INSTRUCTIONAL ENHANCEMENT GRANT APPLICATION

Applicant's Name:
Employment Status
Position:
Program:
School:

Regular Full Time	Temporary Part Time
Temporary Full Time	Part Time Studies
Regular Full Time	

Project Title:

Project Goal and Description *(What will you accomplish?)*

Have you received an IE Grant in the past? Yes   No   When?

Project Rationale *(Why is your goal important? Who else at BCIT might benefit from this project? What evidence do you have to suggest this project is innovative?)*

Project Deliverable(s) *(What will you produce as the result of the project—be specific!)*

Project Impact *(How will the deliverables improve learning and instruction?)*

Joint Support *(What other resources are being used?)*

Do you need support from the LTC?   Yes   No

These services are normally provided at no charge, but must be identified for workload purposes.

*Special Expertise: *(What applicable skills do you bring to the project)?*

Project Evaluation: *(How will you assess or determine the success of the project?)*

*Please attach a letter of reference which supports your ability to successfully complete this project. The letter can be from your Dean, Assoc. Dean, Program Head/Chief Instructor, or a colleague.

Project Timeframe:

Start Date:

Completion Date:

Anticipated contribution of your research to the BCIT community: *(Tick all the apply)*

      Presentation of findings at LTF Summit

      Food for Thought (Lunch and Learn events)

      Create a video (2 minutes) for posting on post/ltc/bcit.ca/onpoint

      Other

Methodology: *(Tell us how you will achieve your goals)*

Project Budget: *(Total costs less in-kind contributions)*		
Item	**Description/Estimate of Hours**	**Cost**
Develop Educational materials		
Minor equipment acquisition or lease		
Travel *(attach completed travel request form)*		
Conference, Seminar or Workshop fee *(attach brochure, program or outline)*		
***Cost for your time**		
****External consultant fee:**		
Learning and Teaching Centre support		
Information Technology Support		
Less Contributions (from PD funds, Dept., etc.)		
Miscellaneous		
Total grant amount requested (not to exceed $10,000)		

I will be paid by a yellow contract   I will be backfilled for this work

I acknowledge there is a three (3) year maximum from the date my grant is confirmed to me to complete my project and be paid.

*Payment of the Instructional Enhancement Grant, will be generated through a yellow contract or cross charge once the <u>Final Report</u> for your project is received by the Faculty Development Coordinator.

Funding awarded for teaching or teaching related activities will be treated as employment income, subject to applicable deductions/contributions (i.e. Pension, CPP, EI, income tax and union dues) and will be processed as a PTS contract by Payroll at BCIT.

Applicants will receive the net amount after deducting the employees share of applicable statutory withholdings, not the gross amount of the grant; such amount will be reported on the applicants T4 at the end of the calendar year in which it was received.

Conversely funding for non-salary expenses (i.e. attending a workshop as a participant or purchasing resources) will be treated as an expense reimbursement if paid for directly by the applicant. These payments are not treated as employment income as the applicant will be reimbursed for the exact amount expended.

*Check the FSA Collective Agreement for current rates.

**If you use an external consultant first consult with your appropriate manager. Any external contracts or fees are the responsibility of the applicant(s).

Signatures:

_____   _____   _____
Grant application (Signature)   (Print name)   Date

_____   _____   _____
Program Head/Chief Instructor   (Print name)   Date
(Signature)

_____   _____   _____
Associate Dean/Manager   (Print name)   Date
(Signature)
(I support this application and, if approved, will facilitate suitable time for the applicant to complete the project, either through release time or a temporary contract)

Submit signed application to:

email: bcit_ltcinfo@bcit.ca
Instructional Development Committee
c/o Faculty Development Coordinator
Learning and Teaching Centre (LTC)
Building SE12
Room 203K