

2011 EDC Grants Program Application Form

Information and Instructions for Applicants:

Deadline: Wednesday July 20, 2011

This deadline is **final** and will not be extended.

Step 1

- Read the guidelines carefully
- Note particularly, the use of headings/subheadings and style (below) as you prepare your application.

Step 2

- Save your file as a Word document (doc or docx)
- Name it **your family name_11grant.doc**
for example, **borin_11grant.doc**

Step 3

Please adhere to these guidelines in preparing your application:

Template: You may wish to use the material below (see “What to include in your application”) as a template. Keep the numbering system and section titles, and delete the instructions. Prepare your application using the same headings/subheadings in the order seen below.

Length: No more than **five numbered pages** excluding Applicant Information (Section 1) and References Cited (Section 4).

Fonts: Use Arial 12, 1.5 line spacing, 1" (2.5 cm) margins on all sides.

Formatting: Do not include headers, footers, logos, appendices or any other material.

Identification: To ensure blind review, be sure to remove any 'hidden identifiers', such as the document author in 'properties' from your word file.

Overall: If your application does not follow these basic guidelines, you will be asked to change it by the deadline.

Step 4

Send to: <borin@ryerson.ca>

Paola Borin, Vice Chair, Professional Development

Subject: EDC Grant

What to include in your application:

1. Applicant Information *(This is not part of the five-page limit).*

Principal Applicant's Contact Information:

Name

Department/Unit and Institution/Organization

Mailing address (including street name and postal code)

Email address

Phone number

Please provide the same information for each co-applicant.

2. Overview *(Use the subheadings shown in bold in your application:)*

Descriptive Title - Succinct and informative!

Intended Outcomes - Describe the specific anticipated outcomes of the proposed project, including specific activities to be completed and an anticipated timeline. Projects are to be completed within one year of funding approval.

Rationale – How does the proposed project enhance educational development practice and/or scholarship at a local, provincial, national or international level? How will this project advance the EDC Living Professional Development Plan.

Scholarship - How is the project informed by relevant scholarly work, cite these (author(s) and year in the body of your application and full reference in References Cited); do not use a numbering system or footnotes.) *We expect about 3-6 references.*

Dissemination - Indicate your plans to share the results of your work, through publications, workshops, seminars, conferences or other means.

3. Budget (included as part of your word document and not a separate attachment or link.)

- Funding cannot be provided for faculty/staff salaries of the grant's principal, nor any co-applicants; computer hardware or non-specialized software, or any parts of conference travel.
- Include all applicable taxes and other costs.
- Use rates of pay at the institution of the principal applicant.
- Benefits: this is the employer's portion of Income Tax, CPP and EI calculated as a percentage of the salary or honorarium. Though it is not paid to the person you hire, you pay for it and hence it needs to come out of your budget. Some job titles also require the addition of vacation pay; determine these rates in consultation with you Human Resources department.

Item (including any applicable taxes)	Cost
<p>Salaries (e.g. graduate or undergraduate student research assistants). \$ per hour x # hours (use standard rates at the institution of the PA)</p> <p>Benefits at \$ per hour x # hours (use standard rates at the institution of the PA)</p> <p>Honoraria (give details)</p> <p>Materials, resources and supplies</p> <p>Other (please specify)</p>	0.00
Total Costs	0.00
Less matching funding obtained from other sources (e.g. Department/Dean)	0.00
Less in-kind contributions	0.00
Total amount requested from the EDC Grant Program (not to exceed \$2500)	0.00

Please note:

1. Original receipts will be required for items such as materials.
2. Proposals that involve collection of data must conform to the research ethics policies

in place at the institution of the Principal Applicant and all data collection sites. For further information, seek assistance from your Office of Research Services or equivalent.

4. References Cited (*This is not part of the five-page limit.*)

Give full references for all material you cite in the Overview.

Peer Review of Proposals

Proposals will be “blind” peer-reviewed by at least three external reviewers who will forward their recommendations to the Selection Committee who will use the stated review criteria to prioritize funding decisions. The Selection Committee will consist of a subcommittee of Executive Committee plus external representatives deemed necessary to increase the inclusivity and representation of different constituent members. Principal Applicants will be notified of the successful grants by **August 31, 2011**.

Review Criteria:

- **Relevance** - the value of the work proposed to the local and/or broader postsecondary educational development environment and to the EDC Living Plan
- **Awareness of related work, current and prior** – proposals should build on demonstrated awareness of similar programs and/or existing scholarly work.
- **Feasibility** - the likelihood that the project can be completed in the time frame proposed and with the resources requested.
- **Clarity of process and product** - of each section of the proposal.
- **Collaboration** - across institutions is encouraged.

Reporting and accountability

Two brief reports are required.

1. Interim report - Deadline: No later than **Wed. February 1, 2012**

Half-way through the project the Primary Applicant will submit a brief (2-page) interim update (which will be posted to the EDC website.)

2. **Final Report** – Deadline: No later than **Wed Oct 23, 2012**

One month after completion of the project the Principal Applicant is required to submit a

- a. final budget,
- b. one-page report on the completed project,
- c. list of any publications, conference proceedings, workshops or other methods of dissemination completed to date or anticipated regarding this project.

These reports will be added to the growing collection of EDC resources and will be posted to the EDC website.

Questions?

Contact Paola Borin, Vice Chair (Professional Development) by email

borin@ryerson.ca or telephone 416-979-5000 X2629
