



Memorandum

Date: July 18, 2017

To: Council of Chairs, Principals and Academic Directors
Coalition of Arts and Science Directors

From: Mary Pugh, Acting Vice-Dean, Undergraduate & International

Re: Learning and Education Advancement Fund (LEAF)

The Vice-Provost, Innovations in Undergraduate Education has launched the 2017-18 round of the [Learning and Education Advancement Fund \(LEAF\)](#). The fund is intended to support projects that will anticipate, leverage and create positive changes in both the modes and mechanisms of undergraduate education.

LEAF provides two levels of funding. Seed grants (\$5,000 – 15,000) are intended to encourage experimentation at the local level (within a course or set of courses) and to foster small-scale innovations or pilots with potential for scalability. Impact grants (\$15,000 - \$100,000) support large-scale projects that are intended to significantly enhance core elements of undergraduate education within or across academic units and divisions. Grants in both tiers are provided for a maximum of 3 years.

Many types of projects are eligible for LEAF funding. If you have an idea for a teaching and learning project and would like to discuss whether it might be appropriate for LEAF, please contact Emily Greenleaf, Research Officer, Teaching & Learning at emily.greenleaf@utoronto.ca or 416-978-4202.

Seed grants can be submitted directly by an academic unit to the Provost's Office at any time and DO NOT require decanal support. Please review and follow the [online submission instructions](#).

Impact grants require decanal support. In the Faculty of Arts & Science, our process and timelines are as follows:

<p>Questions about potential proposals and A&S process submitted to Emily Greenleaf, Research Officer, Teaching & Learning at emily.greenleaf@utoronto.ca</p>	<p>By July 28</p>
---	-------------------

<p>Statement of interest submitted to Thuy Huynh at thuy.huynh@utoronto.ca</p> <p><i>In one paragraph, the statement of interest should indicate the focus and goals of your potential proposal, list the units/primary collaborators involved, and provide a preliminary budget. We will use these statements to connect units working on similar projects, if any, and to provide feedback to units to assist them in the development of proposals.</i></p>	By August 18
Office of the Dean to review statements of interest and provide feedback to units	By August 25
Proposals due (submitted to Thuy Huynh at thuy.huynh@utoronto.ca)	By September 15
Proposals reviewed by the Teaching & Learning Initiatives Fund committee	By October 6
Feedback provided to units	By October 13
Final proposals due to the Office of the Vice-Dean, Teaching & Learning (submitted to Thuy Huynh at thuy.huynh@utoronto.ca)	By November 3
Decanal letters of support sent to units	By November 8
Units submit final proposals to the Provost's Office (using online submission process)	By November 10

To support those interested in submitting a LEAF application (or other teaching and learning funding opportunity), the Centre for Teaching Support & Innovation (CTSI) is hosting a two-hour workshop on August 15th. These sessions will share general strategies and suggestions for successful applications. For more information and to register, please visit the CTSI web site at: <http://teaching.utoronto.ca/event/strategies-for-writing-learning-grant/>