

Instructional Innovation and Development Fund Application Guidelines

Funding Criteria

The Instructional Innovation and Development Fund (IIDF) supports the development and implementation of innovative teaching materials, tools or approaches to enhance or improve educational programs at the Schulich School of Medicine & Dentistry.

Objective

The objective of the IIDF is to foster and encourage development of technologically innovative methods for teaching which fulfill a current perceived need, and which can be immediately implemented.

The IIDF is not meant to support routine course costs, salary enhancement or pure research in education.

Adjudication

The IIDF Advisory Committee adjudicates all submissions.

Eligibility

IIDFs are available to Schulich faculty members only. Students wishing to access IIDFs must submit 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): <https://chec-cesc.afmc.ca/en>

Fund Administration

The IIDF supports two types of projects under the following designations:

IIDF Studentships *(refer to pages 2-3 of this document)*

IIDF Faculty Grants *(refer to pages 4-5 of this document)*

Application Deadline

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

Obligations of the Successful Applicant

- Complete the project within the stated budget and time frame
- Submit a post-IIDF report within 30 days of the project end date
- Present on your IIDF project at Schulich Education conference or faculty forum

Funding Recall

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

Online Application

http://www.schulich.uwo.ca/continuingprofessionaldevelopment/faculty_development/application_iidf.html

Updated: August 2017

IIDF Studentships

1. 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 Western appointments concurrently.
2. 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.
3. The maximum value of the Studentship is currently \$4,251.00, but may be pro-rated by the IIDF Advisory Committee for projects requiring fewer than 8 weeks of work.
4. 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).
5. 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).
6. A PDF copy of the application (application maximum of 2 pages) must be submitted with the following headings:
 - a. Description of project. (Describe the nature of the project, its innovation, how it fosters teaching and all uses of technology.)
 - b. 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.)
 - c. Timeline. (Provide timelines and completion date.)
 - d. 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.)
 - e. Synergy. (Describe relationships with other IIDF Faculty Grant Proposals or other ongoing Schulich School of Medicine & Dentistry educational development projects.)
 - f. 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.)
 - g. Letter of support. (Provide a letter from the Head of the Department/Division.)

7. Once a Studentship has been approved, it will be the responsibility of the supervising faculty member to select the student recipient.
8. The Associate Director of Finance will ensure that the funds are paid out to the individual based on the recommendation of the faculty sponsor.
9. 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 November 1 of the calendar year following the grant award. The IIDF Advisory Committee reserves the right to ask for further reports. This report (maximum of 2 pages) must include:
 - a. A description of, and if appropriate, example(s) of the educational material produced, e.g. videos, CDs, DVDs, website URLs, podcasts etc.
 - b. A narrative describing the successes, obstacles, and 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
10. 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.

Faculty members who have received financial support through IIDF Studentships or Faculty Grants may be invited to participate in the annual symposium of new and innovative teaching technologies developed by the Schulich School of Medicine & Dentistry. Normally this will be held in the year following completion of the project.

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 is 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 the Schulich School of 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 the Schulich School of Medicine & Dentistry and not the individual applicant or his/her department.
4. Competition is open to all faculty members of the Schulich School of Medicine & Dentistry.
5. 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.
6. A PDF copy of the application (application maximum of 2 pages plus a separate budget page) must be submitted with the following headings:
 - a. Description of project. (Describe the nature of the project, its innovation, how it fosters teaching and all uses of technology.)
 - b. 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.)
 - c. Budget. (Provide a separate budget page: itemize and justify all costs including studentships, if applied for.)
 - d. Timeline. (Provide timelines and completion date.)
 - e. 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.)
 - f. Synergy. (Describe relationships with IIDF Studentships, applications for Studentships, or other ongoing educational development projects.)
 - g. 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.)
 - h. Letter of support. (Provide a letter from the Head of the Department/Division.)

7. 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 November 1 of the calendar year following the grant award. 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. A description of, and if appropriate, example(s) of the educational material produced, e.g. CDs, DVDs, URLs, etc.
 - b. A narrative describing the successes, obstacles, and 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.
8. 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.

Faculty members who have received financial support through IIDF Studentships or Faculty Grants may be invited to participate in the annual symposium of new and innovative teaching technologies developed by the Schulich School of Medicine & Dentistry. Normally this will be held in the year following completion of the project.