



Office of the Vice-Principal Academic and Dean

MEMORANDUM DCD #6, 2018-19

To: Chairs and Academic Directors
From: Ahmed Allahwala, Special Advisor on Experiential Education
Date: 26 February 2019
Re: **Experiential Education Fund (2019-2022): Call for Proposals**

A handwritten signature in black ink, appearing to read "A. Allahwala".

Building on the success of the initial round of projects funded through the [Experiential Education Fund](#), the Dean has committed one-time-only funding of up to **\$100,000 per year**, for a period of three years (2019-2022), to support new and ongoing experiential learning initiatives.

I am writing to invite your proposals for support for curricular and co-curricular initiatives for Year 1 from this Fund. We especially encourage proposals for experiential pilot projects that are integrated with program curricula, and aligned with faculty teaching and research interests. Projects will be funded for one year, but requests for renewal in subsequent years may be considered alongside other applications and a report of the outcomes of the previous year(s). Please submit proposals to [me](#). The deadline for this funding cycle is **April 12, 2019**. If you have any questions, please contact [me](#).

Successful initiatives will be encouraged and supported to make a request for continuing funding upon completion of the three-year funding. We encourage meaningful consultations within units, and broad participation in imagining experiential learning. We invite you to put your best and most innovative ideas forward!

There are two funding tiers available. Proposals for each tier will be evaluated on their intrinsic merit and the degree to which they align with the [University of Toronto's \(2017\) White Paper](#). All project proposals must be approved by the respective department head.

Tier I: Course-based Experiential Learning Enhancement

Up to \$2,500/year, awarded in April and October. One course can receive one grant per academic year. Requests for renewal in subsequent years may be considered alongside other applications and a report of the outcomes of the previous year(s). All UTSC faculty and instructors who teach an existing course

with an experiential learning component, or wish to add an experiential learning component to their course, are encouraged to apply.

Tier II: Departmental and Cross-departmental Experiential Learning Initiatives

Funding from \$2,500 to \$20,000/year, awarded in April, is available for projects that integrate experiential learning at a program/curricular level as a collaborative and intentional effort of multiple members of one or more academic units. Co-curricular initiatives are also eligible for funding through Tier II, but must align with broader program goals and/or directly support the professional development of students. Requests for renewal in subsequent years may be considered alongside other applications and a report of the outcomes of the previous year(s). Department/faculty-led collaborative teams within and across departments/units are encouraged to apply.

Proposals should include

- A description of the initiative with clear articulation of its experiential learning components and objectives
- A description of how the initiative intends to enhance student learning and/or program outcomes through experiential learning
- An estimate of the number of students who would benefit from the initiative
- A budget, including a description of how the funds will be used
- A project timeline
- Preliminary ideas of how the impact of the experiential learning initiative will be evaluated
- A supporting letter from the department head
- Tier I proposals are expected to be about 2 pages; Tier II proposals can be up to 5 pages

Eligible Expenses

- Hiring casual staff for project development, coordination, and implementation. (Note that support for placement development and curricular integration is offered centrally through the Arts & Science Co-op Office and the Centre for Teaching and Learning.) Proposals requesting staff support should describe how it complements existing staff resources on campus.
- Hiring teaching and research assistants for programming and support
- Reimbursement of student expenses (transportation, police checks, food, etc.)
- Costs associated with student preparation for experiential learning
- EL-related technology support.
- Honoraria for external partners.
- Student stipends
- Project events (workshops, student conferences, community events, etc.)
- Communication and dissemination (websites, graphic design, printing, etc.)

Reporting

Grant recipients are expected to submit a report upon completion of the funding cycle. In an effort to build capacity and foster curricular and pedagogical innovation around experiential learning, grant

recipients will be encouraged to share their project outcomes and learnings in a variety of formats more broadly across campus.