

Memorial University Faculty of Nursing – 2026 Teaching and Learning Grant Terms of Reference

1. Description of Award

The *MUNFON 2026 Teaching and Learning Grant* is administered by the Faculty of Nursing at Memorial University to support the development of the scholarship of teaching and learning. This is a collaborative grant funded through the Centre for Nursing Studies, Western Regional School of Nursing, and MUNFON. The purpose of this grant is to support and engage nursing faculty and students in research that strengthens and advances nursing education at undergraduate, graduate, and/or post-licensure levels. Priority areas of focus include:

- Integration of principles of Equity, Diversity, Inclusion, and Anti-Racism (EDI-AR) within nursing education.
 - Innovative and evidence-informed teaching and learning strategies that strengthen nursing programs; and
 - Strategies to strengthen the preparation and capacity of the nursing workforce to effectively respond to the evolving and emerging healthcare needs of the province.
- **Total Amount:** \$15,000.
 - **Number of Grants:** One.
 - **Duration:** One year. No possibility of extension. Unspent funds will be returned to the consortium.
 - **Start Date:** Determined by the date of the formal establishment grant account (FOPAL).
-

2. Deadlines

- **Registration Deadline:** February 27, 2026
 - Submit via the MUN ROMEO Research Portal
 - **Application Deadline:** April 27, 2026
 - Submit via the MUN ROMEO Research Portal
-

3. Eligibility of Project Team

3.1 Nominated Principal Investigator (NPI)

- Must be an early-career researcher (ECR) as defined by the Canadian Institutes of Health Research (CIHR): within five years of the first independent research-related appointment.
 - Eligible leaves (e.g., maternity, parental, medical, family medical, bereavement) extend ECR status; credited as twice the leave time taken.
 - Professional leaves, non-research duties, or non-research career activities do not extend ECR status.
- Must hold a full-time tenure-track position with MUNFON
- May submit only one application as NPI.

3.2 Co-Principal Investigators (Co-PIs) and/or Co-Investigators (Co-Is)

- The team must include at least one faculty member from the Centre for Nursing Studies and one faculty member the Western Regional School of Nursing.
- Co-PIs/Co-Is may be internal or external to Memorial University and Newfoundland & Labrador.

3.3 Collaborators

- Inclusion of collaborators is permitted; roles and responsibilities should be outlined in the 5-page proposal and letters of support.

3.4 Trainee Involvement

- The project team must include at least one undergraduate, MN and/or PhD in Nursing student; roles and responsibilities should be outlined in the 5-page proposal.

4. Mandatory Research Training

If you intend to submit an application to the 2026 Teaching and Learning Grant please contact the MUNFON Grants Facilitator (Dr. Trina Kirby-Butler) at tkirbybutler@mun.ca. One team member from each site (i.e., MUNFON, Western Regional School of Nursing, **and** Centre for Nursing Studies) must attend mandatory online research development sessions with the Dr. Trina Kirby-Butler. The workshops will be held in the evenings. Please hold these dates in your calendar. We will confirm availability with interested faculty and send meeting/calendar invites.

Workshop 1: Terms and Conditions of Award, Registration and Full Application Outline (Jan 12; 5 - 7 pm)

Workshop 2: How to write a proposal (Jan 26; 5-7 pm)

Workshop 3: Budget (Feb 9; 5-7 pm)

Workshop 4: Tri-council Narrative CV (Feb 16; 5-7 pm)

5. Registration Process

- Complete the registration template (fillable PDF):
 - Initiated by NPI
 - Please list all team members, the name of their institution/primary affiliation and department, their role (NPI, Co-PI, Co-I, Collaborator), and their participant type (Independent Researcher – early career investigator, Independent Researcher – mid career investigator, Independent Researcher – senior career investigator, knowledge user or trainee).
 - Title and Lay Title
 - Lay Abstract
 - Complete Summary

- Sex and Gender Considerations
- Indicate total funding requested (budget justification not required at this stage; can be updated at application stage).

Note: NPI and Title cannot change after registration; other team members may be added or removed. The priority area should be clearly identified within the Complete Summary.

6. Application Package (fillable PDF and other attachments)

6.1 Identify Participants

All Participants, excluding collaborators, are required to submit a Tri-Council CV. *Canadian academic applicants must submit the Tri-Council CV. *The contributions that you choose to share in your Tri-Council CV **should be directly relevant to the grant application** and should demonstrate how you will contribute to the application at hand. *Knowledge users, non-academics, Indigenous organizations, and international applicants are required to submit a Tri-Council CV or a CIHR Applicant Profile CV.

