PTL Grants Application Form

Please read the form carefully and abide by the following rules:

1. This application form, along with any supporting documentation, must be submitted via the Microsoft Form by 11:59 p.m. on June 7, 2024.
2. Every question in sections 1-4 is a required question.
	* Only complete section 5 if you are applying for a Grow or Garden grant.
3. Remember that each application will be assessed by a student, a staff member, and an instructor. Explain jargon, acronyms, and discipline-specific concepts.
4. Each text-response question has a maximum word count – please abide by it.
	* Questions 8, 10, 15, and 16 have a maximum word count of 300 words for Seed and Grow grants, and 500 words for Garden Grants.
5. There is [a “Frequently Asked Questions” section on the PTL grants applications page](https://provost.mcmaster.ca/teaching-learning/awards/ptl-grants/applications/). It will be helpful if you have questions about what constitutes research, what needs ethics approval, or budget requirements, etc.
	* If you have additional questions, please contact Sam Clarke.
6. Once you have filled out this form (and collected the Letter of Support for Garden grants), submit it [via the online Microsoft Form](https://forms.office.com/r/2EinEkJqkY).

# Section 1: Applicant Details

## Lead Applicant

1. **Please provide your full name, title, and affiliation to McMaster.**
2. **Please confirm that, as lead applicant, you meet the eligibility criteria listed in the award guidelines.**

 [ ]  Yes, I meet the eligibility criteria

 [ ]  No, I do not meet the eligibility criteria

1. **Please confirm that, if selected to receive a PTL grant, you agree to abide by** [**the terms and conditions**](https://provost.mcmaster.ca/teaching-learning/awards/ptl-grants/applications/) **associated with this award.**

[ ]  Yes, I agree to the terms and conditions associated with this grant

 [ ]  No, I do not agree to the terms and conditions associated with this grant

## Co-Applicants

1. **Please provide the full name, title, and department/faculty/ or unit of each co-applicant on this project. Add rows to the table as needed.**

|  |  |  |
| --- | --- | --- |
| Name | Title/Role | Department/Faculty |
|  |  |  |
|  |  |  |
|  |  |  |

# Section 2: Project Details

## Grant Type and Logistics

1. **To which grant are you applying? Please select only one. If you wish to apply for multiple grants, please submit separate application forms.**

 [ ]  Seed – Regular Stream ($4,000)

[ ]  Seed – Digital Stream ($4,000)

 [ ]  Grow – Regular Stream ($8,000)

[ ]  Grow – Digital Stream ($8,000)

 [ ]  Garden – Regular Stream ($20,000)

[ ]  Garden – Digital Stream ($20,000)

1. **Will this project have a research component?**

 [ ]  Yes

 [ ]  No

1. **Will this project require approval from either the McMaster Research Ethics Board or the Hamilton Integrated Research Ethics Board?**

 [ ]  Yes

 [ ]  No

1. **Do you intend to apply for a Leadership in Teaching and Learning Fellowship or an Open Educational Resources grant for this project or a related project?**

[ ]  LTL Fellowship

 [ ]  OER Grant

[ ]  Not applying to LTL or OER

[ ]  Unsure

## Project Description

1. **Please provide a title for your project. Maximum of 15 words.**
2. **Please provide a short description of the project. Maximum of 150 words (Seed and Grow) or 250 words (Garden).**
3. **Which of the Impact Areas from the Partnered in Teaching and Learning Strategy does this project seek to implement? Select all that apply.**

 [ ]  Active and Flexible Learning Spaces

 [ ]  Holistic and Personalized Student Experience

 [ ]  Inclusive and Scholarly Teaching

 [ ]  Partnered and Interdisciplinary Learning

1. **Which of the Priority Areas from the** [**Digital Learning Strategic Framework**](https://provost.mcmaster.ca/teaching-learning/digital-learning-strategic-framework/) **does your project seek to implement?**

[ ]  Not applicable to my project

[ ]  Developing digital literacy and proficiency

[ ]  Building institutional capacity and capability for digital learning

[ ]  Creating effective learning opportunities using digital tools and frameworks

[ ]  Advancing innovation through collaboration

1. **How will your project implement the selected PTL strategy Impact Area(s) and / or DLSF priorities? Maximum of 300 words (Seed and Grow) or 500 words (Garden).**
2. **If your project includes the purchase of software, hardware, or other equipment not currently supported by McMaster, how will you ensure all such purchases are made with accessibility, procurement best practices, and sustainability in mind? Maximum of 200 words.**

# Section 3: Budget and Timeline

## Timeline

1. **Will this be a one-year or two-year project?**

 [ ]  One-year

 [ ]  Two-year **[Garden Grants only]**

1. **Outline the timeline and key milestones for the project. Maximum 200 words.**

|  |  |
| --- | --- |
| Milestone | Date |
|  |  |
|  |  |
|  |  |

## Budget

1. **Please provide an estimated budget for your project – add rows to the table as needed. Maximum 200 words.**

|  |  |
| --- | --- |
| Item | Estimated Total |
|  |  |
|  |  |
| Grand Total: |  |

1. **Please confirm you have read and adhered to the eligibility criteria for budget and expenses.**

 [ ]  Yes, I confirm I have read and abided by the eligibility criteria

 [ ]  No, I have not read or abided by the eligibility criteria

# Section 4: Outcomes and Impact

## Assessing Impact

1. **How will you assess the impact of the project and whether the project goals have been achieved? Maximum of 300 words (Seed and Grow) or 500 words (Garden).**
2. **What types of dissemination activities do you plan to undertake to share your findings with peers? Maximum of 300 words (Seed and Grow) or 500 words (Garden).**

# Section 5: For Garden and Grow Grant Applications Only

## Previous Recipients

1. **Have you previously received a Seed or Garden grant for this project or a related project?**

 [ ]  Yes

 [ ]  No

1. **If yes, what work was completed with the 23-24 PTL grant, and how would this year’s grant expand on or extend that work? (300 words)**

## Sustainability

1. **How will this project be sustained past the award year? Maximum 250 words.**