Anti-Racism Initiative (ARI) Grants are intended to support faculty and staff to design new courses, create new materials for existing courses or substantially revise courses, programs and curriculum or learning resources that will help fulfill UVic's commitment to anti-racism and the values of equity, diversity, inclusion and belonging as set out in the UVic Strategic Framework and the Equity Action Plan**.**

Contents

About the Grant

Overview

This grant supports learning and teaching projects that will help fulfill UVic's commitment to anti-racism and the values of equity, diversity and inclusion (EDI) as set out in the UVic Strategic Framework, UVic's Equity Action Plan, and as a signatory of the Scarborough Charter on Anti-Black Racism and Black Inclusion in Canadian Higher Education. It seeks to fund proposals that aim to improve the learning experiences of students by acknowledging diversity, fostering respectful, inclusive, and equitable educational environments, and embedding anti-racist practices in teaching and learning. Projects can involve the design of new courses, the creation of new materials for existing courses or course/program curriculum renewal to integrate EDI and/or engage students in anti-racism awareness and work.

Range of Proposals

The adjudication committee for the ARI Grants will consider proposals that aim to improve the learning experiences of students at UVic by acknowledging diversity, fostering respectful, inclusive and equitable educational environments, and embedding anti-racist practices in teaching and learning.

Eligibility

We encourage proposals from those who directly support student learning and the student experience at UVic, including research-stream and teaching-stream faculty, sessional lecturers, laboratory instructors, and teaching-related professional staff of the University. In particular, proposals are encouraged from early-career academic professionals or those new to UVic.

Proposals may have a single applicant or a principal applicant with added co-applicants.

In the case of sessional instructors, preference will be given to those with continuing appointments. Be advised that if you are a sessional instructor and the principal applicant, and you are designing/re-designing a course, we may also ask you and your Chair/Director to indicate that you are likely to teach the course again in the future.

If you are a previous grant recipient for any Learning and Teaching Support and Innovation (LTSI) grant, you can still apply. If your previous grant is still active, but you have not fulfilled the obligations of your grant (see Grant Awardee Commitments), you must complete those obligations prior to being considered for another LTSI grant.

Application Process

Application Requirements

The following are the **steps of the application process**:

1. Complete the grant application form following these guidelines and respecting the word limit for each item.

2. Before you submit your application, please check off the box that says "Send me an email receipt of my responses", then submit. You will then receive an email receipt which includes a copy of your responses (PDF). Please download the PDF file, save it and forward it to your Chair/Director or Dean (if you are a Chair/Director) for approval. Please ensure you have communicated your project proposal to them in good time for their review—following departmental/faculty guidelines for the submission of grant proposals to Chair/Director/Dean.

3. Once you have submitted the application, you cannot edit it. If you have questions or need to make an urgent amendment, please contact the LTSI Program Coordinator.

Tip: To make sure you have a reliable record of your information before submission, we suggest you copy your responses into a separate file (or copy from a separate file into the form).

Ethics Approval Requirements

Some projects may involve the collection of data from human participants as well as experiences wherein students collect data from human participants during their coursework or other research activity (e.g.**,** interviews, surveys, participant observation, focus groups). If such work is involved, the UVic Human Research Ethics Board (HREB) must approve the project, and the principal applicant is responsible for ensuring that ethics approval is obtained prior to data collection.

If you are unsure about the need for such approval, we urge you to consult the UVic Human Research Ethics (HRE) website and contact ethics@uvic.ca or ethicsassist@uvic.ca to discuss. You should reach out to them at the time of application; however, the approval itself is not required before the successful adjudication of a grant.

Questions to Consider

While formulating your proposal, keep in mind the following questions. Note that these are considerations and do not necessarily coincide with the wording of the questions on the application form. Please try to integrate these considerations into your application:

- What do you hope to **achieve**? While describing the proposed project, state the guiding learning principles, project activities and goals. Pay particular attention to how your project plan aligns with the stated project goals. Your goals should be **specific rather than general**.

