



## Memorandum

TO: All Faculty Members, Schulich School of Medicine & Dentistry

FROM: Dr. Jatinder Takhar, Associate Dean  
Continuing Professional Development

DATE: August 2011

RE: **Instructional Innovation and Development Fund**

Attached are the guidelines and application instructions for the Instructional Innovation and Development Fund. The fund will support two types of projects, Studentships, worth up to \$4251, and Faculty Grants, worth up to \$10,000. All members of faculty are eligible to apply.

Please review the attached guidelines and consider submitting an application with the requested supporting documentation. If you have any questions about the process or would like to see examples of successful grant applications, please contact Kay Hickey ([kay.hickey@schulich.uwo.ca](mailto:kay.hickey@schulich.uwo.ca) or 519-661-2111 x86204).

The deadline for the current competition is:

**Friday, October 14, 2011**

Return the completed application to:

IIDF Committee  
c/o Kay Hickey, Continuing Professional Development  
Suite 227 – 100 Collip Circle  
Mogenson Building, Research Park  
Schulich School of Medicine & Dentistry  
The University of Western Ontario  
London, ON N6G 4X8

Tel: 519-661-2111 x86204 Fax: 519-661-3797  
Email: [kay.hickey@schulich.uwo.ca](mailto:kay.hickey@schulich.uwo.ca)

## **Guidelines for Application**

### **Background**

The Instructional Innovation and Development Fund (IIDF) is a source of funding for both students and faculty who wish to develop innovative teaching materials, tools, or approaches which will enhance or improve the educational programs at the Schulich School of Medicine & Dentistry.

### **Adjudication**

The IIDF Advisory Committee will adjudicate all submissions. The objective of the IIDF is to foster and encourage the development of technologically innovative methods for teaching which fulfill a current perceived need and which can be immediately implemented. This fund is not meant to support routine course costs, salary enhancement, or pure research in education.

### **Who is eligible to apply?**

Faculty members only. Students wishing to access these funds 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, for example, through the AFMC sponsored Canadian Healthcare Education Commons (CHEC): <http://www.afmc.ca/chec-cesc/index.php>

### **How will the fund be administered?**

There will be two types of projects that the fund will support under the following designations:

IIDF Studentships  
IIDF Faculty Grants

### **IIDF Studentships**

- a. 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. However, 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 UWO appointments concurrently.
- b. Students with 8-10 weeks availability enrolled in any of the Schulich School of Medicine & Dentistry's undergraduate, postgraduate, and graduate programs are eligible to receive the Studentship. Post-graduate trainees are not normally eligible.
- c. The maximum value of the studentship is currently \$4251, but may be pro-rated by the IIDF Advisory Committee for projects requiring fewer than 8 weeks of work.
- d. If there are costs related to the studentship, these must be covered off in some other fashion. Alternatively, application for these funds can be made separately as part of an IIDF Grant application (see below).

- e. Application for Studentships must come from a faculty member who will be sponsoring the project (although this does not preclude the original idea coming from a student or students).
- f. An original and six copies of the application (application maximum of 2 pages) must be submitted with the following headings:
- i. Description of project. (Describe the nature of the project, its innovation, how it fosters teaching and all uses of technology.)
  - ii. Outcome. (Describe the anticipated product or outcome and how it will be assessed. It should be clear what the project will do and what innovative materials, tools or approaches will result.)
  - iii. Timeline. (Provide timelines and completion date.)
  - iv. Relationship to other projects. (Describe if this is one of a number of studentships, either in parallel or serial fashion, necessary to complete the project.)
  - v. Synergy. (Describe relationships with other IIDF Faculty Grant Proposals or other ongoing Schulich School of Medicine & Dentistry educational development projects.)
  - vi. Alignment. (Describe how the innovation aligns with the educational goals of the Schulich School of Medicine & Dentistry program or course for which it is designed)
  - vii. Letter of support. (Provide a letter from the Head of the Department/Division.)
- g. Once a studentship has been approved, it will be the responsibility of the supervising faculty member to select the student recipient.
- h. The Associate Director of Finance will ensure that the funds are paid out to the individual based on the recommendation of the faculty sponsor.
- i. All awarded IIDF Studentships carry with them the responsibility of the student, together with the faculty sponsor/supervisor, to submit a one-page summary of the outcome of the project to the IIDF Advisory Committee by October 1 of the calendar year following the grant award. Depending on the status of the project, the IIDF Advisory Committee reserves the right to ask for further reports. This report (maximum of 2 pages) must include:
- A description of, and if appropriate, example(s) of the educational material produced, e.g. videos, CDs, DVDs, website URLs, podcasts etc.
  - A narrative describing the successes, obstacles, and learnings encountered in the process
  - Suggestions for evaluation of educational outcomes expected from the use of the material
  - Suggestions for further projects which might build on the experiences and outcomes of the current project
- j. In order to qualify for funding from IIDF in subsequent years for any related or unrelated projects, faculty members must be in compliance with this reporting requirement.

