EDC Small Grants Program Application Form

Information and Instructions for Applicants

Deadline: Apply anytime. (Responses may be slower over holidays.)

Please follow the instructions below; they simplify the work or our reviews considerably. Thank you in advance.

Step 1

- Please read the guidelines carefully

Step 2

- Save your file as a Word document (doc or docx)
- Name it **your family name_14_smallgrant.doc**

  for example, **borin_14_smallgrant.doc**

Step 3

Please adhere to these guidelines in preparing your application:

Form: Please use the form below in the order seen.

Fonts: Use Arial

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 and don't include information identifying your center or institution.

Overall: Don't attach additional documents or refer reviewers to websites or other information (we want to keep the process short and simple).

Step 4

Send to: borin@ryerson.ca

Paola Borin, EDC Vice Chair, Professional Development

Subject: **EDC Small Grant Application**

EDC Small Grants Application Form

1. Applicant information	
Principal applicant's Name	Carolyn Hoessler
Department/Unit and Institution/Organizatio n	The Gwenna Moss Centre for Teaching Effectiveness University of Saskatchewan
Mailing address (incl. street name and postal code)	50 Murray Building, 3 Campus Drive Saskatoon, Saskatchewan, S7N 5A4
Email address	carolyn.hoessler@usask.ca
Phone number	(306) 966 - 5371
Please provide the same information for each co-applicant.	Kim West The Gwenna Moss Centre for Teaching Effectiveness University of Saskatchewan 50 Murray Building, 3 Campus Drive Saskatoon, Saskatchewan, S7N 5A4 kim.west@usask.ca (306)966-2249
2. Title Short and informative!	Rapport Building in Educational Development
Intended outcomes - 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.	The goals of this project are: - To review best practices, literature and theory for rapport building and developing skills related to rapport building - To build a free resource (modeled on the Green Guides) grounded in interview data, the review, and professional perspectives with sections writing by educational developers from multiple institutional contexts (e.g., colleges, embedded discipline-specific positions).

Timeline and activities: (eg. Jan. – contact collaborators)

We are aiming for EDC 2015 distribution, although recognize that timeline is tightening quickly.

Activity	Timing
Literature review (Co-applicants creating initial document, to be built upon by writers)	August 2014
Quote selection/prepping for distribution (Co-applicants completing)	August 2014
Developing template for the chapters	August 2014
Inviting and selecting chapter authors	August 2014
Coordinate section authors by providing selected quotes	September - December
Chapters due from writers	December 8 (extensions

	possible to Dec 15, Dec 22, January 2)
Cross-check "peer review" by fellow writers/external (ensure level of scholarly work)	Ongoing, final look in December
Formatted material	January
Released to EDC community via website (confirmed with current Communication - Stephanie Chu)	February 2015 (EDC Conference)

Rationale – How does the project enhance the practice and/or scholarship of educational development at a local, provincial, national or international level? How does this project advance the EDC Living Professional Development Plan?	No more than roughly 500 words. This project seeks to collaboratively work to develop a resource that has been requested by educational developers across Canada. Our work began with an initial set of interviews with educational developers from across Canada which we shared initial findings at the EDC conference in Calgary. During these interviews and at the conference, we heard from our colleagues about the need for a practical and comprehensive resource about rapport building that individuals could use for their own professional development of job skills particularly those related to "Build[ing] consulting relationships, including ways of approaching different people and building alliances." This resource would encompass and expand on our interview data, to include best practices from the literature, contributions by authors from other institutional contexts (e.g., college, embedded Educational developers). Additional work, for which we are seeking this grant, is needed to coordinate the creation of a collaborative resource. This resource would be openly available (hopefully through the EDC website). Modeled after the STLHE green guides, this resource would combine best practices, literature, theory, the voices of our interview participants, professional perspectives of our writers, practical steps, and reflective questions (attached is proposed chapter outline). We plan to fund a graduate student to coordinate the creation of the resource including communicating with section writers, setting timelines, sending reminders, designing template, assisting in additional literature review.
Scholarship - How is the project informed by relevant scholarly work?	The field of educational development is rapidly changing and increasingly, educational developers are taking on more complex and varied roles (Gillespie, Robertson, & Associates, 2010) while still meeting the traditional needs of individual instructors. In response, there is a movement for educational developers to document their nature of their work, in particular the skills that define the profession (Stanley, 2001; Wright & Miller, 2000) and share ways to improve these skills through mentoring resources within the educational development community (EDC Living Plan, 2012). Though interpersonal skills such as rapport are often central to effective educational development (Berquist & Phillips, 1975; Wright & Miller, 2001), documenting how educational developers acquire this skill, or how it develops over the course of their career remains challenging. This project extends prior scholarship by analyzing and disseminating interview data that specifically asked what does rapport looks like during consultations, how is it built,

