

# AIF Category I: Academic Innovation Project Application Form

**Submit by: Friday, February 17, 2023 by 4:00 p.m.**

**(contact your Faculty Dean’s Office for any internal deadlines)**

**Submit to: Office of the AVP Teaching and Learning**

**Email:** [**avptl@yorku.ca**](mailto:avptl@yorku.ca)

## How to Submit

Applicants must complete the Category I application form, project plan and budget guideline template. Supplemental materials should be submitted only if it is essential to the clear presentation of the project/initiative.

Individual applicants are required to submit their proposals to the Office of the Dean to be reviewed, approved and ranked. The Office of the Dean will then submit the full package to the Office of AVP Teaching and Learning. Each Faculty may have its own internal deadline. Faculty members should consult the Office of the Dean for internal submission deadlines.

Ranked application packages from the Office of the Dean are to be submitted electronically to the Office of the AVP Teaching and Learning ([avptl@yorku.ca](mailto:avptl@yorku.ca) ) by 4:00 PM on Friday, February 17, 2023.

**Note:** All applications must be co-signed by the applicant, Chair/Director (if applicable), and the Dean. Applications that are not signed off prior to submission by all parties will not be considered, electronic signatures will be accepted. All new program or course proposals must have received appropriate governance approval or approval in principle prior to submission.

## Funding Priorities

Faculty/staff members, with the support of their respective Chairs and Deans, are invited to submit proposals for:

* embedding eLearning within undergraduate or graduate degree programs using *blended or fully online strategies* (see [eLearning Common Language document](http://avptl.info.yorku.ca/elearning/)) and/or
* embedding Experiential Education within undergraduate or graduate degree programs through *community focused and/or work focused EE strategies with a focus on virtual and remote EE approaches* (see [EE Common Language document](http://avptl.info.yorku.ca/experiential-education/)), which might include or focus on entrepreneurialism in the curriculum, and/or
* embedding student success and retention strategies within the curriculum in undergraduate degree programs in all years of study (see [First Year Experience (curricular)](https://www.yorku.ca/aifprojects/wp-content/uploads/sites/24/2022/10/AIF-First-Year-Experience-Guide.pdf)) for guidance, this framework can be applied for all years of study), and/or
* embedding internationalization within undergraduate or graduate degree programs; internationalization of curriculum implies integrating an intercultural dimension into the learning and teaching process so that students can acquire an appreciation and understanding of international perspectives and competencies.

Some ways to achieve internationalization of the curriculum are:

* by integrating intercultural or comparative focus with existing courses and/or degree programs
* designing summer abroad courses, programs, field schools and integrating international internships
* developing and implementing technological tools to support internationalization of the curriculum

A focus for the upcoming year will be the embedding of strategies that explicitly advance the Sustainable Development Goals (SDGs) within the curriculum in alignment with the AIF priority areas stated below. Refer to the [Sustainable Development Goals backgrounder](https://www.yorku.ca/aifprojects/wp-content/uploads/sites/24/2022/10/AIF-Backgrounder-for-SDGs-2023-2024.pdf) and [guide](https://www.yorku.ca/aifprojects/wp-content/uploads/sites/24/2022/10/AIF-Sustainable-Development-Goals-SDGs-Guide-2023-2024.pdf) for information. At least 30% of total AIF funding will be allocated this year to support projects that specifically align with one or more SDGs. Proposals that choose to align with one or more SDGs will be considered and adjudicated separately and apart from other applications.

**Note: The current application process is for 2023-2024 and funding will be granted for one year only at this time**. However, applicants are asked as part of their application to indicate their need for multi-year funding. If this is the case, approval in principle will be given for Year 2 and 3 funding requests and final approval will be based on the degree to which the project has met its agreed deliverables for Year One.

