

An Applicant's Guide to Applying for a Centred on Learning Innovation Fund (CLIF) Grant¹

The Centred on Learning Innovation Fund (CLIF) grants are competitively run; faculty members can receive up to \$2,500 for teaching and learning projects related to a theme chosen annually. Since its launch in 2007, the CTL has awarded 38 CLIF grants to faculty members and staff from the faculties of Nursing; Business; Arts and Social Sciences; Education; Human Kinetics; Science; Engineering; and staff from the Leddy Library; Centre for Smart Community Innovation; International Students' Centre; Centre for Career Education; Office of the Vice-Provost, Students and Registrar; and Research Ethics Board.

Who will be assessing my application?

When writing your proposal, please assume that your application will be assessed by:

- **A group of diverse peers who know nothing about you, your previous work, or your subject, but are open to suggestions, are sympathetic, and supportive.**
- This group will have to **justify their decision** to one another, to you, and for the record.
- **Note: CLIF supports projects that will improve teaching and learning at the University of Windsor.**

What should I include in the Abstract?

The Abstract should be approximately **250 words**. Briefly, explain:

- WHAT you want to do
- WHY you want to do it
- HOW you are going to do it
- With WHOM, if applicable, and if so, WHY they are involved
- WHERE and WHEN
- And finally, how you will know that you have achieved what you set out to achieve

¹ Adapted from Dr. Damian Ruth, University of Windsor Visiting Fellow in Educational Development, June 2010

What should I need to include in the Project Description?

The Project Description should be approximately **750 words**. In this section, elaborate on:

- WHO you are; WHY you have an interest in this topic; and WHAT qualifies you to undertake the project. In this section you should reference prior CLIF grants received, if applicable, and what became of them.
- WHAT research are you currently doing, or have you done to ascertain other work relevant to this project.
- WHAT makes this project “innovative,” new, or novel.
- HOW are you going to undergo this project? Clearly justify the methodology you have chosen. Does the methodology you are using make this project innovative? If so, explain exactly how.
- WHO will do WHAT, in detail?
- What TIME FRAME or TIMELINE do you have or propose?
- HOW you will know when the work is done, and HOW will you know whether you have been successful or not? You do not have to guarantee success – it is difficult to do that with innovation! What kind of evidence will there be as a result of your work? On what basis will you evaluate your work?
- HOW are you going to make your findings public?

What do I need to consider for the budget?

1. Detail all the tasks necessary for the project. Justify each one.
2. Detail all the equipment required. Justify every item, including explanations of what and why equipment has to be purchased, rather than using existing equipment or material.
3. Provide a cost for each task and equipment.
4. Use this as a basis for your budget.

Notes

Keep in mind that the grant is for innovative projects. Much of trying out new things is part of curriculum development *per se*. This is expected of faculty in the normal course of their teaching. Distinguish your project from what might be considered normal teacher or curricula development.

Budgets that are vague and generalized do not inspire confidence in the applicants' ability to manage projects. Budgets that come in just under \$2500 without much detail raise doubts about the necessity for all of the funding.

You are expected to have done some literature review in order to justify your project. Hugely extending an existing literature review *may* be justifiable.