6.2 Proposal Information (refer to fillable PDF; includes title, lay abstract, sex and/or gender considerations, complete summary, other attachments, etc.)

6.2.1. Proposal (Maximum 5 Pages)

References do not count toward the page limit. Must include:

1. Introduction
2. Review of Literature
3. Research Aim, Objectives, and/or Questions
4. Study Design and Methods
5. Expected Outcomes and Impact
6. Team Expertise, Experience, and Roles
7. Timeline

6.2.2. Information on other funding (required if applicable).

Please provide a 1-page document for each source of funding that is currently held or applied for by the NPI, Co-PIs and Co-Is (but not collaborators with a minor role in the overall project) that overlaps with the current proposal, including:

- the project title and funding agency
- the amount of funds awarded
- the starting and ending dates of the period of funding
- a brief description/summary of the project
- a description of the overlap of its subject matter (concept, objectives, aims) and budget with the current application, if any.

6.3 Other Attachments

- Letters of collaboration to the NPI, which outline a specific service to be provided
- Additional CV information to account for any leaves, absences, illnesses, caregiving, etc.
- If the proposal relates to Indigenous health research, letters of community support from Indigenous partners should be attached in an appendix.

Prohibited Attachments:

- Patient Information Sheets (for RCT applications)
- Questionnaires, surveys, consent forms
- Supplementary tables, charts, figures, photographs
- Publications or other documents not requested

6.4 Complete Summary (Maximum 3500 characters)

Provide a research summary using scientific or technical terms, making sure to provide the following information (as applicable):

- The aim of the proposed research and a clear linkage indicating how they fit the objectives of the funding opportunity.
- A brief overview of relevant background information and/or rationale for the proposed research.
- Specific research objectives with a brief overview of the methodology that will be used to address each of the research aims.
- The nature of the core expertise being brought together to address the proposed research. Information may include important collaborations, within or outside of the research community, that will be accessed to achieve the outlined research goals.
- Expected outcomes of the proposed research, highlighting the significance of the proposed research and how it will advance the development of the scholarship of teaching and learning, its relevance to nursing curriculum, and/or contributions to innovative teaching and learning approaches.

6.5 Budget and Justification (Maximum 2 Pages)

Provide a budget and justification following Tri-Agency guidelines (CIHR, NSERC, SSHRC):

- Research Staff
- Trainees
- Consumables
- Non-Consumables
- Knowledge Mobilization
- 10% Administrative costs
- Other

Indicate the amount that is required in each budget category, along with a comprehensive description of what the funds will be used for, to justify the amount requested.

Eligible and Ineligible Budget Expenses:

- All expenses should follow the Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guide, Use of Grant Funds
- Budget must include 10% administrative costs.
- Ineligible expenses: Teaching release, open access publication fees, and equipment costs are not permitted.
- Knowledge Mobilization cannot exceed 10% of the total budget, and if there are any conference registration/travel costs, they must be used for a trainee (MN and/or PhD Student)

6.6 Consent and Submission

6.7 Formatting Requirements (5 Page Proposal, 2 Page Budget and Justification)

- Font: 12-point, Times New Roman, black
 - Line Spacing: Minimum single spacing
 - Margins: Minimum 2 cm (3/4 inch)
 - Paper Size: 8.5" x 11" (21.25 x 27.5 cm)
-

7. Ineligible Applications

- Work done primarily for commercial purposes or funded by contracting agencies
 - Projects already funded by CIHR, NSERC, or SSHRC
 - Material prepared primarily for personal classroom use or teaching
 - Applications requesting teaching release time
 - Research to meet degree or course requirements
 - Incomplete applications
-

8. Reporting Requirements

- Recipients are expected to include a knowledge mobilization plan in their proposal.
 - Team members will be required to present their work at the Nursing Research Seminar Series (2027).
-

9. Acknowledgements

This MUNFON 2026 Teaching and Learning Grant is to be appropriately acknowledged in all reports, publications, presentations, and materials arising from this award.

Further Information

For questions about eligibility or terms regarding registration, mandatory workshops, and/or the full application, please connect with Dr. Trina Kirby-Butler (Grants Facilitator, Faculty of Nursing).

General questions and feedback about the award program should be directed to the Associate Dean of Research, Faculty of Nursing (jlukewich@mun.ca)