



Sustainability in the Curriculum Fellowship Grant Application Guidelines

Thompson Rivers University's (TRU's) Centre for Excellence in Learning and Teaching (CELT) supports the curricular integration of sustainability concepts across all programs and courses. To this end, CELT has partnered with the Office of Sustainability to offer the Sustainability in the Curriculum Workshop and Fellowship program. The program is based on an Association for the Advancement of Sustainability in Higher Education (AASHE) program called the Piedmont Project that was developed by Dr. Peggy Barlett and her colleagues, and which provides a model for course revision to help faculty members integrate sustainability into their courses. It has been subsequently offered at many North American post-secondary institutions.

The workshop prepares participants to do the following:

- Consider approaches to sustainability concepts within their disciplines
- Apply sustainability principles to disciplinary or interdisciplinary concepts or topics
- Collaborate with other faculty members to engage with sustainability issues within and beyond their disciplines

Faculty who participate in the workshop are eligible for a \$500 Sustainability in the Curriculum Fellowship. In order to receive the funds, workshop participants must revise one of their courses to integrate sustainability concepts. After revising their course outline to demonstrate that integration, they may submit the outline to CELT@tru.ca for vetting.

Fellowship funds are awarded only for courses that integrate sustainability concepts, skills, and knowledge, and funds must be used to further faculty sustainability development or to facilitate sustainability activities within the revised course. All course outlines are peer-reviewed by the Centre for Excellence in Learning and Teaching for sustainability content.

Sustainability concepts may be included in one or more of the following ways:

- Course learning outcomes
- Course content
- Course assignments
- Course activities

Once the course has been deemed to foster sustainability skills and knowledge, the faculty member may apply to receive the grant funds.



Eligibility:

TRU Faculty who have participated in the Sustainability in the Curriculum Workshop are eligible to apply for the Fellowship funds upon submission of a revised course outline, as described above. Eligibility includes all faculty members with ongoing or tenure-track appointments. Those holding sessional or term-certain appointments may receive funding only if they participate in the workshop, revise the course outline, and are able to teach the revised course within the time frame of their contract at TRU.

Use of Funds:

Note: All expenses must be in compliance with TRU policies and procedures.

Fellowship funds are intended to foster sustainability development for faculty and students. Purchase requests will be evaluated on a case-by-case basis, but suggested use of funds are as follows:

- Attendance at sustainability-related events or conferences.
- Purchase of books, small resources, or supplies for courses.
- Seed funding for students to operate businesses/campaigns. We recommend that seed funding be paid back so future classes can access funds.

Components of the Application:

Original and revised course outline

Clearly describe how your course has been revised to integrate sustainability concepts and what you expect the outcomes and benefits to be for students.

Purchase request

Along with your course outlines, please submit your requested item(s) for purchase along with a brief description of your proposed use, benefits, and rationale.

Budget

Provide a budget and concise justification (one page maximum). Please refer to specific guidelines below if relevant.

Conditions of the Award:

Funds may be used only for the project and purposes described in the application.

1. **Use of Funds:** Expenditures may be made only for those cost elements identified in the application. Minor transfers of funds from one budget category to another may be permitted. Major transfers or the use of funds for a previously unspecified expense or a new budget item requires prior approval by CELT.



2. **Reports:** A brief description of how you used the funds and how it benefited you or your class in terms of your sustainability knowledge, skills, and/or development should be submitted within 60 days of use of the purchase. Fellowship recipients may be asked to present their course revisions at a future Sustainability in the Curriculum workshop

Submission Instructions:

Applications must include cover sheet (attached) and include all relevant attachments. Submissions will be accepted by email to celt@tru.ca until the deadline indicated in the Sustainability in the Curriculum workshop.