



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):

<p>Faculty empowered by instructional skills & learning support</p> <p>Student-centred, active and experiential teaching and learning</p>	<p>Learning environments that foster growth and creativity</p> <p>Program and curriculum design aligned with workplace needs</p>
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Describe your project and how your idea relates to the theme(s):

Project Goal: What will you accomplish?

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

Presentation at a BCIT Professional Development Day

Food for Thought (Lunch and Learn event)

Create a video [2 minutes] for posting on [Learning and Teaching Centre/Sharing Teaching Practice](#)

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 you're undertaking research with human subjects, you may require a BCIT ethics review.

IDCs can help you design your study and measure the 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 things that are NOT costed into the budget, such as use of rooms, materials or supplies, and salaries/support.

What support do you need from the LTC?

LTC support includes IDC, graphic artist, video production, writing/editing and multimedia production [AR, VR or 3D]. These services are normally provided at no charge to the grant recipient, but they must be identified for workload purposes.

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

Project timeframe

Start date:

Completion date:

[Reminder: all projects must be completed by March 15 of the fiscal year]

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

The letter can be from your dean, associate dean, program head/chief instructor, or colleague.

Project Budget:

Note: You may need sign-off 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 that you have spoken with an IDC or an LTC staff member to determine if your request can fit into their workload and meets your timeframe.

ITEM	ESTIMATE OF HOURS	COST (approx.)
Minor equipment acquisition or lease		
Cost for applicant's time *Please use the current FSA curriculum development rate in the collective agreement to estimate cost of time.		
Miscellaneous		
Less contributions [from PD funds, dept., etc.]		
Learning and Teaching Centre Support:		
IDC		
Media production		No charge
Educational technology		No charge
Instructional materials developers		No charge
Other BCIT departments		
Total amount requested:		\$

*When calculating cost for your time, please use the most up-to-date FSA rates for curriculum development as per Article 15 of the collective agreement. Check the BCIT FSA collective agreement for the 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 faculty development coordinator receives the final report for your project.

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. The gross amount of the grant will be reported on the applicant's T4 at the end of the calendar year in which it was received.

Funding for non-salary expenses (such as participating in a workshop or purchasing resources) will be reimbursed if paid directly by the applicant. These payments are not treated as employment income because 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 applicant's responsibility.

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

I agree to Creative Commons licensing compliance.

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>

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]
_____ 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) <i>[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.]</i>	_____ [Print Name]	_____ [Date]

Submit scanned and signed application via: email

email: develop@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]
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