Academic Plan Priority 3 Proposals – Empowering Teaching and Learning at Humber

## Application Preview

The online proposal form now supports SAVE / DRAFT functionality. You may alternatively use this working document for your planning purposes. When ready, copy and paste your proposal into the OFFICIAL ONLINE PROPOSAL at [humber.ca/call-for-proposals](http://humber.ca/call-for-proposals).

For information on the Proposal Criteria, visit the [Academic Plan Priority 3 Call for Proposals](https://humber.ca/leading-transformative-change/call-for-proposals.html) site.

## Before Getting Started

Before completing the proposal, it is recommended that you discuss your intention to apply with your immediate supervisor for their feedback regarding potential operational impacts. Once you have approval, get started by entering your proposal in the Application Form below. It is recommended to complete your draft proposal in a saved document prior to copying and pasting content into the form below. The form can be saved as a draft and revisited multiple times before submission. The round 2 call for proposals closes on June 5, 2024 at 11:59 p.m. EST.

## Returning Projects

If you were part of a project that was successfully funded in Year 1 of the Priority 3 intake, and you plan to continue or expand your Year 1 project, please answer the following question. Otherwise, skip to the next page.

**How have you expanded your proposal to demonstrate broader scalability and collaboration with other Faculties or cross-institutional groups?**

## Application Details

### Project Lead

#### Full Name:

#### Email Address:

#### Username:

#### Faculty or Department:

#### Your Role:

[ ]  Faculty

[ ]  Support Staff

[ ]  Administrator

#### Status

[ ]  Full-Time

[ ]  Non-full Time (contract)

### Collaborator(s)

Collaborators are other members of the Humber community who have spoken to their Academic manager or Direct Supervisor about taking a significant role in this P3 project should it receive funding.  As such, Collaborators will be expecting to invest a regular amount of time to the project each week over the course of the funded timeline. Thus Collaborators should also connect with their Direct Manager about their intention to apply, and the expected time commitment.  If there are individuals or departments you envision consulting with throughout your project that do not meet the commitment level of being a Collaborator, please list them in Part 3 of the application form.

Once your proposal is submitted, collaborators will automatically be sent an invitation asking them to confirm their participation. Please ensure that the proposed project collaborators are available to commit to the proposed period.

To insert another Collaborator on this Microsoft Word draft, duplicate the below field values.

#### Full Name:

#### Email Address:

#### Username:

#### Faculty or Department:

#### Their Role:

[ ]  Faculty

[ ]  Support Staff

[ ]  Administrator

#### Status:

[ ]  Full-Time

[ ]  Non-full Time (contract)

## Part A: Description of Proposal

#### Proposal Title:

#### Rationale Statement:

Describe how your proposal contributes to at least one goal of the Academic Plan. If your proposal contributes to multiple Academic Plan goals, clearly outline each.

#### Proposal Description:

**Part 1:** Provide a description of your proposal (400-600 words). What is the area to be explored? What is the current knowledge or innovation gap or opportunity? How will the proposal address this gap or opportunity?

**Part 2:** How could the proposed activities lead to transformative change across Humber’s learning environments? Address their importance and impact.

**Part 3:** Describe how your proposal demonstrates the presence of any of the following criteria, outlining each aspect separately:

* Scalability to the classroom and/or/institution
* Faculty or staff collaboration, multi-disciplinary or inter-disciplinary approaches
* Individuals or departments within Humber you envision consulting with throughout your project
* Connection to Humber’s innovation ecosystem, including but not limited to the Centers of Innovation network, work integrated learning, SoTL or applied research

**Part 4:** Have you received or are you currently receiving funding for this proposal through any other mechanism (e.g. Office of Research & Innovation funding, Faculty funding, external funding).

*If so, please describe the funding channels and provide any relevant information. If no, you may indicate “No” or “N/A”.*

## Project Plan

#### Define deliverables, activities, and project milestones/phases:

In addition to the information you provide below, all Priority 3 Project teams are asked to:

* provide a summary of findings and the impact made within your target environment
* at the project outset, complete a reflection questionnaire and provide a series of recommendations and next steps for the institution
* complete standardized project documentation and provide regular updates to the P3 Support Team
* present their findings at the next upcoming Showcase

**Deliverables:** Identify the outcomes which will be delivered with your project. For example, this may take the form of documentation, a framework, a product, a resource, etc.

**Activities:** Identify the individual activities or actions that your team will take to support each deliverable.

**Milestones:** Identify the key stages, phases, or otherwise, major points within the timeline of your project, along with the proposed date of each milestone.