	why does it matter, how does it change across one's career, and how can we mentor rapport-building.
References	Bergquist, W.H. and Phillips, S.R. 1975. Components of a highly effective faculty development program. *The Journal of Higher Education*, 46(2): 177-211. Gillespie, K.J., Robertson, D.L. and Associates. 2010. *A guide to faculty development.* Second edition. San Francisco: Jossey-Bass. Stanley, C.A. 2001. The faculty development portfolio: A framework for documenting the professional development of faculty developers. *Innovative Higher Education*, 26(1): 23-36. Wright, W.A., and Miller, J.E. 2000. The educational developer's portfolio. *International Journal for Academic Development*, 5(1): 20-29.
Dissemination – How will you share the results of your work with the EDC community?	
3. Budget: 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. See also budget guidelines below this form.	The grant would fund a graduate student for 50 hours to create a literature review, coordinate chapter authors, and assist in creating the open "blue book" resource (modeled after the STLHE green guide). The printing costs of $70.00 would cover costs associated with a literature review, coordinating, and proofing.

Item (incl any applicable taxes)	Item	Cost
Salaries (e.g. graduate or undergraduate student research assistants). $ per hour x # hours (use standard rates at the institution of the PA)	$18.51/hour + vac + stat (set by university, might increase as of May 1) x 45 hours	$1000.00
Benefits at $ per hour x #	0.00	0.00

hours (use standard rates at the institution of the PA)		
Honoraria (give details)	0.00	0.00
Materials, resources and supplies	0.00	0.00
Other (please specify)	0.00	0.00
Total Costs	0.00	0.00
Less matching funding obtained from other sources (e.g. Department/Dean)	0.00	0.00
Total requested from EDC Small Grant Program	0.00	$995.50

Budget Guidelines:

- 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 your Human Resources department.
- Given the size of this seed grant, it is expected to be **exempt from Institutional Overhead costs**.
- Funding cannot be provided for faculty/staff salaries of the principal nor any co-applicants; computer hardware or non-specialized software, or any parts of conference travel.

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

Give full references for all materials cited in the Rationale.

Peer Review of Proposals

Proposals will be "blind" peer-reviewed by 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 the Executive Committee. Principal Applicants will be notified of the successful grants as soon as possible**.**

Overall 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.
- **Clarity of process and product** – clarity of each section of the proposal.
- **Feasibility -** the likelihood that the project can be completed in the time frame proposed and with the resources requested.
- **Collaboration** - across institutions is encouraged.

Reporting and accountability

Two brief reports are required.

1. **Interim report** - Deadline: Six months after receiving the grant

    Half-way through the project the Primary Applicant will submit a brief (1-page) interim update to the VP professional development (which will be posted to the EDC website.)

2. **Final Report** – Deadline: **Upon project completion or one year following**

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

    a. final budget,

    b. one-page report of the completed project,

    c. list of any publications, conference proceedings, workshops or other methods of dissemination completed to date or anticipated regarding this project.

    d. Any resources that may be available to the EDC community.

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