Internal Scholarship of Teaching and Learning Research Grant (ISRG) - 2024 Competition Application Form

Complete this application form and required attachments, then submit your application using the UPEI Romeo Researcher Portal following the instructions in the ISRG 2024 COMPETITION - PROGRAM GUIDELINES.

APPLICANT INFORMATION

Principal Investigator:
If your appointment currently ends before or within the term of the grant (Jan. 2025 – Dec. 2026), please describe how you expect to meet eligibility requirements. If the grant is awarded, your eligibility will be confirmed by Research Services before the funding will be released.

BUDGET INFORMATION

PERSONNEL SUPPORT - Justification for the hiring of all personnel must be presented in the project description. Specify whether personnel are full or part-time, state periods of employment and provide hours to be worked. You must verify the rate of pay and benefit costs with Human Resources. Include here any graduate or undergraduate student support in the form of non-employment agreements.

Items	# hours	$/hr. (inc. Benefits)	Period of Support	Amt. Requested
Undergraduate Student(s)				
Graduate Student(s)				
Other (specify)				
			TOTAL PERSONNEL COSTS	

TRANSPORTATION – Identify person(s) for whom a transportation allowance is requested and list the place(s) to be visited. Travel must be justified in the project description and comply with UPEI's Travel Policy.

Name(s)	Destination	Dates of Travel	Mode of Travel	Source of Quote
			TOTAL TRANSPORTATION COSTS	

SUBSISTENCE – Identify person(s) claiming subsistence & indicate duration of visit in each location. Specify per diem & accommodation amounts. Subsistence must be justified in the project description & comply with UPEI's Travel Policy.

Location	Accommodations	Per Diem	# Days	Amt Requested
			TOTAL SUBSISTENCE COSTS	

EQUIPMENT – Justify each piece of equipment requested in the project description; discuss the availability and accessibility of similar equipment within the institution and the region. Give models, manufacturers, and prices, indicating whether the equipment will be purchased or rented. Attach additional pages as necessary.

Type of Equipment	Buy/Rent	Model	Manufacturer	Price
			TOTAL EQUIPMENT COSTS	

OTHER EXPENSES – Items should be identified and justified in the project description.

Items	Source of Quote	Amt Requested
Technical Services (specify)		
Supplies and Materials (specify)		
Communication (specify)		
Other Expenditures (specify)		
	TOTAL OTHER EXPENSES	
	TOTAL COSTS	

Total available from other sources. Specify source(s):	
TOTAL GRANT REQUESTED	

REQUIRED ATTACHMENTS
Please consolidate attachments into <u>one document</u> and upload it to the Researcher Portal.

☐   <u>**PROJECT SUMMARY**</u>

Provide a 250-350 word lay-language summary of the project justification which:
- ☐ States the *objectives* of the proposed research;
- ☐ Summarizes the proposed experimental or theoretical *approach* (including the *rationale* for its choice), and the *methods* and *procedures* to be used;
- ☐ Defines the short-term and long-term *significance* and *future use* of the research results; and
- ☐ Describes where and how project findings will be shared (a requirement for SoTL Research)

☐   <u>**PROJECT DESCRIPTION**</u>

Provide enough information under the following headings, as applicable, to permit informed judgment by committee members. Project description <u>must not</u> exceed four pages (excluding references) and must adhere to <u>presentation standards defined by NSERC</u>.
- ☐ **Objectives**
- ☐ **Context**
  - Situate the proposed research in context of the relevant scholarly literature (disciplinary and SoTL)
  - Describe the theoretical approach or conceptual framework
  - Explain the importance and originality of the research
  - If the proposed project is linked to other research projects, applicants are required to briefly describe how the proposed research project differs from those projects and how it is linked to an overall research program
- ☐ **Research Plans and Methods**
  - Describe the work to be undertaken
  - Explain how you will gain access to facilities or equipment, if this project requires access to facilities or equipment not currently at your disposal
- ☐ **The Research Team**
  - Describe the roles of all members of the research team
  - Co-applicants are requested to submit a statement indicating their role on the project
  - Indicate the benefits to be accrued by the student's participation as a research assistant in the project (if applicable).
- ☐ **The Budget**
  - Provide justification for all expenditures
- ☐ **Plans for Dissemination and Knowledge Translation**
  - Describe plans for communicating research results, both within and outside the academic community

☐   <u>**LIST OF REFERENCES**</u> (only include items cited in the proposal)

☐   <u>**RESEARCH HISTORY**</u>

<u>Provide the following information for the Principal Investigator and for each Co-Applicant</u>. Do NOT attach a full CV.
- ☐ List research grants related or unrelated to this project that have been applied for but for which notification has not yet been received.
- ☐ List all research grants awarded over the past 5 years. For each, include the following information:
  - o the date of the award (month & year) and award term;
  - o the granting agency;
  - o the title of the project;
  - o name of PI, co-investigator(s) and collaborators as appropriate;
  - o the amount of the grant; and

- o the amount remaining.
- ☐ List all publications for the past 5 years. Ensure the type of publication is clear (e.g., refereed journal article, review article, book chapter, etc.). Provide complete citations for all documents listed (including co-authors, title, publisher, journal, volume, date of publication, page numbers, etc.).
    - o Indicate with an asterisk (*) which publications are refereed;
    - o Specify your role for co-authored publications; and
    - o Indicate with "UPEI" which publications have been supported by UPEI internal funding.
- ☐ Contributions to Student Training: In ½ page, describe efforts you have made to involve students in your research activities.
- ☐ If applicable, address any special circumstances that may have delayed research activity/productivity (e.g., parental leave, medical leave, bereavement, etc.).

☐ <u>PROGRESS REPORT (1 page)</u>

Successful applicants of the Internal SoTL Research Grant **must** submit a report outlining the progress of the work, a description of the tangible products that have arisen from the work (e.g., journal articles, presentations, books, etc.), a description, in general terms, of how the funds were spent, and a brief timeline for the remaining work.

Please note that applicants who received an ISRG in the 2024 competition are not eligible to apply for an ISRG in the 2025 competition.

It is through the research proposal that applicants demonstrate their competence to conduct the proposed research. Accordingly, applicants are expected to provide a logical narrative that demonstrates familiarity with the subject matter, a carefully formulated plan of research, and a thorough justification for planned expenditures. Members of the review committee are from a variety of disciplines and thus must make their judgement based on what is presented in the application. Other things being equal, applications are more likely to be funded when they are clear, concise, legible, and free from jargon.
<u>Incomplete applications will not be considered for funding.</u> If you have questions regarding the required components of your application, please contact the Research Grants Coordinator at 902-566-0709 or lcudmore@upei.ca. However, it is the Principal Investigator's responsibility to ensure that the submitted application is complete.