- Which are the **intended learning outcomes (ILOs)** of your proposal? In the case of a course design/redesign, these need to be defined and in alignment with your overall project goals. For projects that are not limited to a specific course, state the broad learning outcomes, connecting these to the expected benefits to the

student learning experience. Also indicate how these outcomes are connected to UVic's commitment to anti-racism and the values of equity, diversity and inclusion, and the significance of the project in that respect.

- You will need to provide a **brief literature review** of relevant scholarly and, if applicable, other works (e.g., creative research) that are relevant to the project you are proposing. These may include works relevant to an academic discipline and/or to the scholarship of learning and teaching relevant to the concept and the theoretical and methodological frameworks of your project. Connect your review to **current work in your discipline and relevant educational trends**, and mention how these will inform your own project.

- What **additional supports** from LTSI or other campus partners might be helpful for your project? Often the expertise you are looking for is available at UVic. LTSI is a useful starting place to go for assistance, advice and referral. Note that LTSI can assist with, among other things: How to define and write intended learning outcomes; How to conduct a focus group; Examples of learning principles and ILOs; and how to provide effective formative feedback to students.

- How will you **share your findings** with colleagues or others both within and outside the university? We use 'findings' here to include any aspect of the process, knowledge gained, goals, outcomes or conceptual framing of your project. This communication can occur at any stage of the development of the project or after its completion.

  We ask that successful applicants share the results of their projects at the annual *Let's Talk About Teaching* event, which is coordinated by LTSI. Feel free to include this activity if you would like to share your findings in that way. Nevertheless, we also ask that you include additional ways of making your work known for the benefit of the academic and wider community.

  Here are some examples of how you could share your project work. You will: share the results of the study with departmental colleagues at your annual teaching retreat; submit significant findings for presentation at discipline-specific professional conferences; share your findings with departmental colleagues at your monthly research seminar series; request that we assist you in offering a workshop through LTSI.

- Is there any **other information** that you would like to share with members of the adjudication committee that would help them to fully appreciate your proposal?

Project Funding for Grants

Grant funding for any project in a given budget year is a maximum of **$7,500**. The intent behind this limit is to distribute financial support across meritorious proposals (preferably in a diversity of Faculties, Departments and Schools) in order to maximize direct benefits to a wide range of student learners.

Budget and Accounting Requirements

Consider how the project budget will be spent and describe exactly how much will be spent doing what; provide a justification for each item. The sustainability of the project is an important criterion. Continuation of the project in post-grant years should not be dependent on continued grant funding. Think of whether a project is

independent, has or requires funding from additional sources, or whether it is the first in a series of planned projects which may require funding from other sources after the completion of the currently proposed project. Please indicate clearly.

Eligible Expenses
Eligible expenses include but are not limited to:
- paying undergraduate, graduate or other research assistants (RAs). Individuals who hope to be hired on the grant as RAs should not be listed as the applicant or a co-applicant;
- teaching release time (see details under Application Approval). Note that normally teaching release time is only available to the main applicant;
- engaging outside consultants that are essential to the successful completion of the grant. If you are requesting such a budget item, please explain the value of this work for the grant. Note that copyright for "products" of work undertaken on behalf of the project is subject to the Copyright Compliance and Administration Policy (IM7310);
- travel that is necessary for completion of essential components of the project; and,
- fees to participate in relevant training and workshops to support project goals.

The adjudication committee will consider the eligibility of expenses and may, upon approval or conditional approval of the grant, recommend alterations to the budget.

Research Assistant Salaries
If the grant application is successful, you must adhere to all university policies and procedures, including those pertaining to wage rates, vacation pay, and appropriate benefits. Please consult the Human Resources CUPE 4163 salary schedule (Component 1 & 2) TA Appendix – Academic & Scientific Assistants, for current rates.

