Phase Three
2020-21 Application Guidelines

Background

The Academic Innovation Fund (AIF) was created in 2010 to encourage innovation in teaching, learning and the student experience. The purpose of the Fund is to support the implementation of projects to advance York’s institutional priorities that are articulated in York’s University Academic Plan, Strategic Mandate Agreement and the Institutional Integrated Resource Plan in relation to eLearning, experiential education, student success and retention strategies within the curriculum, and internationalization. It is intended to encourage innovation and change at York by supporting new initiatives or those that extend current initiatives in significant new ways. There will be two categories of funding: Category I funding will support academic innovation projects, and Category II funding will support course development projects. There will be a second AIF call focusing on the Scholarship of Teaching and Learning (SoTL) projects for Winter 2020 term.

The 2020-2021 call for proposals will prioritize the following areas:

- embedding eLearning within undergraduate or graduate degree programs using blended or fully online strategies (see eLearning Common Language document) and/or
- embedding Experiential Education within undergraduate or graduate degree programs through community focused and/or work focused EE strategies (see EE Common Language document), which might include or focus on entrepreneurialism in the curriculum, and/or
- embedding student success and retention strategies within the curriculum in undergraduate degree programs (see First Year Experience (curricular) for guidance), and/or
- embedding internationalization within undergraduate or graduate degree programs; internationalization of curriculum implies integrating an intercultural dimension into the learning and teaching process so that students can acquire an appreciation and understanding of international perspectives and competencies. Some ways to achieve internationalization of the curriculum are:
  - by integrating intercultural or comparative focus with existing courses and/or degree programs
  - designing summer abroad courses, programs, field schools and integrating international internships
  - developing and implementing technological tools to support internationalization of the curriculum

The success of AIF initiatives funded thus far has allowed York to build pan-University strategies and systems supporting the further growth and development of curricular innovation. Many of our students are currently benefiting from these innovations. Information about the projects that were funded can be found on the AIF website.
AIF Application Guidelines 2020-21
October 2019

AIF Funding Categories (2020-21)

There will be two categories of funding for 2020-2021. **Category I funding** will support initiatives by Schools, Departments and/or Faculties to strategically embed one or more of the four indicated institutional priorities - eLearning, Experiential Education (EE), Student Success and Retention Strategies, and internationalization within the curriculum - in undergraduate or graduate degrees. For eLearning, the development of new programs or certificates and redesign of existing programs or certificates to fully online delivery format will be prioritized. All new program proposals must have received appropriate governance approval or approval in principle prior to submission. It is anticipated that the majority of the funded activity will be focused on developing online versions of new or existing courses. It is possible that some courses already exist in an online format, and the proposal maps out the work to complete the development of the fully online program. Internationalization in the curriculum, and building entrepreneurialism into curriculum might also be considered by applicants for proposals embedding EE strategies. **Category II funding** will provide individual grants to full-time and contract faculty members who wish to redevelop their courses using eLearning (e.g. blended or fully online) selected EE strategies and/or international perspectives/opportunities. All new course proposals must have received appropriate governance approval or approval in principle prior to submission. More information about these strategies can be found on the AIF website. It is expected that all projects incorporate universal design principles and to make curriculum more accessible for students with accommodation needs and/or disabilities.

Projects that are developed through AIF must comply with [Ontario’s accessibility requirements](#) and [York’s guidelines for ethical research](#).

A total of $1.5 million will be available annually over each of the next two years (i.e. 2020-21 and 2021-2022). Category I project proposals may request one or two years of funding support. Approval in principle will be given for Year Two funding requests and final approval will be based on the degree to which the project has met its agreed deliverables for Year One.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Funding Available</th>
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| **Category I** | **Open to full-time faculty/staff members**

*Academic Innovation Projects*: Proposals will be considered that are curricular in nature and will assist with the embedding of eLearning, EE, Student Success and Retention within the curriculum, and/or internationalization strategies in degree programs.

Highest priority will be given to proposals that demonstrate that they are sustainable, scalable and affordable. High priority will be given to grant requests from schools, departments or Faculties that have documented EE, and eLearning plans.

Category I proposals include:

- **Pan-University proposals**: Initiatives intended to have an impact across the University and/or that are a collaborative effort by two or more Faculties.
- **Faculty-based proposals**: Initiatives which apply wholly or primarily within a particular Faculty.
- **Individual or group proposals**: Initiatives submitted by faculty or staff, individually or in groups.

Up to $50,000 per year*
*Note: funding requests up to $100,000 will be considered for initiatives that have large scale impact. A detailed rationale for this budget requirement must be provided along with the project plan and budget template.

