

Scholarship of Teaching and Learning (SOTL) Project Proposal Template

Congratulations on making the decision to apply for a SoTL project! This document is designed to support you in outlining and designing your project, and to help us learn more about your goal(s) and needs.

What is a SoTL Project Proposal?

It is a description of your intended project.

A project proposal provides an outline of the question you would like to answer and how you would like to go about answering it. It can include some initial research you may have completed (a literature review) and/or initial thoughts on how you would like to proceed with your investigation (research methodology), but if you haven't worked those parts out yet don't worry - we can help with all of that!

Please be sure to discuss your interest in this opportunity with your Executive Dean and ensure that you have her/his support before completing the proposal.

Submission Guidelines:

Your proposal does not have to be an endless number of pages. If you can express your ideas in 2 pages, great! If you prefer to explain in detail, that's fine too! You are free to take as little, or as many, pages as you need - no essays required.

We do have a couple of specifications to support our reviewers as they are reading your submission:

- Arial or calibri font
- 12 point
- 1.5 or double spaced
- Sections are clearly identified.
- Language is as concise as possible.

Please be sure you add the cover page WITH the signature of your Executive Dean. Proposals without signatures will be returned and will only be accepted once the signature is obtained.

Your proposal can then be emailed to SoTL@durhamcollege.ca.

Preparing your Project Proposal*

When writing your submission, please follow the headings below to make sure that you include all the important information:

SECTION A – Description of the Project and Applicants

This section provides us with the core information about the project. What question(s) do you want to look at? Do you have something new and innovative you want to try?

- **Title**
- **Principal Researcher Information** (you)
Please remember that the principal applicant must meet the eligibility requirements: full-time, non-probationary faculty. Be sure to include your contact information, including email, your current position, and your academic school.
- **Additional Applicant/Researcher(s)**
(name, email address, position, department or school)
- **Research Question**
This is the question that you have that focusses on student learning. In some cases, it might be a question that focuses on an impact of an innovative initiative that you would like to try (example: a new piece of educational technology, or perhaps a new approach to teaching or assessment). This is the foundation of your project.
- **Project Description** (500 words maximum)
Tell us a bit about what you would like to do to answer the question you have posed and why it is important. This should include your overall objective, as well as ideas around the class/course/program or group of students you would like to work with, and how many students would be ideal (your research sample), what course(s) the project will take place in, and any variables you may want to include within the project. Don't forget to tell us why it is important.

SECTION B - Measuring Success and Sustainability

This section focusses on your research plan, including:

- **Initial Hypothesis**
Re-state your initial question(s), or innovation proposal, and what your initial thoughts are about the potential outcome. What improvement in student learning will occur as a result of your investigation? What do you hope the outcome will be? Why do you think your proposed solution will have a positive impact on student learning?
- **Research Method & Study Design**
Tell us how you would like to conduct your project. Consider these questions to help guide you: How will you be testing your question and hypothesis in the classroom? Will you be looking at feedback collected from students, results on assessments, or your own observations? Will you be

completing it over just a few weeks or over a full semester? Will it be based around individual students, small/medium groups, or the class as a whole?

- **Ethical considerations**

This isn't as scary as it sounds. Remember, you are working with students as part of your investigation, and so you need to consider their needs around respect, privacy and confidentiality. In this section, tell us what information you may be gathering, any activities you may be doing, and how you will be informing students of your plan and obtaining their consent to be part of your investigation. How will you mitigate issues related to the power differential between you and your students?

- **Resources Required**

Tell us about any resources that may be required for the study, including cost if applicable. This may include new educational technology, a new learning tool, or perhaps revision of a tool that has already been in use. If you are proposing a new piece of educational technology, please complete the EdTech Evaluation rubric to ensure it meets IT and AODA requirements.

SECTION C – Literature/Works Referenced

This section should provide the supportive information you may have used in completing this proposal, and/or any literature you may have reviewed in your initial research into your question or hypothesis. Please use APA format and be sure that your links are active, so we end up where you want us to!

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If you require any assistance or support in developing your proposal, please do not hesitate to reach out to SoTL@durhamcollege.ca. The team at the CAFE are happy to help guide and support you through the process.