Note that vacation pay of 4% is to be computed on the wage rate; and that benefits pay (currently 11.85%) is computed on the wage rate + vacation pay. Please indicate the hourly salary, vacation pay and benefits, the number of hours requested and the type of activity to be carried out as requested in the application form and budget template therein. You may contact the LTSI Program Coordinator if you have further questions.

Also note that, when paying salaries, grantees need to indicate the basic salary rate on payroll forms. The payroll forms fill in the vacation automatically. The eventual sum paid out of the grant also includes benefits, which are not calculated for the employer/grantee to see. It is therefore important that, for the purpose of the grant application, you calculate (use the budget template included in the application form) and request the total amount that will be needed if the grant is approved.

Budget Examples (examples are general to LTSI grants)
- One graduate student will be hired at $32.17 per hour for 40 hours to help survey the introductory chapters of five existing textbooks. Total pay will include 4% vacation pay and compounded 11.85% benefits ($32.17 x 40 = $1,287).
- A graduate RA will travel to the field teaching site (250 km round trip) four times. Travel will be reimbursed at the standard UVic rate for use of personal vehicle of $0.51/km ($0.51/km x 1000 km= $510.00).

- The RA is needed for the initial design of course modules and monitoring of students' reaction to the redesigned course elements. These RA activities will not be needed in subsequent offerings of the redesigned course. The redesigned course will be sustainable without additional outside support.

Sample Budget

Here is a complete sample budget:

A RA will be hired to assist with the information-gathering process and the design of the learning modules.

May-Aug 2021 (Note the change in current rates)

• 14 hrs: Create survey to gather information from external stakeholders; analyze data

• 6 hrs: Meet with Elders to learn how Indigenous peoples perceive health and physical activity. Provide honorarium and gifts.

• 10 hrs: Conduct 2 focus group interviews (on Zoom) with interested stakeholders

• 21 hrs: Complete transcription and data analysis to identify key learning themes

Total: 51 hrs at $31.52/hr = $1,607.52

Sept-Dec 2021

• 7 hrs: Finalize ILOs for learning modules

• 28 hrs: Develop learning strategies and assessment tools that align with ILOs and abide by principles of

[Universal Design for Learning (UDL)](#)

Total: 35 hrs at $32.17/hr = $1,125.95 [the basic rate of $27.65 is used in this example]

Jan-May 2022

• Implement learning modules in course

• 7 hrs: Survey students' perspectives on the course materials; analyze data

• 14 hrs: Adjust module content as necessary

Total: 21 hrs at $32.17/hr = $675.57

Total Budget Request: $3,409.04

Ineligible Expenses

Applicants and co-applicants **may not** use grant funds for the following:

- To be reimbursed for work related to the grant;
- To employ Teaching Assistants for timetabled courses (Teaching Assistantships are part of the academic planning of faculties). Students can only be employed as RAs for research towards and development or implementation of an awarded project;
- To purchase equipment or supplies normally supplied by the University;
- To use commercial services (other than those stated in the list of eligible expenses);
- To cover costs of academic work, such as journal subscriptions; and,
- To cover costs of registration for, or travel to, academic conferences for attendance or the dissemination of project work as these may be covered through Professional Development or other UVic funds.

Note that:

- Where work with Indigenous Elders is involved, there are specific UVic protocols of acknowledgment and reimbursement. You need to consider these when you formulate your proposal. While it is possible for a grant to cover part of that reimbursement under eligible

expenses (see above), you may not be able to rely solely on the grant, and funds must be sought from other sources;

- Funds used for items other than those listed in the approved application budget must be pre-approved by the LTSI Executive Director (contact the LTSI Program Coordinator);
- Once a grant is approved, a budget can only be modified through written approval by LTSI. A new budget will have to be submitted based on eligible expenses and to the limit of the approved amount, explaining the modifications, i.e., the initially approved amount cannot change; and,
- In the application form use the 'Other' category to indicate all expenses which are mentioned in the main 'eligible expenses' list. Include any expenses related to Indigenous protocols, unless these are paid as salaries.