## Funding Support

Successful applicants will receive the funding via Fund-200 Cost Centre. The funds will be available May 2023. There is a 25% holdback which will be released upon receipt and acceptance of the interim report. Year 2 funding requests will be considered based upon the degree to which the project has met its agreed deliverables for Year 1. Please note excluded expenditures include: capital construction, building renovations, furnishings, course release time, and student financial aid. Note that up to 5% of total project funding can be allocated towards knowledge mobilization activities (e.g., conference registration fees, costs associated with drafting and submitting articles for peer reviewed journals, travel costs for other relevant presentations related to this grant, etc.)

## Conditions of Participation in the Research Grant Program

The faculty member must sign an agreement with the following terms.

* Preparation and submission of all project reporting including: Interim Deliverable Report by February 9, 2024, and Final Project Report by June 30, 2024.
* Agreement to select a [Creative Commons](https://creativecommons.org/licenses/) license for new or redesigned course or program materials. While ownership remains with the course developer, Creative Commons licenses enable other course directors to use the materials subject to any Collective Agreement terms and/or discussions with YUFA, OHFA or CUPE. AIF project leads will be provided with support and training to select an appropriate Creative Commons license for their new or redesigned materials. A copy and/or link to the new or redesigned course materials will be deposited in [YorkSpace](https://yorkspace.library.yorku.ca/xmlui/), the digital repository maintained by York University Libraries. AIF project leads will be provided with support and training with making such a deposit.

Course developers may remove their new or redesigned course materials from the YorkSpace repository after a period of 5 years.

* Agreement to return any equipment purchased through AIF to be deposited into the new Tech Library following project completion for the re-use of equipment by other faculty members.
* Adherence to all financial controls and reporting.
* Agreement to participate in a future research project related to assessing and improving the AIF program.
* Return all unexpended funds to the Office of the Provost by June 30th, final year of the project.

# AIF Category I: Academic Innovation Project Application Form

## CONTACT INFORMATION

|  |  |
| --- | --- |
| **Name** |  |
| **School/Department** |  |
| **Faculty** |  |
| **Contact Information** | Email:  Phone #: |
| **Date of Submission** |  |
| **Academic Rank** |  |
| **Employment Status** | Full-time  Contract |

## PROJECT PROPOSAL

|  |  |
| --- | --- |
| Project Title |  |
| 1. Describe briefly the purpose of the proposed project and how it will (1) contribute to the systemic development of one or more of the priority areas and (2) enhance the reputation of the university and the Faculty (3) how the project explicitly advances the Sustainable Development Goals within the curriculum (maximum 500 words). |  |
| 1. Indicate the **first priority** area that will be addressed through this initiative/ project, if more than one priority area is applicable then rank in order. | \_\_\_ advances eLearning  \_\_\_ advances Experiential Education  \_\_\_ advances Student Success strategies within the curriculum  \_\_\_ advances Internationalization |
| 1. Complete this section if you choose to focus your application on one or more SDGs.   Describe how this project advances the Sustainable Development Goals (SDGs) within the curriculum in alignment with the AIF priority areas stated above. Refer to the [Sustainable Development Goals guide](https://www.yorku.ca/aifprojects/wp-content/uploads/sites/24/2022/10/AIF-Sustainable-Development-Goals-SDGs-Guide-2023-2024.pdf) for information. Identify all the SDGs that this project advances. | Select all SDGs that this project advances:  GOAL 1: No Poverty  GOAL 2: Zero Hunger  GOAL 3: Good Health and Well-being  GOAL 4: Quality Education  GOAL 5: Gender Equality  GOAL 6: Clean Water and Sanitation  GOAL 7: Affordable and Clean Energy  GOAL 8: Decent Work and Economic Growth  GOAL 9: Industry, Innovation and Infrastructure  GOAL 10: Reduced Inequality  GOAL 11: Sustainable Cities and Communities  GOAL 12: Responsible Consumption and Production  GOAL 13: Climate Action  GOAL 14: Life Below Water  GOAL 15: Life on Land  GOAL 16: Peace and Justice Strong Institutions  GOAL 17: Partnerships to achieve the Goal  Provide a description of how this project advances the Sustainable Development Goals (SDGs) within the curriculum or in other ways in (300 words): |
| 1. List the names, titles and affiliations of the project work group members, including the role of each in the project design and implementation.   Briefly describe the knowledge and experience that this team brings to the project. |  |

