## Instructions

- 1. Complete this form
- 2. Save and email the form to Alexandra Logue, Faculty Liaison Coordinator, Teaching & Learning (a.logue@utoronto.ca).

## Please provide the following information

| Name   |  |
|--|--|
| Position title   |  |
| Department   |  |
| Email  |  |
| Project title  |  |
| Overview and rationale   |  |
| (max. 250 words)   |  |
| Please provide an<br>overview and<br>rationale for your<br>project, including<br>research approach<br>and method,<br>supporting literature,<br>project timeline, and<br>anticipated<br>outcomes. |  |



## Budget

Please note the following when completing your budget request:

- If requesting for research assistant time, please work with your local business officer or human resources person to determine the appropriate rate. You might also want to consider leveraging the university Work-Study Program, which will cover 70% of the pay at \$15/hour. You can request the remaining 30% of pay, plus any hourly rate top-up from this grant.
- If requesting for TA time, please use the appropriate rate for CUPE 3902 Unit 1, plus 4% vacation pay and 10% benefits (hourly rate x # of hours x 1.04 x 1.1).

| Expense Item | Details / Explanation | Amount | Unit<br>Contributions<br>(where applicable) |
|--------------|-----------------------|--------|---|
|              |                       |        |   |
|              |                       |        |   |
|              |                       |        |   |
|              |                       |        |   |
|              |                       |        |   |
|              |                       |        |   |
|              |                       |        |   |
| Total        |                       |        |   |