Association of Faculties of Pharmacy of Canada (AFPC)
Scholarship of Teaching and Learning (SoTL) Grant
Terms of Reference (November 13, 2026)

1. Purpose
The Scholarship of Teaching and Learning (SoTL) Grant supports educators and academic staff in conducting systematic, evidence-based inquiries into teaching and learning. The program aims to advance teaching excellence, promote innovative practices, and foster inclusive, collaborative research cultures.

2. Guiding Framework
This grant program is underpinned by the five principles of good practice in SoTL as articulated by Felten (2013), which require that all funded projects:

1. Focus inquiry on student learning
2. Be grounded in the local teaching and learning context
3. Employ methodologically rigorous research designs
4. Engage students (and, where appropriate, other partners) as collaborators
5. Disseminate findings through appropriate public forums

Reference: Felten, P. (2013). *Principles of Good Practice in SoTL*. Teaching & Learning Inquiry, 1(1), 121–125.

3. Objectives
The SoTL Grant Program seeks to:

- Investigate, adapt, or evaluate teaching methods and approaches that improve student learning and assessment:
    - Ground inquiry in the specific context of the course, program, or discipline.
    - Use research methods that are appropriate to the project goals and context, whether qualitative, quantitative, or mixed.
- Engage students and other key partners meaningfully throughout the research process whenever possible.
- Share findings through relevant local, national, and international channels to inform and improve teaching practice.

3. Eligibility
- Open to educators, faculty, instructors, and academic staff engaged in teaching and learning activities from an AFPC member organization.
- Collaborative proposals are encouraged.
- The principal investigator must be affiliated with the host educational institution or teaching program.
- Projects must have the support of a supervisor, department head, or equivalent.

4. Funding and Duration
- Maximum funding available for 2027: **$4,000**.
- Project duration: up to 12 to 24 months.
- Funds may be used for materials, data collection, analysis, research assistance, and dissemination.
- Funds may not be used for principal investigator salaries, overhead, or indirect costs

5. Application Process

Applicants must submit the following:

- Grant proposal [maximum 3 pages]
    - Title and clearly defined project objectives or research questions
    - Rationale and context for the project
    - Relevant scholarly or theoretical frameworks
    - Description of study methods, including (as applicable): study population, recruitment steps, data collection and analysis plans
    - Expected impact on student learning
    - Dissemination plan for sharing outcomes
    - Timeline with key milestones
- Description of research team and roles (name of applicants, roles and responsibilities, qualifications for the project) [maximum 1 page]
- Budget and justification [maximum 1 page]
- Letter of support from department head or equivalent.

The grant proposal section must be single-spaced (no more than six lines of text) and use a font that is no less than Arial or Calibri 11 point.

To apply the Principal Applicant candidate must submit the application in PDF format (in a single file) using this link. For assistance, please write to the AFPC Executive Assistant at assistant@afpcpharmacy.ca. The deadline for submission is **May 1st**.

Successful applicants will be notified by **mid June**. Successful grants will be announced at CPERC.

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6. Evaluation of Submissions

Submissions with a complete proposal that meet the noted requirements will be evaluated by a group of 2-3 appointed members from the AFPC Research Committee using the evaluation criteria in **Appendix 1**.

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7. Reporting and Dissemination

- Grant recipients must submit an interim report (only for 2-year projects) at the end of year 1, and final project reports (for 1- and 2-year projects), including a financial summary and a narrative of findings and impact.
- Reports should highlight the progress to date and a summary of the main findings, and a detailed description of funds spent using the assigned template.
- Grant recipients are expected to disseminate findings through presentations, publications, workshops, or other relevant means.
- Any dissemination must acknowledge funding support from the AFPC SoTL Grant program.

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8. Compliance and Ethics

- Projects involving human participants must have appropriate ethics board or institutional approval, as required.
- Funds must be used solely for the approved project as outlined in the proposal.
- Changes to project scope, budget, or timeline require prior written approval from the AFPC research committee.

AFPC – Roger-Guindon Hall, 451 Smyth Rd. (room 3040), Ottawa ON K1H 8M5 – assistant@afpcpharmacy.ca

Appendix 1. SoTL Grant Application Evaluation Criteria

Criteria	**Criterion is addressed well, thorough and compelling** Score 3	**Criterion is adequately addressed** Score 2	**Criterion is insufficiently addressed or unclear** Score 1
Clear, achievable project objectives/research questions			
Well-structured rationale and context, with clear impact on student learning			
Grounded in appropriate scholarly theories, frameworks, or disciplinary perspectives			
Comprehensive and feasible study methods, including data collection and analysis			
Alignment between objectives and methods			
Supports broader teaching and learning priorities (e.g., inclusivity, competency based)			
Clear plan for dissemination of outcomes			
Feasible timeline to ensure project completion			
Budget that appropriately supports project activities			
Endorsement from the applicant's department head or equivalent			
Total Score			

Reviewer Comments:

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