# Teaching & Learning Innovation Fund (TLIF) Application

Refer to the [TLIF web page](https://www.kpu.ca/teaching-and-learning/tlif) for details about this fund, including eligibility, adjudication criteria, eligible expenses, and expectations of funding recipients. Submit this application form to tlcommons@kpu.ca.

1. **Title of Project:**
2. **General Information**

Principal Applicant:

Faculty:

Department/Unit:

Telephone:

Email:

Co-applicant(s) (if applicable):

Faculty:

Department/Unit:

Telephone:

Email:

Estimated Project Start Date:

Estimated Project End Date:

Total Amount Requested (up to $10,000):

1. **Description of Project:**
2. Provide an abstract for the project (up to 150 words), which may be used for promotional purposes:
3. Provide a full description of the project, including its aims, its significance, and its foreseeable impact within the KPU community (maximum one page):
4. Describe the connection of the project with Goal 2 of the Academic Plan (Advancing Teaching Practices):
5. Describe how the teaching & learning innovation will be shared, scaled, or otherwise sustained:
6. Provide a realistic budget with justification for each item:

**Note:** if you plan to hire a student(s) in the role of Research Assistant, please detail what their responsibilities will be, as well as their rate of pay, estimated hours, and amount allocated for each RA. For other types of expenses, please enter the cost in the “Amount” column and provide quotes as appropriate. The rate of pay for Research Assistants is as follows, based on the minimum wage rate for the applicable year. In 2019, the City of Vancouver noted [a ‘Liveable Wage’](https://www.citynews1130.com/2020/01/02/five-more-b-c-cities-commit-to-paying-employees-living-wage-advocate/#:~:text=In%20Metro%20Vancouver%2C%20the%20living,to%20more%20subsidies%20for%20childcare.) equates to $19.50 per hour.

* *June 1, 2020 – $14.60 min. wage + 4% vacation pay = $15.18 (or applicable pay rate + 4%)*
* *June 1, 2021 – $15.20 min. wage + 4% vacation pay = $15.81 (or applicable pay rate + 4%)*
* These rates do not include the mandatory 10% deductions (expenses) for EI, CPP, WCB, and health benefit tax required by the University. Please include the 10% Payroll Tax expense (a deduction) in your budget line items.

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| --- | --- | --- | --- | --- |
| Item | Rate | Hours | Amount $ | Justification |
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|  |  |  |  |  |
| Total |  |  |  |  |

1. Please list any additional funding (applied for, or received) for this project, as well as any in-kind support.
2. Describe the benchmarks or metrics that will be used to assess the impact of the project:
3. Outline the timeline of the project (up to one year):

I agree to:

* Submit a final report upon completion of the project.
* Actively share the results of the project within the KPU community, including by:
	+ Writing a blog post for the Teaching & Learning Commons
	+ Being interviewed by staff in the Office of Teaching & Learning, for a feature in a newsletter, podcast, or on the website
	+ Presenting on the project at the Annual Symposium, KPU Day, or other appropriate internal opportunity for professional development
	+ Sharing the artefacts of the project (which may include assignment guides, rubrics, learning resources, or instructional plans) by uploading a copy of these into our institutional repository (KORA) under an open, Creative Commons license which allows others to freely adapt, modify, copy, and/or redistribute the material for teaching and learning related purposes
* Submit project proposals to the [KPU's Research Ethics Board](https://kpu.ca/research/research-ethics/standard-reb-application)for approval, if applicable.
* Acknowledge support of the Teaching & Learning Innovation Fund during presentations or in related publications.

Date:

Signature (electronic signature accepted):

This program is sponsored by the Office of the Associate Vice President, Teaching & Learning