

Generative AI Awards & Grants Database LEAF

Office of the Vice-Provost,
Teaching & Learning

LEAF Seed Grant Application

Please review before beginning your application:

- This form is an application for a full LEAF Seed Grant proposal. In order to be eligible, all Seed Grants need to go through the Expression of Interest process. If you have not submitted an Expression of Interest, please complete the [LEAF EoI Form](#) or connect with the vp.tl@utoronto.ca.
- It is recommended that you prepare your application in a Word document, as the form does not allow you to save your progress.
- At the end of this application, you will be asked to upload a letter of support from the Dean of the sponsoring division and, where relevant, unit head(s). Please reach out to these offices early to discuss your project and clarify the process for securing a letter of support.
- As part of this application, you will be asked to complete and submit a budget. Please ensure you are using the [standard LEAF budget template](#) and referring to the [LEAF budget guidelines](#).

LEAF Seed Grant Application Form

Project Overview

Project Title *

Executive Summary *

Provide a high-level overview of the project (250 words). In your overview, include: 1) The central issue or opportunity your project addresses 2) Key goals and intended impact 3) Anticipated deliverables (e.g., resources, course activities) 4) Information about the students who will benefit from this project

Name(s) of Project Lead(s) ***Position title(s) of Project Lead(s) *****Email(s) of Project Lead(s) *****Academic unit(s) of Project Lead(s) *****Division(s) participating in the proposed project ***☐ Faculty of Applied Science & Engineering☐ Faculty of Arts & Science☐ Faculty of Kinesiology & Physical Education☐ Faculty of Music☐ John H. Daniels Faculty of Architecture, Landscape & Design☐ University of Toronto Mississauga☐ University of Toronto Scarborough**Biographies of Primary Collaborator(s) ***

Please provide one (1) paragraph for each project lead and any other collaborators who will meaningfully contribute to this project. In this paragraph include their academic position, an overview

of their relevant expertise and how they will meaningfully contribute to the project.

Have you (or your other team members, if applicable) previously applied for LEAF for this project? *

☐ Yes

☐ No

Detailed Project Description

LEAF Priority Areas *

Please identify the LEAF priority area that best describes your project.

Experiential Learning 

Is your initiative directly connected to the curriculum of a first-entry undergraduate academic program (i.e., is your initiative based in a course or courses)? Please note: co-curricular projects may be eligible if they demonstrate a clear and direct link to the academic program's curriculum. *

☐ Yes

☐ No

Description *

Please describe in more detail the initiative you are proposing (300 words). In your response, please include: 1) A description of the innovation or curricular enhancement being proposed 2) How the project will be implemented 3) A description of how students will engage with and experience your project

Rationale *

What need, gap or issue is your initiative addressing? How does it intersect with unit, division and/or institutional goals? What sets this project apart from standard course design? (250 words)

Deliverables *

What specific deliverables will your project produce? Examples of deliverables include revised or new course materials, interactive course tools, instructor guides. (250 words)

Impact *

Who will benefit from this project and how? (250 words)

Assessment Strategies *

How will you assess whether your project has made an impact on student learning experiences? (250 words)

Project Timeline *

Provide a timeline with key phases and milestones of the project. This may include planning, development, implementation, evaluation and knowledge sharing.

Sustainability *

Sustainability is a key consideration for the Committee. How does your project create a sustainable model that can continue beyond the LEAF grant? What framework or infrastructure are you putting in place to support its long-term impact? What ongoing resources, if any, will be needed, and how do you plan to secure them? (250 words)

Scalability *

Seed Grants are intended to “encourage experimentation at the local level, either within a course or a set of courses, as a means of fostering small-scale innovations or pilots with the potential for future scalability.” Describe any plans for “future scalability.” (250 words)

Project Budget

Please upload your proposed budget as an Excel or PDF file using the LEAF Budget Template

<https://bit.ly/41eayRs f>

Project Budget *

No file chosen

Accepted file types: pdf, xlsx, Max. file size: 100 MB.

Rationale and Justification for Requested Funds *

Provide a justification for the type, amount and duration of funds requested. Include as much information as possible on the major expenditure milestones. (250 words) Please refer to the LEAF Budget Guidelines: <https://uoft.me/LEAFbudgetguidelines> and download the LEAF Budget template <https://uoft.me/LEAFbudgettemplate> for details about allowable expenses.

Existing Resources *

Provide a description of existing university resources leveraged in support of the project.

Do you intend to apply to other funding sources in support of your project?

☐ Yes

☐ No

Consultations

Does your proposed project involve equity, diversity, inclusion or accessibility? *

☐ Yes

☐ No

Does your proposed project involve Indigenous curricular content / context or Indigenous community consultations? *

☐ Yes

☐ No

Does your proposed project involve the development of digital or online learning such as e-modules? *

☐ Yes☐ No**Does your proposed project involve experiential learning?**☐ Yes☐ No

Unit-Level Support

Letters of Support

Please upload a letter of support for your proposed LEAF project from the appropriate unit head(s), or designate(s) (e.g., departmental chair, program director). Additional letters of support from partnering units are also allowed. For Seed grants, please contact your Dean's Office for divisional requirements.

Drop files here or

Select files

Max. file size: 100 MB.

Final applications require letters of endorsement from a Dean or Dean's designate. In departmentalized faculties, letters are also required from the academic unit head. I confirm that I have included letter(s) of support from the Dean or Dean's designate and (if applicable) the academic unit head(s) involved with this LEAF project.

☐ Yes ☐ No

Divisional Support

Letters of Support

Please upload a letter of support for your proposed LEAF project from the appropriate divisional leader(s) from your Dean's Office, or designate(s). Additional letters of support from partnering

divisions are also allowed. For Seed grants, please contact your Dean's Office for divisional requirements.

Drop files here or

Select files

Max. file size: 100 MB.

I confirm that I have included letter(s) of support from the divisional leader(s), or designate(s), involved with this LEAF project.

☐ Yes ☐ No

SUBMIT