GBC TEACHING AND LEARNING INNOVATIONS - GENERAL

# Program Overview

| Duration | Up to 14 months (approx.) |
| --- | --- |
| How to Apply | * Application form * Budget spreadsheet * Appendices: 2-page CV per researcher; Other-2-page limit. |
| Fund Limit | $10,000 |
| Deadline | October 15th, 2018 (Important: see [division sign off](http://insite.georgebrown.ca/applied-research/documents/GBC_Collaborative_Applied_Research_Instructions.doc#_Division_Sign_0ff) requirements and timelines) |
| Funding Decisions | November 20th, 2018. Funded projects will be announced on the research office web page and notification sent to applicants |
| Program Contact | [Juan Camilo Sarmiento](mailto:juancamilo.sarmiento@georgebrown.ca?subject=GBC%20Collaborative%20Applied%20Research) |

# Background

# In 2007 the research office announced its first round of Seed Funding to support staff and faculty research that involved external (industry or community) partners and provided learning opportunities for our students. In 2010 the Seed Funding program was eliminated and replaced with a number of more specialized programs including Teaching and Learning Innovations – General.

# Description

The funds for this program are provided by George Brown College\*. Projects must be aligned to one or more of the College’s strategic priorities which are:

* Prepare diverse learners for job success
* Build a sustainable financial and resource model
* Invest in the creation and stewardship of high value and high performing partnerships
* Leverage state-of-the -art technology
* Be an enabler of the innovation economy
* Build a high-performing organization

This program funds projects that test new teaching methods or processes of teaching and/or learning. The methods must be scalable or replicable. That is, the learning from this research project should be something that faculty across the college can use to enhance their teaching.

The research project must also provide an excellent field learning opportunity for GBC students.

# Useful Definitions for Applicants

Student – a full time George Brown College student, unless otherwise specified

# Frequently Asked Questions

1. I received Seed Funding for this project; can I apply for Teaching and Learning and funding?

*Internal GBC funding is awarded only once to a project. If you are embarking on a new study, you may apply. If you’re continuing a study that has already been funded internally, contact the research office about other external funding opportunities.*

1. My manager has agreed to this research but is out of the office. Can I submit the application and have my manager approve it when she’s back in the office?

*Unsigned applications will not be accepted by the research office. Submit a complete application at one time, before the competition deadline.*

# Funding level and duration

# Applicants may apply for up to $10,000. Projects will be funded for the time-period between December 1st, 2017 and December 31st, 2018.

# Eligibility

# Preference will be given to first time researchers but all full time and part time GBC staff may apply.

# Application and review procedures

Teaching and Learning Innovations – General funding will be awarded to a project only once. It is intended to kick-start the project. Researchers should begin looking for additional funding, if needed, as soon as possible.

The program manager will review all applications using the following checklist. Incomplete applications or applications of poor quality will be returned to the applicant and only those that meet all program requirements will be forwarded to the review committee.

Checklist

* All sections of application form complete
  + Word limits adhered to
  + CVs for all researchers attached. Each no longer than 2 pages
* Budget spreadsheet complete
* Faculty must review George Brown’s research policies and provide a signed copy of the memorandum to the research office
* Appropriate sign-off (see [division sign off](http://insite.georgebrown.ca/applied-research/documents/Teaching_and_Learning-General-Instructions.doc#_Division_Sign_0ff) requirements)
* No more than 2 pages of appendices (excluding CVs)
* Project fits Teaching and Learning Innovations - General objectives:
  + Aligned to at least one of GBC’s strategic imperatives
  + Excellent field learning opportunity for students
  + Likely to result in knowledge that is valuable college-wide

# Selection criteria

Successful applications will:

* Provide an excellent field learning opportunity to GBC students.
* Demonstrate that the study is highly relevant to the college as a whole.
* Demonstrate that the study is highly relevant to the GTA, Ontario and/or Canada.
* Have a work plan that is clear, with objectives that are Specific, Measurable, Achievable, Realistic and Timely (SMART).
* Have a sound research methodology.
* Include a plan for disseminating the research results.
* Have a realistic budget and demonstrate the need for funds.

