



**2021/22 Pedagogical/Professional Development Grant (PPG) for Teaching Stream Faculty at UTSC**  
**Office of the Vice Principal Academic & Dean**

**Application Deadline: 30 November 2021**

The Office of the Dean has established a **Pedagogical/Professional Development Grant (PPG)** to support teaching innovation and leadership by continuing track Teaching Stream faculty. This competitive grant may be used by full-time and part-time Teaching Stream Faculty with pedagogical/professional development expenses that outstrip the yearly supplement provided through the **Professional/Pedagogical Development Support Fund (PPF)**<sup>1</sup>.

All continuing-track Teaching Stream faculty members are invited to apply. Applications may be from individuals or collaborative groups (see below).

In any one academic year, each full-time, continuing track Teaching stream faculty member is eligible to receive one PPG of up to \$1,000 as an individual applicant, and one additional PPG as part of a collaborative group. Beginning 2021-22, faculty with part-time continuing appointments are eligible to receive one individual and one collaborative group PPG, pro-rated based on their percentage appointment.

The following are examples of eligible expenses (online or in person):

- Participation in or contributions to workshops, seminars and other development opportunities (within the University or external to the University) aimed at pedagogical development;
- Pedagogical research supporting contributions to the pedagogical literature, workshops or other pedagogical development opportunities;
- Discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches;
- Participation at and contributions to academic conferences where sessions on pedagogical research and technique are prominent;
- The ongoing pursuit of further academic or professional qualifications and/or discipline-based scholarship or techniques relevant to the field in which the faculty member teaches;
- Professional or creative work that allows the candidate to maintain a mastery of their subject area, examples include engagement with professional organizations associated with the candidate's area of expertise
- Digital tools (i.e. software) to enhance pedagogical techniques across multiple courses (*\*NEW given COVID related challenges*).

The following are NOT eligible expenses for this fund:

- Computer equipment or related digital technologies
- Materials intended primarily to support teaching in a particular course

Faculty members with queries about eligible expenses not included here are advised to contact [deanhr@utsc.utoronto.ca](mailto:deanhr@utsc.utoronto.ca) for consultation prior to submitting an application.

---

<sup>1</sup><https://www.utsc.utoronto.ca/vpdean/funding-opportunities>

**Collaborations.** Groups consisting of full-time and/or part-time continuing track Teaching Stream faculty members are also eligible for support for collaborative projects/activities.

For collaborative proposals, a single application and budget should be submitted by one Teaching Stream faculty member who will act as the 'principal applicant'. For such group applications, the principal applicant must name all collaborators, and their roles in the project must be clearly defined in the proposal.

The maximum budget for a collaborative proposal is \$1,000 per eligible full-time Teaching stream faculty member participating in the project/activity (e.g., if a group consists of one principal applicant and four collaborators, the maximum grant amount is \$5,000). The amount for part-time faculty will be pro-rated based on their percentage appointment.

**Cost-sharing.** Grant applications that include cost-sharing or matching-fund schemes with academic units are permitted. Teaching Stream faculty members proposing projects/activities with expenses that exceed the maximum amount of the PPG are encouraged to discuss their application with their academic unit head.

**Other sources of funding.** Many other sources of funds for pedagogical research and innovation are available at U of T. Direct application to these funds will be encouraged if these are more appropriate for the scope of the proposed project/activity or budget.

The PPG could be leveraged as 'seed' funding in support of other grant applications as long as the PPG request is for expenses eligible as outlined above, and can stand on its own merits. Faculty who plan to apply for other grants with a PPG as 'seed' support should include this information on their application.

Other grants offered by U of T that may be relevant include:

- Funding opportunities administered by the Office of the Provost, including:
  - [Learning and Education Advancement Fund \(LEAF\)](#)
  - [Instructional Technology Innovation Fund \(ITIF\)](#)
- [Teaching Enhancement Grants](#) - CTL, in partnership with Information and Instructional Technology Services (IITS), offers Teaching Enhancement Grants with two rounds per year. Categories include teaching equipment, software, enhancement, assessment, matching fund requests, professional development, and teaching and learning seed grants.
- [Sponsorship Requests for Research Conferences, Symposia & Workshops](#) administered by the OVPRI and Dean's office for events held on the UTSC campus.

### Application process

- Application deadline: **November 30, 2021**. (A call for applications will normally be issued once each year. Depending on availability of funds, an additional call for applications may be issued in the Winter semester.)
- Applications will be reviewed in the Dean's Office in consultation with the applicant's academic unit head and a representative from CTL.
- Submit applications by email to: [DeanHR@utsc.utoronto.ca](mailto:DeanHR@utsc.utoronto.ca)
- Applications must include:
  - **2 – 4 paragraph (max. 800 words) description** of the proposal for the use of funds, including anticipated benefits for the participating faculty members and for students, the academic unit and/or UTSC as a whole.
  - If applicable, please include a **contingency plan** for use of funds in the event that activities are disrupted due to COVID-19 measures (max. 500 words).
  - **In the case of a collaborative project/activity:** a description of the role of each collaborator
  - **A detailed budget**, including any matching funds from the unit or other sources.
  - **A proposed timeline for the project/activity.**

### Evaluation Criteria

Funds are limited, and **PPG's will be awarded in a competitive process.**

Criteria for award decisions will include:

- Justification for the need for funds above the PERA and *Professional/Pedagogical Development Support Fund (PPF)*<sup>2</sup>
- Likely impact of the project/activity on career development of individual faculty members and/or broader positive impacts on students, academic units within the University, or practices outside the University
- Record(s) of individual(s) involved in the proposed project/activity
- Completeness of budget; it should be clear how the funds requested are sufficient for the proposed project/activity (including any matching funds or cost-sharing)

### Disbursement of funds and Reporting

- For approved applications, funds will be transferred into the PI account of the individual applicant or principal applicant (if a group application). Faculty should work with departmental business officers to manage these funds.
- Successful applicants must provide an exit report by the end of the academic year following grant receipt (by email to [deanhr@utsc.utoronto.ca](mailto:deanhr@utsc.utoronto.ca)). This must include a brief accounting of their expenditures and experiences.
- Timely receipt of an exit report is required to retain eligibility for current or future Decanal funding opportunities (including the yearly PPF and subsequent applications to the PPG), and to remain in compliance with the terms of this grant.

---

<sup>2</sup> <https://www.utsc.utoronto.ca/vpdean/funding-opportunities>