LEARNING ENHANCEMENT FUND (LEF)

Funding Application for the 2025-26 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 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 28th, 2025.

[†] *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 including a clear articulation of any guiding questions that the project seeks to answer:

Describe the intended **Outcomes** of the Project, and how they will be assessed. Describe any potential for sustainability or scalability if applicable:

Describe the **Potential Impact of the Project** to Teaching and Learning in general, and to any courses, curriculum, or programs at the University of Guelph. Describe how the project aligns with and advances institutional priorities related to teaching and learning as outlined in the Strategic Plan, Indigenous Initiatives Strategy, the Anti-Racism Action Plan, or other institutional strategic priority documents:

Supporting Evidence

Please provide a synopsis of relevant literature, identifying any knowledge gaps, and/or other evidence that justifies the **rationale** for the project, and alignment with intended outcomes or questions.

Activity / Process / Methodology

Describe the **activities, processes, methodologies, assessments, or analyses** you will implement, including the use of any technology. Indicate how these are aligned to the outcomes or questions. Include any considerations of working with human subjects. Describe how you intend to disseminate your results or successes:

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

Intended Outcome	Data to be gathered
E.g. measure of student achievement	_E.g. survey responses and performance data_

Please indicate any **technologies, spaces, people, 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, addressing the complete lifecycle of the project:

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/Dean	*Print Name*	*Date (mm/dd/yy)*

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

References