## FINANCIAL DETAILS AND IMPLEMENTATION PLAN

|  |  |
| --- | --- |
| 1. Prepare a one-year project implementation plan: including deliverables (stated in measurable terms), major activities, timelines and budget. | *Please complete the attached 2023-2024 Project Plan and Budget Template. If you are requesting multi-year funding, the Template must be completed for each year.* |
| 1. State total amount of funding requested from the AIF for 2023-2024. |  |
| 1. Indicate the amount of funding (if any) from other sources supporting this project. |  |

## MEASURING SUCCESS AND SUSTAINABILITY

|  |  |
| --- | --- |
| 1. Indicate how many students will benefit from this initiative in the short term.   Describe how this project will be scaled to reach larger numbers of students. |  |
| 1. Describe how the success of this project will be evaluated. |  |
| 1. Describe the plans for (1) communicating and (2) disseminating of the results of this project or initiative within and (if applicable) beyond the University. |  |
| 1. Describe what components of your project will use a Creative Commons licence and be deposited into YorkSpace, York’s institutional repository.   **Resources:**  What is [YorkSpace](https://researchguides.library.yorku.ca/yorkspace" \t "_blank)?  What are [Creative Commons licences?](https://researchguides.library.yorku.ca/c.php?g=701600&p=4986031)  What is an [open educational resource](https://researchguides.library.yorku.ca/OER)? |  |
| 1. Describe the enduring impacts of the project or initiative for York and its students. How will the results of this project be embedded in Faculty priorities and planning? How will it contribute to furthering York’s teaching and learning priorities? |  |
| 1. Provide evidence that this project will continue to be supported by the School/Department and Faculty (ies) beyond the period of AIF support. |  |

## SIGNATURES

|  |
| --- |
|  |
| **Project Lead Name(s) (please print)** |
|  |
| **Signature of Project Lead(s) Date** |
|  |
|  |
| **Chair/Director (if applicable) Name (please print) Position Title** |
|  |
| **Signature of Chair/Director (or equivalent) Date** |
| As the Chair/Director, I support this application and confirm that this project has the support of the Department/School. |

## FOR COMPLETION BY THE DEAN’S OFFICE

|  |
| --- |
| Provide a statement to indicate how this project will continue to be supported by the School/Department and Faculty(ies) beyond the period of AIF support: |
|  |
| **Dean Name (please print) Position Title** |
|  |
| **Signature of Dean Date** |
| As the Dean, I support this application and confirm that this project will advance the Faculty’s teaching and learning strategy. |

