



# LEARNING AND TEACHING FRAMEWORK GRANT APPLICATION

<b>Applicant Name:</b>	<b>Applicant Name:</b>
Position:	Position:
Program:	Program:
School:	School:
<b>Project Title:</b>	
<b>Applicant Name:</b>	<b>Applicant Name:</b>
Position:	Position:
Program:	Program:
School:	School:
<b>Learning and Teaching Framework:</b>	
FACULTY EMPOWERED BY INSTRUCTIONAL SKILLS & LEARNING SUPPORT	LEARNING ENVIRONMENTS THAT FOSTER GROWTH AND CREATIVITY
STUDENT-CENTERED, ACTIVE AND EXPERIENTIAL TEACHING AND LEARNING	PROGRAM AND CURRICULUM DESIGN ALIGNED WITH WORKPLACE NEEDS
<b>Describe how your idea relates to the theme(s):</b>	
<b>Have you applied for a L&amp;TF grant in the past?</b> Yes    No	
<b>What do you want to do?</b>	
Host a Workshop (cost plus your time). Estimate of hours:	
Compensate My Time (cost plus your time). Estimate of hours:	
Implement an Idea (cost plus your time). Estimate of hours:	
Fund a Backfill (cost plus your time). Estimate of hours:	

**Project Goal: What will you accomplish?**

**Anticipated contribution back to the BCIT community: (Tick all that apply)**

Presentation at LTF Summit

Food for Thought (Lunch and Learn event)

Video on post/[lfc/bcit.ca/onpoint/](https://lfc/bcit.ca/onpoint/)

Other

**Methodology:** Tell us how you will achieve your goal. If action research is part of your project, please indicate how you will undertake the research component.

**Note:** If undertaking research with human subjects, a BCIT Ethics Review may be needed. IDC's can help you design your study and measure efficacy of your idea. Contact [Lynda\\_Beveridge@bcit.ca](mailto:Lynda_Beveridge@bcit.ca) 604-451-7063.

**What 'In-kind' resources will you bring?** (In-kind refers to space, resources, materials NOT costed into the budget. (Examples include: use of rooms, materials or supplies, salaries/support)

**What Support do you Need From the LTC?**

This could include: IDC, graphic artist, video production, writing/editing and multi-media production (e.g. AR, VR, or 3D). These services are normally provided at no charge to the grant recipient, but must be identified for workload purposes.

**Project evaluation:** How will you assess or determine the success of the project?

**Project Time frame**

Start date:

Completion date:

**Please attach a letter of reference which supports your ability to successfully complete this project.**

*The letter can be from your Dean, Associate Dean, Program Head/Chief Instructor, or a colleague.*

**Project Budget:**

**Note:** Sign-off may be needed for a line item involving a contribution from a program or where budget items have been determined in consultation with a BCIT department.

If using LTC resources, please ensure you have spoken with an IDC, or a staff in the LTC to determine if your request can fit into their workload and meets your time frame.

ITEM	ESTIMATE OF HOURS	COST (approx.)
Ethics review <i>(attach if required)</i>		
Develop educational materials		
Minor equipment acquisition or lease		
Travel <i>(attach completed travel form request)</i>		
Conference, Seminar or Workshop fee <i>(attach brochure, program or outline)</i>		
*Cost for applicant's time		
Miscellaneous		
<b>Learning and Teaching Centre Support:</b>		
IDC		
Media Production		
Educational Technology		
Instructional Media Developers		
Other BCIT Departments		
Less Contributions <i>(from PD Funds, dept., etc.)</i>		
Total grant amount requested:		\$

I will receive a yellow contract for this contract

I will be backfilled for this work

## Payment and Licensing

Payment of the Learning and Teaching Framework grant will be generated through a yellow contract or a 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 directly by the applicant. These payments are not treated as employment income as the applicant will be reimbursed the exact amount expended.

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

*It is strongly encouraged that any teaching and learning materials developed in collaboration with the L&TF grants be made available for re-use within BCIT. Successful applicants are encouraged to licence materials developed under an appropriate Creative Commons licence. All projects must be completed no later than March 15, 2021. Extensions cannot be considered*

**Signatures:**

\_\_\_\_\_  
Grant Applicant (Signature) (Print Name) (Date)

\_\_\_\_\_  
Grant Applicant (Signature) (Print Name) (Date)

\_\_\_\_\_  
Grant Applicant (Signature) (Print Name) (Date)

\_\_\_\_\_  
Grant Applicant (Signature) (Print Name) (Date)

\_\_\_\_\_  
Grant Applicant (Signature) (Print Name) (Date)

\_\_\_\_\_  
Program Head/Chief Instructor (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 scanned and signed application via: email**

email: [bcit\\_ltcinfo@bcit.ca](mailto:bcit_ltcinfo@bcit.ca)  
Learning & Teaching Framework Grant Committee  
Learning and Teaching Centre (LTC)  
Building SE12, Room 203F  
Or  
Send by interoffice mail to the above

**Approvals: (for Learning and Teaching Framework Committee use only)**

\_\_\_\_\_  
LTC Director (Signature) (Print Name) (Date)