Criteria
- Proposal provides clear rationale, methodology, and objectives consistent with the TLEF’s mandate
- Expected project outcomes are well defined and achievable
- Proposal provides evidence of consultation with stakeholders in the faculty and university who will be involved in supporting the project, e.g., Library, Centre for Teaching and Learning (CTL), Information Services and Technology (IST). This consultation is particularly important in projects that involve curriculum or learning technology development
- Proposal includes a brief but relevant literature review

Eligible Costs
- Student salaries (undergraduate and graduate research assistants)
- Materials, supplies, etc., directly related to the initiative
- Development and production costs directly associated with the project or dissemination of outcomes
- Software and equipment expenses may be funded if there is a pedagogical need clearly identified in the proposal and no other source of funding exists, and the software has received a Privacy and Security Review. However, computers, printers, and monitors cannot be funded

Note, any over expenditure above the awarded amount will be the responsibility of the project holder.

Expectations of Recipients*
- If appropriate, apply for ethics approval through Research Ethics & Management Online (REMO)
- Ensure that any request to use new software has received a Privacy and Security Review. See: privacyandsecurity.ualberta.ca/checklist.html
- Notify CTL of any project dissemination activities and provide copies of conference abstracts, posters, papers or other scholarly articles for the TLEF website
- Submit a final report (2-3 pages maximum) within 3 months of the completion of the project.
- Participate in evaluation of this program by completing a follow-up survey and/or interview

CTL Support
Consultations are available from CTL on:
- Designing pedagogical innovations
- Designing evaluation and/or research plans
- Preparation of ethics proposals
- Using course work as a source of data in pedagogical research
- Research communication and reporting (e.g., presentations and publications)

*Note, applicants must be eligible as per the UAPPOL “Eligibility to Apply For and Hold Research Funding Procedure” or should have as a collaborator someone who is eligible to hold funding.