# Use of funds

Grant funds may be used for direct research costs only and all expenses and the use of grant funds must comply with GBC’s Procurement Policy and Procedures.

| Eligible Expenses | Ineligible Expenses |
| --- | --- |
| GBC full time\* student research assistants (must be students for duration of employment)  \*Some part time students may be eligible; research office approval required.  Cost of full time faculty course release (division will be reimbursed for the cost of a replacement teacher)  Cost of part time faculty salary\*  Technical services such as computer services  Software and equipment not available at the college  Books, resource materials and other documents not available at the college library | Office equipment, including computers  Membership in professional associations  Costs related to the preparation of teaching materials or a textbook  Publications or other activities of a commercial nature  Hospitality, food, and beverages for meetings and/or events |

\*Consult with the research office for appropriate rates

# Knowledge dissemination

# All successfully funded researchers will be required to submit a final written report which will be posted on the research office’s electronic archive and may be used to promote GBC research. Projects will also be presented at GBC’s annual Innovation Showcase (usually held in the Spring)

# Reporting

# Fund recipients are required to submit status reports to the program manager on the first of every month, as well as a final report within one month of completing the project. A reporting schedule and report templates will be provided along with notification of success.

# How to Apply

**Applications are submitted on-line via the Researcher Portal;** please follow these steps:

1. Request access to the on-line application system by emailing the following information to [juancamilo.sarmiento@georgebrown.ca](mailto:juancamilo.sarmiento@georgebrown.ca) : Employee ID, Prefix (Mr. Dr. Ms, etc), Family name, Given name, Department, Email address, Phone number, Fax number, Office address (incl. room), Staff type (FT faculty, Sessional faculty, Support Staff, etc)
2. Complete and compile the application package (application form, budget, appendices, letter of support, read research policies and sign memorandum)
3. Submit the complete application package on-line by midnight, September 29th, 2017. Late, incomplete, or unsigned applications will not be accepted.

Important: see [division sign off](http://insite.georgebrown.ca/applied-research/documents/GBC_Collaborative_Applied_Research_Instructions.doc#_Division_Sign_0ff) requirements and timelines

Instructions for completing the application form and budget are included on the forms.

# Deadline

September 29th, 2017. NO EXCEPTIONS OR EXTENSIONS WILL BE MADE. This is the deadline for a complete application; partial or unsigned applications will not be accepted.

# Research Ethics

Research involving human subjects must undergo research ethics review prior to work being initiated. Applicants requiring Research Ethics Board (REB) review must commit to submitting their project to the board within 29 days of notification of award (by mid-November 2017).

# Mandatory Post-Award Workshop

All successful applicants must attend a workshop on managing research projects. The dates will be determined soon. Funds will not be released to any Principal Investigator who does not attend.  The research office recommends you block this time in your calendar now in anticipation of success in this competition.

# Division Sign 0ff

All applications must be signed by the applicant’s immediate manager. If you’re unsure who should sign your application, please contact [Juan Camilo Sarmiento](mailto:juancamilo.sarmiento@georgebrown.ca) to find out. Some divisions require a second level of sign-off. Please ensure you submit your application for signature with enough time to meet the competition deadline.

Late, incomplete, or unsigned applications will not be accepted.

| Division | Signatures required | Review time required |
| --- | --- | --- |
| Liberal and Preparatory Studies | Immediate manager (must be Chair or Dean) | 2 weeks |
| Business, Arts and Design | 1. Immediate manager  2. Dean Maureen Loweth | 2 weeks |
| Community Services and Health Sciences | Immediate manager | 2 weeks |
| Construction and Engineering Technology | Immediate manager | 2 weeks |
| Hospitality and Culinary Arts | 1. Immediate manager  2. Associate Dean Chandi Jayawardena | 2 weeks |
| Continuous Learning | Immediate manager | 2 weeks |