GENERAL INFORMATION

PURPOSE

The Program Innovation Fund (PIF) is a College-wide initiative administered through the Centre for Teaching Excellence, Innovation & Research. The primary purpose of the Fund is to encourage and support innovation and improvements in the teaching and learning activities of Red River College. Such support could include the initiation of a new program, a new activity or service, or the elaboration of those already existing in order to increase their effectiveness or efficiency. Proposals are expected to come predominantly from academic schools, but proposals that advance the goals of the Fund may also originate from support areas. To see samples of previously approved projects go to:

http://air.rrc.ca/Sharepoint/pif/

Funding is offered in support of projects with clearly stated scholarly objectives and a well-defined plan for reaching those objectives.

The following are examples of proposal categories:

- Program feasibility studies (which could include environmental scans, etc.)
- Extraordinary program innovation and revision
- Innovative use of technology in program delivery
- Innovative practice in the classroom and community
- New approaches to program delivery and student success
- Program quality assurance
- Scholarship of teaching and learning.

Funding is intended to defray actual direct costs attributable to a project, not for overhead costs or for personal income.

ELIGIBILE

Proposals related to academic programming are eligible for program innovation funds.

The department chair and the dean/director must recommend the project by completing the appropriate comments section of the application form in order for the application to be considered.

Previous recipients of PIF awards may apply for other projects.

NOT ELIGIBLE

Applications requesting funds to support the creation of a new academic program are not eligible.

Departments with reports outstanding from previously approved projects will be disqualified from further funding until the outstanding reports have been submitted.

APPLICATION

In order to allow for a thorough evaluation of a project, applicants should present a clearly defined proposal in which they carefully describe the plan for accomplishing the proposed research. A review of related literature should be included when applicable. While some types of research can be fully described on the application form, the applicant should use additional sheets as necessary to provide all relevant information. Applicants should provide a statement of the expected duration of a project and an estimate of the total costs involved. If the project for which support is requested forms part of an ongoing or larger project, applicants should indicate where this proposal fits.

> **NOTE:** *Should your project require the services of another department, or could potentially impact another department (ie: e-TV, TLTC, ITS, HR, Legal, etc), these departments must be consulted prior to submitting the application. Failure to do so could result in the application being not eligible for funding. A list of departments that have acted as participants the most on PIF projects are noted in the 'Guidelines for Applicants'.*

CRITERIA FOR ASSESSMENT

The priorities of the academic department and school should be used in the development of the proposal and will be considered in the adjudication process. Collaborative efforts among program areas, business, industry, and other sectors of the community in the preparation of the proposal and/or development of project outcomes are encouraged.

In order to ensure that the PIF Review committee has a complete understanding of the proposal, applicants may contacted by a committee member to obtain additional information.

The projects will be assessed using the following assessment criteria:

- The strategic importance of the proposal as it relates to the objectives of the school and the department.
- Collaboration among program areas and the community.
- Development and application of alternate delivery formats for courses and services.
- Research into improved teaching and learning techniques.

The review committee will use the following assessment tool: *(see next page)*

Program Innovation Fund Assessment

Project Title: _____

Applicant(s): _____

Does the project meet eligibility requirements?   Yes   No

Comments:

Is the application complete?   Yes   No

Comments:

Are there viable plans for ongoing support of the project's outcomes?   Yes   No

Comments:

Objectives of the project

Please score each of the following elements on a five-point scale,
        where   **1 = unsatisfactory, 3 = satisfactory, 5 = above expectations**

Relation of the completed project to the priorities of the academic department and school.

                        1   2   3   4   5

Plans and methods   1   2   3   4   5

Results and deliverables   1   2   3   4   5

Project Plan

Please score the overall project plan on a five-point scale,
        where   **1 = unsatisfactory, 3 = satisfactory and 5 = above expectations.**

You may add comments in this section.

CALL FOR PROPOSALS

The specific deadline date for submitting proposals will vary from year to year depending on the year schedule and will be noted in the calls for submission. Generally, depending on funds available, two calls for project proposals will be issued: spring and fall.

SPRING CALL (April – September):
- Usually announced mid to late January.
- Assessment of PIF proposals will be concluded and awards will be made before the end of March.
- Projects are expected to be conducted from April to September.
- Project expenditures must be made prior to the end of August and final reports must be completed by the end of September.
- **Spring Call deadline for initiation with Finance department: May 1st**

FALL CALL (October – March):
- Usually announced mid to late August.
- Assessment of PIF proposals will be concluded and awards will be made before the end of September.
- Projects are expected to be conducted during the period from October to March.
- Project expenditures must be made prior to the end of February and final reports must be completed by the end of March.
- **Fall Call deadline for initiation with Finance department: Nov 1st**

If funds are available, other extra-ordinary or ad hoc calls may also be made in the winter. Winter call proposals adhere to a project completion deadline and end report submission date of *March 31.*

CONDITIONS OF FUNDING

Funding is made on the understanding that the conduct of the project and all participants are *subject to both the general policies and procedures outlined in this guide and the policies and procedures of Red River College*. The College reserves the right to withdraw funding, after due notice, if it is found that the conditions are not being observed or if the project deadlines are not met.

If changes to a project are required that don't reflect what was requested in the original PIF application, a written request identifying all the changes that are necessary in order to complete the project successfully must be submitted to the Dean of TEIR for approval.

The Dean of TEIR is the signing authority for any expenses related to PIF that require prior approval. All expense documents must be forwarded to the office of the Dean of TEIR for review, approval and processing.

As a condition of accepting awarded PIF funds, applicants may also be required to present the outcomes of their PIF project at various venues and events held at Red River College.

DEFERRALS

In exceptional circumstances, successful applicants may request a one-time deferral. These requests will be considered by the PIF Review Committee on a case-by-case basis.

REPORTS / PUBLICATIONS

The final report on the project should include a description of all activities together with an accounting of all expenditures. It should outline the accomplishments of the project and provide brief explanations if any project goals were not reached.

If research or student assistants participated in the project, a brief description of their work must be included. Note that interim reports may also be required.

Copies of the final report must be sent to the Dean of the school and the Chair of the department, then emailed to the general PIF email account, pif@rrc.ca.

A template for the final report is available on the PIF site via the link under the header 'PIF Publications' (http://air.rrc.ca/Sharepoint/pif/default.aspx)

PLEASE NOTE:

Red River College may publish information on all applications, awards, and projects including posting on a College website. Final project reports may be posted.

INQUIRIES

Direct all inquiries concerning the Program Innovation Fund to:

Office of the Dean
Centre for Teaching Excellence, Innovation & Research
CM-30 2055 Notre Dame Avenue
pif@rrc.ca