LEARNING ENHANCEMENT FUND (LEF)

Funding Application for the 2024-25 Academic Year

Application Instructions

Applications should be written in language accessible to non-specialists and include two submitted files:

1. **Proposal Application Form, with Letters of Support**

   *(Please package the proposal and letters of support into a single PDF file. **MAC users: Please use Adobe Reader DC to complete this application. Completing the form in 'Preview' or a browser often results in compatibility issues.**)*

   Include:
   i) **This proposal form signed by your Department Chair/Director or Dean, and each Co-Investigator**[†] *(8 pages maximum. Please do not include attachments or addenda other than those indicated)*
   ii) **Signed letter of support or email from each collaborating department/unit**[‡] **that describes their roles and contribution**

2. **Completed budget template (download from the OTL website)**

All applications are to be submitted via email to avpa@uoguelph.ca by 5:00p.m. March 8th, 2024.

[†]*Co-Investigator is defined as a person who will make an intellectual contribution to the project. [‡]Collaborating department/unit is defined as a unit that will provide resources (e.g. access to equipment, software, data) that are needed to support the project.*

Application Form

Principal Investigator (Applicant)

Name	College / Unit	Department / School

Co-Investigator(s)	College / Unit	Department / School

Collaborator(s)	College / Unit	Department / School

| *Title of the Proposal* | |

| **Purpose, Impact, and Outcomes of the Project** |

Please describe the **Purpose** of the Project:

What is the **Potential Impact** of the Project to Teaching and Learning at the University of Guelph? Describe how the project aligns with and advances institutional priorities related to teaching and learning as specified in the Strategic Mandate Agreement and/or Strategic Framework and/or the Teaching and Learning Plan:

What are the intended **Outcomes** of the Project?

Supporting Evidence

Please provide a synopsis of relevant literature and/or other evidence that justifies the **rationale** for the project. Describe why this project is **needed, or describe the applicability** of the project:

Activity / Process / Methodology

Describe the **activities, processes, or methodologies** you will implement, and the potential impact of the outcomes.

Activity / Process / Methodology Continued

Using the space below, succinctly summarize how each intended project outcome is achieved by the data collected and the proposed analysis.

Intended Outcome	Data to be gathered	Proposed Analysis
E.g. measure of student achievement	*E.g. survey responses and performance data*	*E.g. linked analysis of qualitative and quantitative data*

Please indicate any **resources, tools, software, equipment** etc. that will be drawn from existing resources on campus:

Logistics, Budget and Additional Requirements

Timeline
Please indicate the expected dates of the project's major milestones or activities:

Date	Milestone / Activity

Budget
Please complete the Budget template, and ***Upload the Budget as a Separate File***

Co-Investigator(s)
If applicable, note each Co-Investigator and their expected roles or contributions

Co-Investigator	Role / Contribution

Signature of Applicant   *Print Name*   *Date (mm/dd/yy)*

Signature of Chair/Director   *Print Name*   *Date (mm/dd/yy)*

Signature(s) of Co-Investigators   *Print Name*   *Date (mm/dd/yy)*

References