# AIF Category I Academic Innovation Project - Proposal Assessment Rubric

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment**  **Criteria** |  |  |  |  | **Score** |
| 1. **Application form** | Complete; contains all necessary information |  |  |  | **Y/N** |
| 1. **Descriptive Title** | Succinct and informative |  |  |  | **Y/N** |
|  | **30**  **Excellent** | **15**  **Sufficient** | **5**  **Poor** | **0**  **No Evidence** |  |
| 1. **Project description** | Informative and succinct; provides specific details about the educational issue, describes teaching and learning priorities and alignment with SDGs (if appropriate as selected by the applicant), variables, context, and proposed method(s) of the study. | Relevant, offers details about the proposed study | Lacks relevance or fails to offer appropriate details about the educational issue, variables, context, or methods of the proposed project | Abstract is omitted or inappropriate given the problem, approach, and method. | **/30** |
|  | **5**  **Excellent** | **3**  **Sufficient** | **1**  **Poor** | **0**  **No Evidence** |  |
| 1. **Applicants** | Clear and concise description provided of each of the applicants’ experience as is relevant to the project | Description provided of applicants’ experience as is relevant to the project | Vague description of applicants’ experience provided, with questionable relevancy to the project | No description provided of applicants’ experience or connection to the project | **/5** |
|  | **20**  **Excellent** | **10**  **Sufficient** | **5**  **Poor** | **0**  **No Evidence** |  |
| 1. **Financial Details** | A concise itemized project plan and budget with projected costs for personnel and acquisition or production of information resources, specialized software, or digital learning materials; identifies items that will be cost-shared or donations in-kind; identifies any additional funds sought or secured, with deliverables stated in measurable terms | A project plan/ budget with projected costs for personnel and acquisition or production of information resources, specialized software, or digital learning materials; identifies items that will be cost-shared or donations in-kind; identifies any additional funds sought or secured | An incomplete project plan/budget that is confusing and vaguely connected to the project | No project plan/budget presented | **/20** |
|  | **10**  **Excellent** | **5**  **Sufficient** | **2**  **Poor** | **0**  **No Evidence** |  |
| **6. Student impact** | Clear connection between the project and anticipated impact on student learning. Large number of students likely to be positively affected across more than one Faculty. Clear indication of how the project will be scaled to reach larger numbers of students. | Some connection between the project and anticipated impact on student learning. Small number of students across two or more Faculties, or a large number of students limited to one Faculty likely to be positively affected. Clear indication of how the project will be scaled to reach larger numbers of students. | Limited connection between the project and likely impact on student experience. No indication of how the project will be scaled to reach larger numbers of students. | No connection stated between the project and impact on student experience. No indication of how the project will be scaled to reach larger numbers of students. | **/10** |
| 1. **Evaluation** | Provides an explicit, clear description of the methods and steps planned for the evaluation of the project. A rationale is provided to justify the choice of evaluation method. Cogent link provided between the intended outcomes for the project and the chosen methods for evaluating success, including specific measurable deliverables. | Provides a clear description of the methods and steps planned for the evaluation of the project. While the approach may be justified it may be lacking in a clear rationale for the choice of method. There are links between the intended outcomes for the project and the chosen method of evaluation. | Evaluation method partially described and or lack of a justification for the chosen method. Little or no link with the intended outcomes for the project and the chosen method of evaluation. | Omits to provide a description of an evaluation method, or includes one with little explanation or justification in terms of rationale. | **/10** |
|  | **5**  **Excellent** | **3**  **Sufficient** | **1**  **Poor** | **0**  **No Evidence** |  |
| 1. **Dissemination** | A well thought out, costed dissemination plan which will reach within and beyond the York community. | A well thought out, costed dissemination plan that has the potential to reach all members of the York community | Dissemination plan ill thought out unlikely to impact on the York community or beyond | No dissemination plan provided. | **/5** |
|  | **10**  **Excellent** | **5**  **Sufficient** | **2**  **Poor** | **0**  **No Evidence** |  |
| 1. **Enduring impact** | Detailed description of the ways in which the project will impact on York and our students. Clear plan to embed the project in Faculty priorities and planning. Evidence that it will further York’s teaching and learning priorities. | Some evidence of a plan for ensuring the project will impact on York and our students. A plan may be present for embedding the project in Faculty priorities and planning but it may be superficial. Evidence that the project will further York’s teaching and learning priorities. | Little evidence of a plan for ensuring the project will impact on York and our students. A poorly thought out plan for embedding the project in Faculty priorities and planning. Minimal evidence that the project will further York’s teaching and learning priorities. | No evidence of enduring impact. | **/10** |
| 1. **Continued support for the project** | Evidence provided that the project will definitely continue to be supported by the School/Faculty (ies) beyond the period of AIF support. | Evidence provided that the project is likely to be supported by the School/Faculty (ies) beyond the period of AIF support. | Limited evidence provided that the project is likely to be supported by the School/Faculty (ies) beyond the period of AIF support. | No evidence provided that the project is likely to be supported by the School/Faculty (ies) beyond the period of AIF support. | **/10** |

**Total Score: (Maximum 100 Points)**