



## Internal SoTL Research Grant (ISRG) Program Guidelines - 2023

### PURPOSE:

The Internal SoTL Research Grant (ISRG) program supports research pursuits in the scholarship of Teaching and Learning (SoTL) through the funding of fully developed research proposals. Researchers are encouraged to provide high-quality student training opportunities and to propose collaborations with others from different, but complementary, disciplines.

**VALUE:** up to \$2,000 for a two-year term, ISRG proposals for lesser amounts will be considered favourably.

### APPLICATION DEADLINE & COMPETITION RESULTS:

Deadline: December 13, 2023 by 4pm.

Notification: January 2024

### ELIGIBLE APPLICANTS:

Tenured, Tenure Track, Term and Sessional UPEI Faculty in Arts, AVC, Business, Education, IKERAS, Nursing, Science, or Sustainable Design Engineering, Librarians, and Lab Instructors who are employed by UPEI at the time of application and for the duration of the award. A professor emeritus or adjunct professor may apply as co-applicant with a tenure/tenure-track UPEI faculty member. Successful applicants must adhere to the [Spending Authority Policy](#). Please review general information below for other eligibility considerations.

### GENERAL INFORMATION:

- Grants support the direct costs of research e.g., research assistance, operating expenses, research travel/subsistence, manuscript preparation, materials and supplies, etc. Ineligible expenses include consultation fees paid to other faculty members, subcontracting of research, purchase of books, retro-active research expenses, and grant over-expenditures. Grants may NOT be used to travel for the purpose of attending a conference for dissemination of results.
- Applicants may hold only one internal research grant at a time. Grants are awarded for a 'stand-alone' project; thus, if the proposed project is linked to past and current 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 (200 words).
- Successful applicants will be required to share their findings at a conference focused on teaching and learning, such as the UPEI Teaching Community Conference, or the AAU Teaching Showcase.
- Applicants who receive ISRG in the 2023 competition will not be eligible to apply for an ISRG in the 2024 competition, in order to distribute funds to a greater number of applicants.

For further information, please consult the Eligible Expenses sections of [the 'UPEI Internal Funding – General Regulations'](#) document.

## APPLICATION INSTRUCTIONS:

Complete the Application Form (fillable-PDF form) and relevant attachments (available here). Applications must be submitted using the UPEI Romeo Researcher Portal (login or register here), as follows:

- On the Home page, click on 'Apply New' to access the available application forms. Select the 'Internal SoTL Research Grant Application Form.' Complete the tabs, taking note of the following instructions:
  - Project Information – enter the required information; note that the project term must fall between January 1, 2024, and December 31, 2025.
  - Project Team – enter the required information regarding the applicant and any co-applicants
- Project Sponsor – Select UPEI as the 'Agency' and 'Internal SoTL Research Grant' as the 'Program' depending on the subject matter of your application
- Upload your completed Application Form to the 'Attachments' tab.
- Consolidate your relevant attachments into one document, and upload it to the 'Attachments' tab.
- When your application is complete and free from errors, click the 'Submit' button. Please note that your application will be routed to your Chair (if applicable) and your Dean for approval before being received by Research Services, therefore, you must submit the application well in advance of the deadline to allow sufficient time for their approval. Research Services must receive your application by 4pm on December 13th. It is the applicant's responsibility to monitor the Researcher Portal (see the 'log' section) to determine the status of their application.

Late and/or incomplete applications will not be considered for funding. If you have questions regarding the required components of your application, please contact the Teaching and Learning Centre Coordinator at 902.620.5217 or [cvanleeuwen@upei.ca](mailto:cvanleeuwen@upei.ca) or the Research Grants Coordinator at 902-566-0709 or [lcudmore@upei.ca](mailto:lcudmore@upei.ca). However, it is the applicant's responsibility to ensure that the application is complete.