Application Approval

The Chair/Director/Dean's support for the project indicates three things:

1. Confirmation of departmental/unit support for this application, including a commitment to project completion. Note that, where teaching release is requested, the maximum amount from a grant that can be used for that purpose is $5,000, and that the principal applicant's home unit is responsible for supplementing any remaining funds towards course release.

2. Understanding that, if the grant is approved, the principal applicant's home unit will be contacted by LTSI and will be asked to assign a distinct account to the principal applicant to be used solely for approved budget items related to the grant, and LTSI will have viewing privileges on the account to monitor expenditures. If the project requires ethics approval (see Ethics Approval Requirements), we will transfer funding to the grant account only after we receive an e-copy of the ethics approval from the HREB.

3. Commitment, along with the recipient, to assume responsibility for any deficits accrued in the recipient's grant account.

Where there are multiple proposals from the same unit, we may ask the Dean, Chair or Director to prioritize these proposals within the context of the strategic directions of the faculty, department or school.

Assistance for Completing Your Proposal

We highly recommend that you arrange for at least one consultation on your proposal well in advance of the proposal deadline. This can be done in two ways: a. LTSI organizes a series of workshops to support applications for its grants. Dates of the workshops for the grants will be announced on the LTSI newsletter; b. for individual consultations, contact the LTSI Program Coordinator.

Depending on the nature of the project, LTSI may recommend consultation with other campus partners, such as Equity and Human Rights (EQHR), the Library, Student Affairs, University Systems, or LTSI's Technology Integrated Learning (TIL) unit.

Post-Application Process

Proposal Adjudication

After the proposal deadline, all applications will be screened to ensure that the proposals are complete and appropriate to the grant. If the grant facilitator, in consultation with the LTSI Executive Director, concludes that a proposal is a better fit for one of the other learning and teaching grants, the principal applicant will be contacted prior to final adjudication.

All applicants will be notified of the adjudication decision by email.

If a grant is successful, the adjudication panel may, on occasion, propose modifications to the budget. The principal applicant will be notified of any recommendations for modification along with the panel's decision. Also note that grant recipients do not always receive the entirety of requested funds.

Where available funds allow, adjudication committees reserve the right for conditional approval of a grant if the project aligns with the adjudication criteria in all but the budget or a specific component of the grant. In this case, the provisional grantee will be contacted with recommendations for modifications; final approval will be granted once the committee's recommendations have been addressed.

Grant Criteria

General criteria for LTSI Learning and Teaching grants include: clarity and specificity of pedagogical principles to be applied to the planned materials towards courses, programs, curricula, or learning resources; the extent to which the Learning and Teaching grant goals are meaningfully reflected into the proposed project; the potential impact of the project on the student learning experience; the location of the project in current scholarly and creative work, and post-secondary educational trends; and the project's feasibility and sustainability within the timeframe and budget presented.

In particular, successful ARI proposals will have a:
- clear statement of what the applicant would like to achieve;
- well-articulated plan for how to proceed and principles that will guide the process;
- description of the proposed significance of the project in terms of contributions to teaching and student learning and UVic's commitment to anti-racism and the values of equity, diversity, inclusion and belonging;
- brief, targeted review of the literature that supports the plan;
- plan for sharing the project goals and outcomes to appropriate audiences; and,
- sustainable budget with justification for each item.

Adjudication Committee

Adjudication committees for LTSI Learning and Teaching grants may include faculty members, sessional instructors, librarians, previous grantees, student representatives and LTSI staff at the level of Director from the area most relevant to each grant. The ARI adjudication committee additionally includes representatives from the Office of Equity and Human Rights. The ARI adjudication committee is facilitated by the Director, Curriculum Renewal and Strategic Initiatives.

