# How to submit your application

1. Go to uwindsor.ca/erso and click Log in to ERSO.
2. Log in using your UWin ID.
3. Click on APPLY NEW.
4. Select Centre for Teaching and Learning – Centred on Learning Innovation Fund from the list of forms.
5. Enter the Project Title and your expected start and end dates on the Project Info tab.
6. Review your information on the Project Team Info tab and enter your co-applicants under Project Team Member.
7. On the tab labelled “Centre for Teaching and Learning – Centred on Learning Innovation Fund”, complete the confirmation.
8. Upload this document on the Attachments tab.
9. Click the yellow Submit button at the top of the screen and follow the prompts.

Your application will be routed to your Department Head (if applicable) and Dean for approvals. Please note that only the Principle Investigator is able to submit the application via the ERSO Research Portal.

Applications must be submitted by the principal applicant electronically through the ERSO Research Portal by 15 March 2023.

CLIF Call for Proposals available at: <https://www.uwindsor.ca/ctl/364/clif-grants>

# Application Form

## Project Information

|  |  |
| --- | --- |
| Project Title: | Click or tap here to enter text. |
| Keywords (please separate with commas): | Click or tap here to enter text. |

## Investigator Information

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | Click or tap here to enter text. | Last Name: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. | Academic rank: | Click or tap here to enter text. |
| Faculty: | Click or tap here to enter text. | Department: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Year of first appointment to the University of Windsor: | Click or tap here to enter text. |
| Type of appointment (check one):  | [ ]  Probationary/tenure-track /Permanence-track [ ]  Tenured/Permanent[ ]  Limited term (Indicate term length): Click or tap here to enter text.[ ]  Ancillary Academic Staff  |

## Co-Investigator Information #1

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | Click or tap here to enter text. | Last Name: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. | Academic rank/Position: | Click or tap here to enter text. |
| Faculty/Unit: | Click or tap here to enter text. | Department: | Click or tap here to enter text. |
| Year of first appointment to the University of Windsor: | Click or tap here to enter text. |
| Type of appointment (check one):  | [ ]  Probationary/tenure-track /Permanence-track [ ]  Tenured/Permanence[ ]  Limited term (Indicate term length): Click or tap here to enter text.[ ]  Ancillary Academic Staff  |

# Co-Investigator Information #2

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | Click or tap here to enter text. | Last Name: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. | Academic rank/Position: | Click or tap here to enter text. |
| Faculty/Unit: | Click or tap here to enter text. | Department: | Click or tap here to enter text. |
| Year of first appointment to the University of Windsor: | Click or tap here to enter text. |
| Type of appointment (check one):  | [ ]  Probationary/tenure-track /Permanence-track [ ]  Tenured/Permanence[ ]  Limited term (Indicate term length)Click or tap here to enter text.[ ]  Ancillary Academic Staff  |

## Research Compliance:

This project involves:

|  |  |
| --- | --- |
| [ ]  Biohazards | [ ]  Vertebrate Animals |
| [ ]  Radioisotopes | [ ]  No compliance areas |
| [ ]  Human Subjects |  |

Approval status:

[ ]  Pending

[ ]  Approved - If your project is approved, please enter the certificate number:

[ ]  Not yet sought

What is your plan for submitting your project for approval by the relevant committee?

Click or tap here to enter text.

## Description (maximum: 1050 words)

### Please include the following:

* Context
* Problem/Research question
* Description of project
* Intended outcome
* Rationale
* Explain how this project fosters student engagement in the University learning environments
* Demonstrate and justify educational impact
* Indicate how the project will foster inclusion, innovation and collaboration
* Refer to existing research and literature as appropriate
* Roles of each team member
* Methods of assessing the project
* Plan for sustainability (if appropriate)

Click or tap here to enter text.

Type of Application

[ ]  Individual application, including collaborations among individuals (up to $2500)

[ ]  Departmental/program application showing application across an entire program/department (up to $5000)

## Budget Details

Itemize all budget items giving details and rationale. This section must be consistent with the Outline of Proposed Research.

|  |  |
| --- | --- |
| **Line item** | **Amount** |
| Student assistants (cannot exceed 20 hrs/week) | **$**Click or tap here to enter text. |
| Description/Justification | Click or tap here to enter text. |
| Benefits (17%) – Statutory (CPP, EI, VP, WSIB, EHT)  | **$**Click or tap here to enter text. |
| Materials & supplies (itemize and provide total cost) | **$**Click or tap here to enter text. |
| Description/Justification | Click or tap here to enter text. |
| Equipment, apparatus, computer hardware and software (max. 20% of total) | **$**Click or tap here to enter text. |
| Description/Justification | Click or tap here to enter text. |
| On-campus hospitality (max. 10% of total)  | **$**Click or tap here to enter text. |
| Description/Justification | Click or tap here to enter text. |
| Regional travel and accommodation (max. of 20% total) | **$**Click or tap here to enter text. |
| Description/Justification | Click or tap here to enter text. |
| Other Expenses (itemize and provide total cost) | **$**Click or tap here to enter text. |
| How will you use the funds allocated to this line item? | Click or tap here to enter text. |
| **Total funding requested (cannot exceed $2,500 for individual applications, or $5,000 for departmental applications)**  | $Click or tap here to enter text. |

### Please remember:

1. Regional travel for research purposes cannot exceed 20% of the total award.
2. Campus hospitality (e.g. working lunches) cannot exceed 10% of the award amount (no alcohol is permitted).
3. Equipment and apparatus (including computer hardware) up to a maximum of 20% of the total award

## Timeline

Please insert your timeline below.

Click or tap here to enter text.

# Research Proposal Signature Page

The Signatures below commit the relevant support at each level to the terms, conditions, and administration of this grant, if funded.

## Declaration of Principal Investigator

I certify that:

* I will abide by University of Windsor policies and procedures governing research, including animal care, use of human subjects, radioisotopes, controlled goods & technology, and biohazards.
* I will use the grant only for the purpose for which it is awarded.
* The information provided in the application is complete and accurate.
* I have given due representation and consideration for graduate student rights, conflict of interest and treatment of intellectual property.
* I fully understand and accept the reporting obligations and other deliverables associated with this grant, including submission of a final report to the Centre for Teaching and Learning.

[ ]  I affirm the above

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Print Name | Date |

#