ontario Centre of Innovation (OCI). The fund is administered by the Research Centre and the Academic Centre for Excellence (ACE).

**ELIGIBILITY**

1. The applicant must be a Canadore College employee. This includes all full- and part-time faculty members, support staff and administrators.
2. The applicant must be a first-time researcher or an established researcher who will explore new SoTL-based initiatives. Preference will be given to first-time or early-career researchers.
3. An applicant may only hold one SoTL Fund project at a time.
4. Eligible co-investigators include other Canadore College employees who are directly involved with the project. Individuals external to the College community should be listed as external collaborators or partners.
5. Applicants require the approval of their Dean (academic areas) or Manager (non-academic area).
6. All projects must provide meaningful opportunities for Canadore College students.
7. Research activities for academic credit and/or academic credentials (i.e., Masters or PhD thesis research) are not eligible for the SoTL Fund.
8. Applicants who have received previous funding from Canadore College’s SoTL Fund but have not submitted project completion requirements by the deadline specified in their award letter, are not eligible to apply for additional funding until the outstanding requirements have been submitted.

**APPLICATION PROCESS**

Applicants are encouraged to discuss their research ideas with ACE and the Research Centre prior to initiating the application process.

The completed application, including all required approvals and attachments, must be submitted as one PDF document to qualify for review. Incomplete applications will not be accepted. **An application is considered incomplete until approval has been granted by the applicant’s Dean or Manager.**

The application and review processes are designed to be transparent and equitable. To qualify for review, all applications must meet the eligibility requirements. Provided that they are eligible, all applications go through a competitive review process. The demand for funds may exceed the total budget allocation for the SoTL Fund. As a result, all applications that meet the requirements for submission are not guaranteed funding. All applicants will receive feedback on their application, regardless of whether the application is successful.

All SoTL pojects will require Research Ethics Board (REB) approval. Applicants are responsible for preparing their own REB applications and providing all required documentation; however, applicants may consult both ACE and the Research Centre for guidance in completing REB documentation Funds will not be released to the applicant’s Faculty/School/Department, nor may the subjects be engaged until evidence of appropriate approvals is received from the applicant.

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| **Application Deadline** | Spring and Fall application intakes |
| **Available Funding** | Up to $8,000 per project |
| **Funding Period** | Up to one academic year |
| **Application Package** | * SoTL Fund Application Form including the Project Details found in Section C. * Optional Attachments * Quotes or estimates * Data collection tools (surveys, focus group questions, etc.) |

**USE OF GRANT FUNDING**

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| **1. Salaries and Benefits** |
| * Costs associated with faculty course release (up to $4,500 per course, per semester, per faculty) * Salaries and benefits for students, research assistants, and technicians/support staff (with signed consent of their direct managers) involved exclusively in eligible project activities. * Cost of part-time faculty involved exclusively in eligible project activities. |
| **2. Materials and Supplies** |
| * A maximum of 20% of the total project value can be used for supplies directly used for the project. * Consumables required for project activity. * Capital equipment is **not** an eligible expense (>$5,000). * Small equipment **is** an eligible expense, so long as costs are within the abovementioned 20%. |
| **3. Travel** |
| * Conference registration fees. * Travel and accommodation costs incurred, in accordance with the Confederation College’s expense policies. |

**RESPONSIBILITY AND ACCOUNTABILITY**

By applying for the SoTL Fund, the applicant is making a commitment to complete the project as described in their grant application. The project must be completed, as described, and in the time frame outlined in the application. Deliverables include project status reports and a final project report, which are to be completed using the reporting templates provided by the Research Centre and ACE. All expenses must be submitted monthly and final submission must be within 30 days of the project end date to qualify for reimbursement. The Research Centre and ACEwill arrange for monthly check-ins with the Principal Investigator to assist with meeting project milestones. In addition, the applicant must adhere to all policies and procedures outlined by Canadore College, including those within the Responsible Conduct of Research Policy - <https://cdn.agilitycms.com/canadore-college/Attachments/about-us/A-17%20Responsible%20Conduct%20of%20Research-20.pdf>.

By signing the grant application, the Dean or Manager is making a commitment to allow the applicant time during their regular working hours to conduct the project, and is assuming oversight responsibility for ensuring the project is completed and all required reporting is done. Research time for all full-time faculty members must be appropriately on their workload.

**OWNERSHIP OF EQUIPMENT**

Equipment purchased with funding from the SoTL Fund is the property of Canadore College and the equipment will be maintained within the applicant’s School/Faculty/Department. While some equipment may be used off-site in the course of the project, all funded equipment must be returned to the College at project end. In the event of project cancellation or departure of a grant holder from the College, all equipment must be returned to Canadore College.

**FREQUENCY OF APPLICATION**

Researchers may apply as many times as they wish, however due to the limited funding available, preference may be given to new researchers (notwithstanding merit).

A maximum of two phases will be allowed for any individual project focus. Application for a second phase may occur only after satisfactory completion of the first phase.

**PROJECT AND BUDGET JUSTIFICATION AND USE OF GRANT FUNDS**

Applications must present a clear rationale for the proposed research project or proposal development and outline the benefits of funding it. A budget and a budget justification must be done in consultation with the Research Centre. The application form contains pages specifically earmarked for these purposes.

Requests for funds to supplement existing operating or research grants, or to augment funds for larger projects (funded or applied for), generally will not be accepted. Funds cannot be used to cover divisional, department or campus overhead or administrative costs.

**EXTENSIONS/CHANGES TO PROJECTS**

Extensions/Changes to projects, including changes to project scope, budget, or extension to the timeline, must be requested prior to making the change(s). Extension/change requests are submitted to ACE after approval by the applicant’s Dean or Manager. Such requests are subject to the decision of the review committee and will be considered on a case-by-case basis.

**REPORTING REQUIREMENTS AND TRANSFER OF FUNDS**

The SoTL Fund pays for actual project expenditures up to the maximum amount awarded.

The researcher will keep appropriate financial records and receipts. All eligible expenses (up to the maximum award amount) will be charged to an account in ACE. Please note, all expenses must be submitted within 30 days of the project end date to qualify for reimbursement.

Applicants are required to participate in a SoTL research symposium, or another annual event organized by the Research Centre and ACE to disseminate the research findings.

Applicants who have received any funding from the SoTL Fund of any type but have not submitted project completion requirements by the deadline specified in their award letter or project plans, are not eligible to apply for additional funding until the outstanding requirements have been submitted.

In the event a project is not completed as awarded, the Research Centre will coordinate financial compensation directly with the school/department.

**ACKNOWLEDGEMENTS**

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