#### Project Team

Clearly define the roles and contributions of each member on the proposal team

|  |  |  |
| --- | --- | --- |
| **Name**  | **Role**  | **Contributions**  |
|   |   |   |

## Material Requirements ($10,000 maximum – Tax Included)

If the proposal requires financial resources, outline below (e.g. specialized equipment, training, contract staffing such as analysts, honorariums, or software). **Exclude course release expenses when preparing the budget. The project award already covers the required time of the faculty and staff members involved.**

Itemize your planned expenses into the appropriate categories below, where applicable.

#### Equipment, Training, or Other Expenses:

Projects may receive funding for equipment, materials, training, meetings, or other costs required for your project. Common supplies such as paper or pens should be funded through your department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Cost Per Item** | **Number of Items** | **Total Cost ($)** |
|  |  |  |  |

#### Contract Staffing:

Projects may receive funding for the support of a part-time resource or expert, such as a Research Analyst, Designer, Subject Matter Expert, etc.

Should you require additional support for your project, **beyond that which is provided by your Project Collaborator(s),** you may list the requirements here.

**Please note:**

* Rates of pay are determined by standard processes within the People(s) and Culture division. At this stage, a ballpark estimate is acceptable. Should you require support in estimating costs, feel free to contact the Priority 3 Support Team.
* All new employees require 8 hours of training. Please factor this into your planning.
* Contract opportunities may be extended to existing students or non-full-time faculty, or part-time support from outside of the College.
* Processing a new contract can take anywhere from 1-2 weeks to 1 month. Plan accordingly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role Name** | **Summary of Responsibilities** | **Total Estimated Cost ($)** | **Proposed Contract Start Date** | **Proposed Contract End Date** |
|  |  |  |  |  |

#### Gift Card Honorariums:

Honorariums in the form of gift cards may be granted for simple commitments, such as providing volunteer support at an event, or participation incentives for focus groups or research surveys. When planning your budget, please factor in the following:

* Visa or Mastercard Gift Cards carry activation fees, ranging from $3.95 to $7.95 + taxes. Consider planning for the maximum value of fees.
* If shipping is required, plan an additional $10 for within the GTA and up to $20 for outside the GTA, within Ontario.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Cost Per Item** | **Number of Items** | **Total Cost ($)** |
|  |  |  |  |

#### Software:

All software which is procured through College funds is required to go through a Legal review process which can take several weeks. Should your proposal be accepted, Humber’s Priority 3 Support Team will initiate this process on your behalf over the course of the summer.

If you require any assistance completing this section, we are here to support. Please reach out to the Priority 3 Support Team.

Should your proposal require multiple software tools, copy and paste the below table for each tool.

|  |  |
| --- | --- |
| **Name of Software\*:**  |  |
| **Total Cost\*:** What is the total cost of the software, including all required seats. You may provide further details below.  |  |
| **Desired License Plan:** If the tool you are looking for has multiple plans/price points, please indicate which one you require.  |  |
| **Description of Software & Required Functionality\*:** Briefly describe the purpose of the required software, and any specific features or functions you wish to use.   |  |
| **Usage Period\*:** During what time period will the software be required?  | **From:** **To:**  |
| **Who will be required to use the software?\*** Indicate Employees, Students, Other, etc. |  |
| **What personal information do you require the tool to capture? Please specify for each user group\*:**  Examples of personal information: First Name, Full Name, Humber Email Address, Personal Email Address, Phone Number, Course(s), Grades, Evaluations, Performance Information, Health Information, Video Recordings  **Example response:** **Employees:** Full name, Humber email address  **Students:** First Name, Humber E-mail Address, Written feedback provided by the student, Written feedback provided by the instructor  |  |
| **Software Provider’s Contact Details:** If you have any existing relationship with the provider, please list their contact information here.  |  |
| **Alternative Tools:** If for any reason, Humber is unable to proceed with your preferred tool, please list any alternatives, along with any helpful information (i.e. cost)  |  |

## Timelines

#### Start Date:

[ ]  Fall 2024

[ ]  Winter 2025

#### Semester Duration(s):

[ ]  1 academic semester

[ ]  2 academic semesters

[ ]  3 academic semesters

**Indicate the time commitment per week and the total number of weeks requested for everyone involved. Indicate if there are variations in the time needed for different semesters.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member**  | **Time Per Week** (Maximum 7 hours per week) | **# of Weeks**  | **Associate Dean or Supervisor Name** | **Associate Dean or Supervisor Email** |
|   |   |   |   |  |

**Applicant Name:**

**Date:**