ARI Adjudication Committee

- Executive Director, Division of Learning and Teaching Support and Innovation, Co-chair
- Acting Vice-Provost, Office of the Vice-President Academic and Provost, Co-chair
- Executive Director, Equity and Human Rights
- Up to three faculty members with expertise in Equity, Diversity and Inclusion as nominated by Deans and selected by the Co-chairs
- One additional faculty member (with experience in anti-racism work), recommended by Co-Chairs
- One staff member (with experience in anti-racism work), recommended by Co-Chairs
- One student representative

Grant Awardee Commitments

Join a Peer Group of Grant Recipients

A primary goal of ARI Grants is to create an expanding community experienced in integrating principles and practices of anti-racism into the development of courses, curricula, programs, and/or resources. We hope to build on the projects of ARI awardees to inform the broader teaching and learning community at UVic. Accordingly, we ask successful ARI applicants to commit to participating in one or two workshops on anti-racism with other successful grant applicants. These sessions are facilitated by LTSI and EQHR, and the intention is to support and share project progress. Email invitations will be sent once the dates and duration of workshops are finalized.

Reporting

- Submit an online Progress Report by March 31 of the calendar year following receipt of the grant, regardless of whether or not the project has been completed:
    - Summarize the progress, challenges and successes of the project to date.

- Grant completion: The grant facilitator will be reaching out to you to have a brief verbal conversation after the March 31st completion date of your project, two years after receiving the grant funds. The purpose of this end-of-grant meeting will be to facilitate you to:
    - summarize the project, regardless of whether or not the project has been completed; and,
    - discuss the project and associated budget based on project and grant goals.

If a project should require more time, it would be necessary to request approval of an extension from the LTSI Executive Director (please contact the LTSI Program Coordinator). On expiry of the grant, any remaining funds will be returned to LTSI for redistribution in future competitions.

Appendix A: Application Form Questions

Principal Applicant and Co-Applicant Information

1. First name
2. Last Name
3. Email
4. Position
5. Department/School or other Unit
6. Co-Applicant Information (same information as items 1-5)

Project Overview

7. Project title (20-word max)
8. Project abstract (75-word max)
9. If this project is implemented, approximately how many students will be affected? (100-word max.)
10. Will ethics approval be required for your project?
11. Have you received any LTSI Grant(s), including an ARI Grant, before?
12. Have you applied for or received any other funding for the proposed project?
13. Please explain briefly and include amount of requested/received funds

Project Details

14. Provide a brief description of the proposed project, including the guiding learning principles, project context, goals, activities, and timeframe. Consider how the activities will align with the project goals. Describe how the principles of equity, diversity and inclusion, and belonging, as highlighted in the UVic Equity Action Plan, will be integrated into your project and the learning experience? (500-word max.)
15. What are the intended learning outcomes of the proposed project, and how will the project benefit the student learning experience? Pay special attention to the project's significance in promoting UVic's commitment to anti-racism and the values of equity, diversity, and inclusion, and belonging. (250-word max.)
16. Provide a brief literature review of scholarly and, if applicable, other relevant works that will inform your project. The literature review should consider the scholarly and educational context, as well as any relevant disciplinary issues or knowledge from other disciplines, which guide your project. (500-word max.)

Additional Information

17. What additional resources from LTSI or other campus partners might help with your project? (100-word max.)
18. How will you share your findings with colleagues within and outside UVic? We strongly suggest you present in the Let's Talk about Teaching series on top of sharing in other ways. (200-word max.)
19. Is there any other information that you would like to share with members of the adjudication committee that would help them to fully appreciate your proposal? (100-word max.) Feel free to

attach brief supporting information that responds to the above question. For example, you might attach a letter from a stakeholder in support of your grant project.

Budget

20. How will the project budget be spent and how will the project be sustained after the completion of the grant. Provide a rationale for the budget including a breakdown of all the items and a justification for each one, including Salaries, Supplies and Operating Expenses, Travel, and Other (incl. course release, if applicable). (300-word max.)
21. Upload the budget to sum up all listed items above: https://teachanywhere.uvic.ca/grant-budget

Approval

22. Name and role-based email of Chair/Director or Dean