**ULRF SoTL Stream Application Form**

The TEACHING CENTRE and ORIS invite all faculty members to apply for financial support of up to $15,000 for the University of Lethbridge Research Fund (ULFR) Scholarship of Teaching and Learning (SoTL) Stream.

**IMPORTANT!** Once you have completed the form, be sure to upload the completed form <https://www.ulethbridge.ca/teachingcentre/ulrf-sotl-stream>

**The application should be clear and concise and justify the use of all funding and provide all requested information (below).**

**Project Title:** provide a title for your project

**Applicants**

*Applicants who qualify* for this award will be *tenured, have a tenure track position, or continuing contract.*

During the application review process, you may be contacted by Teaching Centre for clarification on aspects of your application.  
  
If you have a concern with this form please contact the [Teaching Centre](mailto:teachingcentre@uleth.ca?subject=Teaching%20Development%20Fund%20Questions)

**-- \*Principal Applicant --**

**Name:   
Position:**  
**Faculty:  
Department:**

**-- Other Applicants --**

**Name:**  
**Position:**  
**Faculty:  
Department:**

**Name:**   
**Position:  
Faculty:   
Department:**

**Name:  
Position:**  
**Faculty:**  
**Department:**

**Name:  
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Position:**  
**Faculty:**  
**Department:**

**Name:  
Position:**  
**Faculty:**  
**Department:**

**\*Abstract (One Page Maximum)**

Provide a succinct project description written so that a non-expert in the field of study can understand the proposed research, the scope and limitations of the project.  Also outline the potential significance of the study to the University, discipline, researcher, and /or society at large.

**\* Research Proposal (FIVE PAGES MAXIMUM):**

* **Background:** 
  + Define the problem clearly and concisely, providing any background information essential to understanding the importance of the work.
* **Theoretical Framework, Methodology and Proposed Outcomes:** 
  + Outline the theoretical framework governing the work proposed, the methodologies to be undertaken and the proposed outcomes.  For collaborative applications with multiple applicants, indicate the unique role that each applicant brings to ensuring the proposed outcomes.  Describe how the anticipated outcomes will serve to contribute to each applicant’s program of research.  Indicate if the proposed research falls in a new or existing research program.
* **Significance and Dissemination:** 
  + Include statements of the potential significance to the applicant(s) and to the larger University of Lethbridge community, future use, relevance or application of the results.  Explain how the proposed project is situated within the PI’s larger research plan, including plans to continue the research with external funding. Explain how the results will be disseminated.

**\*References (Two Pages Maximum)**

Include references, where appropriate, to similar or related work.  Indicate if the field is largely untouched.

**\*Other Funding for this Application**

Provide information regarding other granting agencies or sources from which you have received, requested or plan to request funding for this research.  Include the name of the granting agency, the status of the request, and the amount requested or awarded.  Be sure to speak to the level of overlap between other funding and your ULRF Application.

**\*Budget**

Provide a detailed budget for this project up to a **MAXIMUM OF** **$15,000.**

Applicants must provide information on other sources of funds for the project if the proposed costs exceed the maximum provided by this fund. Provide a concise justification for each budget item under the following headlines, where applicable.

**Justifiable Eligible costs** for the ULRF SoTL Stream:

* **Personnel:**Personnel costs (research assistants) must include each employee’s title and type of work to be performed, the estimated number of hours/months to be worked, and the rate of pay per hour/month plus 12% benefits. (Research Assistants are not required).
* **Materials and Supplies:**Requests for materials and supplies must clearly indicate their purpose in the proposed activities.
* **Equipment:**  A descriptive statement of each item of equipment must be included in the justification of the budget.  Applicants are reminded that all equipment purchased with research grants remains the property of the UofL in accordance with university policy. Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed research. (**Please provide a letter from your department chair/head to explain why this is not considered part of a department's normal equipment purchases.**)
* **Travel:**Travel costs must include the purpose of the travel for each destination, mode of travel, cost of meals and lodging, and the number of days of the travel.
* **Normally no more than 20% of the total project budget may be used to pay for travel directly related to research, including travel by research assistants in the performance of their assigned duties.**
* **No more than 10% of the project budget may be used for professional development activities.**
* **No more than 10% of the budget may be directed to dissemination of research results, including conference attendance.**

**Ineligible costs** for the ULRF SoTL Stream:

* Release time for teaching
* Equipment available to borrow through the Library, the applicant’s Department, or the Teaching Centre

**-- Personnel (Research Assistants) --**

Please add an additional **12%** to your RA costs for vacation pay, CPP and EI.  
The Teaching Centre recommends the following pay scale for Research Assistants:

* **$15-$18** for Undergraduate Students
* **$17.92** **- $20.00** for Masters Students
* **$20.70 - $23.00 or Doctoral Students**

**NOTE:** Research Assistants are not required. If salaries are outside of the suggested ranges, please provide a rationale for the salary in the comment field below.

**Hours Anticipated**:

**Hourly Wage:  
RA Cost [(hours anticipated x hourly wage) x 1.12 = RA Cost]:**

**Comments:**

**-- Items --**

**Item 1:**  
**Cost:**  
**Comments:**

**Item 2:**  
**Cost:**  
**Comments:**

**Item 3:**  
**Cost:**  
**Comments:**

**Item 4:**  
**Cost:**  
**Comments:**

**Item 5:**  
**Cost:**  
**Comments:**

**Item 6:**  
**Cost:**  
**Comments:**

**Item 7:**  
**Cost:**  
**Comments:**

***Total Funding Requested*** *(maximum $15,000):*

**Please take a moment to explain your budget:**

**Are there any other comments you feel are relevant to this project?**