



Policies and Procedures to Apply for University of Calgary Teaching and Learning Grants

- Have an idea for a SOTL Grant?
 - ✓ Identify a teaching and learning question you would like to address (develop a new teaching approach or improve upon an existing teaching practice)
 - ✓ Consult with Center of Teaching and Learning at UCQ
 - ✓ Get help from the [Academic & Research Team at Taylor Institute for Teaching and Learning](#)
- Resource:
 - ✓ [Faculty of Nursing at the University of Calgary](#)
 - ✓ Collaborate with other institutions- consult with Research Office (RO)
 - ✓ List of students interested in participating in research- consult with Research Office (RO)



- Review the [Research Grant Application and Timeline](#) for UCQ to understand the appropriate timeline for approvals.
- The University of Calgary Teaching and Learning Grants is administered by the main campus. Please review the deadline and current information at the [University of Calgary Teaching and Learning Grants](#) and choose the right grant stream [Click here](#)
- All UCQ led research funding applications must undergo an [Internal/ external peer-review process](#).
- Options for external peer Reviewers:
 - [List of Peer Reviewers 2020](#)
 - [Academic & Research Team at Taylor Institute for Teaching and Learning](#)
 - [O'Brien Institute of Health](#) (you need to become a member)
- The Department Head and Dean will not sign off on funding applications that have not undergone the Internal/external peer review process, [Internal/External Peer Review Policy and Feedback Form](#)



- Upon completing your proposal and budget, submit the following documents to the Research Office (RO) at least ten days prior to the deadline for Dean's review.
Documents to submit to RO:
 - ✓ Print the complete application
 - ✓ Budget
 - ✓ [Signature form](#) (without Dean's signature; It is RO responsibility to review the application and send it to Dean for signature)



- Upon receiving approval from Dean, Principal Grant Holder **submits** the proposal in Teaching and Learning Grant website before the deadline