<table>
<thead>
<tr>
<th>Category II</th>
<th>Curricular Innovation Grants: Faculty members will be invited to submit proposals for redesigned courses using eLearning, EE, and/or internationalization strategies.</th>
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<tbody>
<tr>
<td></td>
<td>Grants for eLearning will support course redesign incorporating blended learning, fully online learning or the flipped classroom. Grants for EE will support the embedding of the following EE Strategies: Classroom Focused, Community Focused and Course Based Placements. Grants for Internationalization will support the embedding of international perspectives/opportunities.</td>
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<td>High priority will be given to grant requests from schools, departments or Faculties that have documented EE and/or eLearning plans, which identify priorities for embedding strategies within degree programs. Proposals for the creation of program based placements, internship or co-operative education programs must be submitted under Category I.</td>
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$5,000 per course

Assessment Process and Criteria

All proposals will be reviewed, approved and ranked by the Office of the Dean before being submitted to the Office of the Provost. Faculties are encouraged to set their own internal deadlines.

The AIF Steering Committee, chaired by the Associate Vice-President Teaching and Learning, will review all proposals and provide its recommendations to the Provost, who will make final decisions.

All applicants will be expected to use the common language and definitions for EE and eLearning, in the writing of their proposals, where appropriate. Applicants may also be interested to consult the York International website.

Category I Application Process and Assessment Criteria

Please see the attached AIF Category I Grant application form. Please note that projects funded in AIF Phase One (2011 – 14) or Phase Two (2015 – 2018) are not eligible for Phase Three funding. Also note that the following expenditures are excluded from funding support: capital construction, building renovations, furnishings, release time and student financial aid.

The following criteria will be used to assess all Category I Academic Innovation project proposals.

Contribution of Project to Curricular Quality:

- The project deliverables are clearly stated in measurable terms (15%)
The implementation plan is clear and the project can be implemented in the timeframe and manner described (10%)

Evidence that the project will be evaluated, along with a description of how the findings will be used and shared (10%)

**Scalability:**
- The initiative can be scaled to reach large numbers of students (15%)
- The initiative will positively impact the Faculty’s and York’s reputation and the results of the project will be communicated and disseminated in a meaningful way (10%)

**Affordability and Sustainability:**
- Evidence that the project is supported in Faculty plans for curricular innovation (10%)
- Evidence that the project will be supported by the Faculty and be sustainable beyond the period of AIF support (10%)

**Qualifications and Experience:**
- The proposal includes, or provides for, a project work group with the relevant qualifications, knowledge and experience to ensure that the deliverables will be successfully achieved (10%)

**Budget:**
- The budget outlines cost projections and the numbers reflect the priorities of the project. (10%)

**Category II Application Process and Assessment Criteria**

Please see the attached AIF Category II Curricular Innovation Grant application form.

The faculty member will be provided with both a research grant and in-kind integrated professional development and technical support (including instructional design support and Moodle course creation/redesign support) from the Blended and Online Learning Development (BOLD) team within Teaching Commons.

Note: The cost of any specialized approved software or any additional resources required for the redevelopment of the course will be the responsibility of the Faculty.

The following criteria will be used to assess all Category II Curricular Innovation Grant proposals.

**Course Description:**
- The student learning outcomes are clearly stated (20%) *
- The course is described in sufficient detail, including information on assessment and how this will be impacted by the course redesign (10%)

**Course Redesign:**
- Rationale describes how the proposal strengthens the course and the degree program while advancing York’s institutional priorities in relation to teaching and learning (20%)

**Scalability (eLearning only)**
- Evidence that the course can be scaled to reach larger numbers of students and/or satisfies an unmet need in the degree program (20%)
Community/Industry Partners (EE only)

- Inclusion of a clear description of what interaction will take place outside of the classroom and with whom (20%)

Affordability and Sustainability:

- Evidence that the redesigned course will be supported by the School/Department and Faculty and that it is considered integral to the quality of the degree program (20%)

Sharing Best Practices

- Evidence that the results of the course redesign will be communicated and disseminated in a meaningful way (10%) (i.e. Teaching In Focus conference)

* BOLD team may assist applicants in the preparation of their proposals upon request. Please email teaching@yorku.ca.

Requirements of all Successful Project Leads

All Project Leads will be required to submit both interim and final evaluation reports. Reporting requirements are linked to project funding transfers. All Project Leads will also be required to take part in meetings and workshops that will assist them in project management or course redesign.

Application Submission Process and Deadlines

Applicants must complete the Category I or II application form and submit it electronically. Supplemental material should be submitted only if it is essential to the clear presentation of the project/initiative.

Individual applicants are required to submit their proposals to the Office of the Dean to be reviewed, approved and ranked. The Office of the Dean will then submit full package to the Office of AVP Teaching and Learning. Each Faculty may have its own internal deadline. Faculty members should consult the Office of the Dean for internal submission deadlines.

Ranked application packages from the Office of the Dean are to be submitted electronically to Office of the AVP Teaching and Learning (avptl@yorku.ca) by 4:00 PM on Friday, February 7, 2020.