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## INSTRUCTIONAL DEVELOPMENT GRANT

### SMALL PROJECT GRANT APPLICATION FORM

The maximum amount awarded for an Instructional Development Small Project Grant is \$1500. Applications may be submitted to the Quality of Teaching Committee c/o the Centre for Academic and Instructional Development at any time during the calendar year.

Applicant(s): \_\_\_\_\_  
\_\_\_\_\_

Full time faculty or librarian

Part time faculty or librarian

Department(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

A Small Project Grant (maximum \$1500) may be awarded to support small projects directed at improving the process of teaching and learning rather than disciplinary competence. Proposals may be made at any time during the calendar year.

Successful applicants will present the results of their project to other interested faculty members, or write an article for the Quality of Teaching Newsletter, *Teaching and Learning at Saint Mary's*.

Total amount requested from the Quality of Teaching Committee: \_\_\_\_\_

## Description of Project

Please attach a typewritten 250 – 300 word description of your project including its relevance to teaching and learning at Saint Mary's.

## Estimate/Description of Expenditures:

Personnel costs, including salaries of student assistants

Hourly rate of student assistants \$ \_\_\_\_\_ x \_\_\_\_\_ hrs.

\_\_\_\_\_ \$ \_\_\_\_\_

Materials, supplies and services

\_\_\_\_\_ \$ \_\_\_\_\_

Other (please specify)

\_\_\_\_\_ \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Will this grant fully fund your project?  Yes  No

*Where sums of money required for the project are larger than the Grant maximum (\$1500), applicants are encouraged to search out matching funds.*

If this Grant will not fully fund your project, have matching funds:

Been sought out?  Yes Source \_\_\_\_\_  No

Have matching funds been:  Approved  Pending

*Priority will be given to projects that are fully funded by this Grant or where matching funds have already been requested/approved.*

## Signature

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Questions should be directed to a member of the Quality of Teaching Committee's sub-committee on Instructional Development Grants, or Margaret-Anne Bennett, Director, Centre for Academic & Instructional Development.

Please email your application to the Centre for Academic & Instructional Development, [caid@smiu.ca](mailto:caid@smiu.ca)