

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 finding at LTF Summit

Food for Thought (Lunch and Learn events)

Create a video (2 minutes) for posting on Learning & Teaching Centre/Sharing Teaching Practice

Other

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

Your project must comply with the Freedom of Information and Protection of Privacy Act (FIPPA), Policy 6700, Freedom of Information and Protection of Privacy, and Policy 5900, Educational Technology. Contact the Information Access and Privacy Office (IAPO) at privacy@bcit.ca to determine if a privacy assessment is required.

I confirm that I contacted IAPO re: my project on <yy/mm/dd>

Project Budget: (Total costs less in-kind contributions)

Item	Description/Estimate of Hours	Cost
Develop Educational materials		
Minor equipment acquisition or lease		
Travel (<i>attach completed travel request form</i>)		
Conference, Seminar or Workshop fee (<i>attach brochure, program or outline</i>)		
*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 Final Report 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
(Signature)

(Print name)

Date

Associate Dean/Manager
(Signature)

(Print name)

Date

*(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