Instructional Innovation and Development Fund
Application Guidelines

OBJECTIVE

The Instructional Innovation and Development Fund (IIDF) is a source of funding for faculty who wish to develop innovative teaching materials, tools or approaches to enhance or improve educational programs at the Schulich School of Medicine & Dentistry. The IIDF is meant to encourage and enable the development of technologically innovative methods for teaching which fulfill current and perceived needs, and which can be immediately implemented.

A limited number of IIDFs are available each year.

IIDFs DO NOT support:
- routine course costs
- salary enhancement
- pure research in education
- cost of hardware, unless it can be demonstrated that items are not already available

IIDF ADMINISTRATION

The IIDF funds two types of projects under the following designations:
- IIDF Faculty Grants (refer to pages 2-3 of this document)
- IIDF Studentships (refer to pages 4-5 of this document)

COMPETITION

The IIDF competition is held annually in fall. This timing allows faculty members who have applied for a Studentship to be informed of the availability of IIDF financing with sufficient notice, so that studentship job postings can be put forward early in the new year, before students have settled on summer employment.

ELIGIBILITY

IIDFs are available to Schulich faculty members only. Students wishing to access IIDFs must work through a sponsoring faculty member.
SHARING

Teaching materials developed through these grants should be licensed by the faculty member through Creative Commons: http://creativecommons.org/ and made available nationally to other teachers (ie: through the AFMC-sponsored Canadian Healthcare Education Commons (CHEC) http://www.afmc.ca/chec-cesc/index.php)

ADJUDICATION

Applications will be reviewed by the IIDF Advisory Committee. The committee is cross-disciplinary so please write for a diverse audience.

FUND ALLOCATION

Successful applicants will be required to contact Finance at Schulich Medicine & Dentistry to provide a speed code and project account, into which IIDFs will be transferred. Complete details will be provided to successful applicants.

REPORTING

Following completion of the IIDF project, applicants are asked to submit a 1-2 page post-IIDF report to the Advisory Committee Chair outlining the impact of the innovation on educational programs at Schulich Medicine & Dentistry.

FUND RECALL

The IIDF Advisory Committee reserves the right to recall unexpended funds when the interim report suggests that the project is not going forward as planned.

APPLICATION

Complete online application here.
IIDF Faculty Grants

1. An IIDF Faculty Grant is intended to cover the direct costs accruing to the faculty sponsor (excluding Studentships) incurred in the development of innovative learning projects. This grant in NOT intended to act as salary enhancement or to cover costs already incurred.

2. Costs of hardware involved in development will not normally be covered unless it can be demonstrated that such items are not already available. In the rare case where hardware costs are granted, the hardware will become the property of Schulich Medicine & Dentistry after completion of the project, not the individual applicant or his/her department.

3. While software costs are eligible for funding, all software will become the property of Schulich Medicine & Dentistry and not the individual applicant or his/her department.

4. Competition is open to all faculty members of Schulich Medicine & Dentistry.

5. The maximum faculty grant is $10,000. In cases where the grant application has been successful, the amount awarded will be within this maximum and at the discretion of the IIDF Advisory Committee.

6. Applications must include:
   a. Project Description
      Nature of the project, how is it innovative, how it fosters teaching, and all uses of technology.
   b. Outcome & Assessment
      Anticipated product or outcome and how it will be assessed. What will the project do? What innovative materials, tools, or approaches will result?
   c. Budget
      Itemize and justify each cost, including studentship if applicable.
   d. Timeline
      Development and implementation timelines; anticipated completion date.
   e. Relationship to other projects
      Source and amount of other funds that have been promised for the project; other sources of funding which have been approached.
   f. Synergy
      Relationships with IIDF Studentship(s), application for Studentship or other ongoing educational development projects.
   g. Alignment
      How does this innovation align with the educational goals of the Schulich Medicine & Dentistry program or course for which it is designed?
   h. Signed letter of support
From head of department, division or program in which this innovation will be deployed.