- k. All faculty who have received financial support through studentships or grants from IIDF will be invited to participate in an annual symposium of new and innovative teaching technologies developed by the Schulich School of Medicine & Dentistry at Western. Normally this will be held in the year following completion of the project.

### **IIDF Faculty Grants**

- a. 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 is not intended to act as salary enhancement or to cover costs already incurred.
- b. 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 the Schulich School of Medicine & Dentistry after completion of the project, not the individual applicant or his/her department.
- c. While software costs are eligible for funding, all software will become the property of the Schulich School of Medicine & Dentistry and not the individual applicant or his/her department.
- d. Competition is open to all faculty members of the Schulich School of Medicine & Dentistry.
- e. The maximum 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.
- f. An original and six copies of the application (application maximum of 2 pages plus a separate budget page) must be submitted with the following headings:
- i. Description of project. (Describe the nature of the project, its innovation, how it fosters teaching and all uses of technology.)
  - ii. Outcome. (Describe the anticipated product or outcome and how it will be assessed. It should be clear what the project will do and what innovative materials, tools, or approaches will result.)
  - iii. Budget. (Provide a separate budget page: itemize and justify all costs including studentships, if applied for)
  - iv. Timeline. (Provide timelines and completion date.)
  - v. Relationship to other projects. (Describe the source and amount of other funds that have already been promised for the project and/or other sources of funding which have been approached.)
  - vi. Synergy. (Describe relationships with IIDF Studentships, applications for studentships, or other ongoing educational development projects.)
  - vii. Alignment. (Describe how the innovation aligns with the educational goals of the Schulich School of Medicine & Dentistry program or course for which it is designed)
  - viii. Letter of support. (Provide a letter from the Head of the Department/Division.)

g. All awarded IIDF Grants carry with them the responsibility of the faculty recipient to submit a one-page summary of the outcome of the project to the IIDF Advisory Committee by October 1 of the calendar year following the grant award. Depending on the status of the project, the IIDF Advisory Committee reserves the right to ask for further reports. In cases where both a Studentship and a Grant have been awarded, one comprehensive report will suffice. This report (maximum of 2 pages) must include:

- A description of, and if appropriate, example(s) of the educational material produced, e.g. CDs, DVDs, URLs, etc.
- A narrative describing the successes, obstacles, and learnings encountered in the process.
- Suggestions for evaluation of educational outcomes expected from the use of the material.
- Suggestions for further projects which might build on the experiences and outcomes of the current project.

h. In order to qualify for funding from IIDF in subsequent years for any related or unrelated project, faculty must be in compliance with this reporting requirement.

i. All faculty, who have received financial support through studentships or grants from IIDF, will be invited to participate in the annual symposium of new and innovative teaching technologies developed by the Schulich School of Medicine & Dentistry at Western. Normally this will be held in the year following completion of the project.

### **Recall**

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

### **How do I apply?**

Applications should be made to:

IIDF Committee

c/o Kay Hickey, Continuing Professional Development

Suite 227 – 100 Collip Circle

Mogenson Building, Research Park

Schulich School of Medicine & Dentistry, UWO, London, ON N6G 4X8

### **Application Deadline**

There will be one competition per year. This allows faculty to be informed of the availability of financing for their summer studentships well in advance, so that postings for jobs can go forward early in the new year before students have settled on summer employment. **The next application deadline is Friday, October 14, 2011.**

November, 2010