



LEARNING & TEACHING INNOVATION GRANT

Applicant Name:	Applicant Name:
Position:	Position:
Program:	Program:
School:	School:

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Position:	Position:
Program:	Program:
School:	School:

Project Title:

<p>Have you applied for an L&TF grant in the past?</p> <p style="text-align: center;">Yes No</p> <p>If yes, year of application</p>	<p>Have you applied for other funding for this project?</p> <p style="text-align: center;">Yes No</p> <p>Explain:</p>
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Learning and Teaching Framework (select the themes your project addresses):

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

Describe how your idea relates to the theme(s):

What do you want to do?

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/ltd/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 Tom Quily, Instructional Development Consultant; Phone: 604-456-1199; Email: tquily@bcit.ca

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		
Learning and Teaching Centre Support:		
IDC		
Media Production		
Educational Technology		
Instructional Media Developers		
Other BCIT Departments		
Less Contributions <i>(from PD Funds, dept., etc.)</i>		
Total grant amount requested:		\$

*When calculating cost for your time, please use the most up-to-date FSA rates for Curriculum Development as per section 15.8.3 of the collective agreement. Check the BCIT FSA Collective Agreement for a current pay scale

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 Innovation 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 employee's share of applicable statutory withholdings, not the gross amount of the grant; such amount will be reported on the applicant's 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).

Any teaching and learning materials developed with the L&T Innovation Grant must be made available for re-use within BCIT. Successful applicants are required to licence materials under an appropriate open access licence. Please check the following box to indicate that you agree to this condition:

I agree to open access compliance.

Your L&TF project must comply with BCIT's Privacy Act and EdTech Policy 5900. Please complete the Privacy Compliance Checklist on your own (you do not need to attach this) and check the following box to indicate that you agree to this condition:

I have completed the PCC and agree to the condition.

All projects must be completed no later than March 15 of the fiscal year of the application. Extensions cannot be considered.

Signatures:

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

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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
Learning & Teaching Innovation Grant Committee
Learning and Teaching Centre (LTC)
Building SE12, Room 203F
Or
Send by interoffice mail to the above

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

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