7. IIDF Faculty Grants carry with them the responsibility of the faculty recipient to submit a summary of the outcome of the project to the IIDF Advisory Committee by November 1 of the calendar year following the grant award. In cases where both a Faculty Grant and a Studentship have been awarded, one comprehensive report will suffice.

This report (max 2 pages) must include:
   a. Description of and, if appropriate, example(s) of the educational material produced, e.g. CDs, DVDs, URLs, etc.
   b. Narrative describing successes, obstacles, learnings encountered in the process.
   c. Suggestions for evaluation of educational outcomes expected from the use of the material.
   d. Suggestions for further projects which might build on the experiences and outcomes of the current project.

To qualify for IIDF funding in subsequent years for related or unrelated project, the faculty recipient must be in compliance with this reporting requirement. The IIDF Advisory Committee reserves the right to ask for further reports.

8. IIDF faculty recipients may be invited to participate in the annual symposium of new and innovative teaching technologies developed by Schulich Medicine & Dentistry, Western University, in the year following completion of the project.
IIIDF Studentships

9. A Studentship is a stipend to pay a student to work on a faculty-sponsored learning materials project. Generally this will involve an 8-10 week commitment during the summer months on the part of the student. Depending on the nature of the project, a studentship can also relate to student work over the course of the academic year. Students may not hold two Western University appointments concurrently.

10. Students with 8-10 weeks availability enrolled in any Schulich Medicine & Dentistry undergraduate, postgraduate or graduate program are eligible to receive the Studentship. Post-graduate trainees are not normally eligible.

11. The maximum value of the Studentship is $4,251.00 but it may be pro-rated by the IIIDF Advisory Committee for projects requiring fewer than 8 weeks of work.

12. Additional costs related to the Studentship must be covered off in some other fashion. Application for these funds can be made separately as part of an IIIDF Faculty Grant application (see pages 2-3).

13. Studentships applications must come from a sponsoring faculty member. This does not preclude the original idea coming from a student(s).

14. Applications must include:
   a. Project Description
      The nature of the project, how it is innovative, how it fosters teaching, all uses of the technology.
   b. Outcome & Assessment
      Describe the anticipated product or outcome and how it will be assessed. What will the project do? What innovative materials, tools or approaches will result?
   c. Timeline
      Development and implementation timelines, as well as anticipated completion date.
   d. Relationship to other projects.
      Is this a stand-alone Studentship OR one of a number of Studentships in parallel or serial fashion necessary to complete the project?
   e. Synergy
      Relationship to IIIDF Faculty Grant or other Schulich Medicine & Dentistry educational development project(s).
   f. Alignment
      How does this innovation align with the educational goals of the Schulich Medicine & Dentistry program or course for which it is designed?
   g. Signed letter of support
15. It will be the responsibility of the supervising faculty member to select and supervise the student recipient.

16. The Associate Director of Finance will ensure Studentship funds are paid, based on the recommendation of the faculty sponsor.

17. IIDF Studentships carry with them the responsibility of the student, together with the faculty sponsor/supervisor, to submit a summary of the outcome of the project to the IIDF Advisory Committee by November 1 of the calendar year following the grant award. In cases where both a Faculty Grant and a Studentship have been awarded, one comprehensive report will suffice.

This report (max 2 pages) must include:
   a. Description of and, if appropriate, example(s) of the educational material produced, e.g. CDs, DVDs, URLs, etc.
   b. Narrative describing successes, obstacles, learnings encountered in the process.
   c. Suggestions for evaluation of educational outcomes expected from the use of the material.
   d. Suggestions for further projects which might build on the experiences and outcomes of the current project.

To qualify for IIDF funding in subsequent years for related or unrelated project, the faculty recipient must be in compliance with this reporting requirement. The IIDF Advisory Committee reserves the right to ask for further reports.

18. IIDF faculty recipients may be invited to participate in the annual symposium of new and innovative teaching technologies developed by Schulich Medicine & Dentistry, Western University, in the year following completion of the project.