

CD Funds Application Workshop

January 13, 2026

Agenda

1. CD Fund Purpose & Eligibility
2. Review Curriculum Development Fund Application Process
3. Costing Template
4. Q&A

Purpose of CD Funds

Support projects that advance and expand educational programming. \$400,000 for this year.



What's Eligible?

1. Priority: Curriculum revisions arising from action plans or recommendations from external accreditation, rapid development, Program Renewal, or Program Review, focused on improving financial sustainability
2. Completing a curriculum project that received CD Funding in a previous year
3. Developing a new area (new program, new course, new specialization) with demonstrated market demand.
4. Innovation connected to market demand, financial program sustainability (new techniques, approaches, partnerships).
5. Curriculum development focused on Indigenization, decolonization, EDI (equity, diversity & inclusion) or UDL (universal design for learning)
6. (Lower priority) Transitioning of program to online, blended or hyflex delivery; Moodle shell standardization; implementation of online learning strategy at program level
7. (Lower priority) Developing new teaching and learning materials for any delivery mode

Not Eligible

1. Start-up costs related to new program development.
2. Accreditation-related expenses such as faculty salary to develop reports, conduct research, hosting expenses, and accreditation fees. Accreditation costs are built into department budgets
3. Research projects, including literature reviews.
4. Debriefing and reflecting on reports/renewals/accreditations/action plans.
5. Evaluation of a program/course implementation.
6. Cost of piloting of curriculum/materials (outside scope of CD Funds).
7. Interviewing and hiring.

Program Renewals and Accreditation

Approved **program renewals** automatically awarded \$5,000.

Accreditation funds provided from a separate budget.

What's New This Year

While creativity and innovation continue to matter, **financial sustainability will be the central theme** this year. The focus of CD Funding this year is to support projects that strengthen programs and position them for long-term success.

1. Emphasis on program revision arising from program renewal or accreditation
2. Financial planning for new program or programs requiring urgent restructuring
3. Leveraging AI for efficiency
4. Strategic Alignment

Potential Use of AI

- Growing use of AI in instructional design to draft program content guides, course outlines, map learning outcomes, do gaps analysis.
- Could reduce time/funds needed by 50%. Consult an IA for guidance around appropriate application of AI tools and time estimates
- Project Estimates Using AI:
 - New Program Development: 3 to 5-day design sprint (includes development of PCG, course outlines, course maps, and course syllabi)
 - New Course Teaching and Learning Materials: Time ratio of 2:1 (10 hours of teaching materials = 20 hours of development time)
 - Curriculum alignment map or program map: 2 hours
 - Development of UDL activities: 2 hours per course

Application Process

- Get prior approval from Department Leader and Dean for your CD proposal.
- Send proposal to Dean by **Feb 9, 2026**
 - *Curriculum Development Funding Proposal Form*
 - *Salary and Operating Costing Template*
- Review proposal with your Dean, who will present to Education Quality Committee
- Dean submits final proposal to EQC by **Feb 18, 2026**
- Notification at end of March

Filling out the Application

Project Description

1. *State the objective of the project and provide a brief description.*

Rationale

2. This proposal is driven by the following (check all that apply):
 - Priority: Curriculum revisions arising from action plans or recommendations from external accreditation, rapid development, Program Renewal, or Program Review, focused on improving financial sustainability**
 - Completing a curriculum project that received CD Funding in a previous year
 - Developing a new area (new program, new course, new specialization) with demonstrated market demand
 - Innovation connected to market demand, financial program sustainability (new techniques, approaches, partnerships)
 - Curriculum development focused on Indigenization, decolonization, EDI (equity, diversity & inclusion) or UDL (universal design for learning)
 - (Lower priority) Transitioning of program to online, blended or hyflex delivery; Moodle shell standardization; implementation of online learning strategy at program level
 - (Lower priority) Developing new teaching and learning materials for any delivery mode
3. What will be the **impact** of your project? (Supporting improved financial sustainability, meeting market demand/industry or community connection, student learning/experience, improving access to new or existing programs.) Besides importance to the program/department, is there potential for the project to be used by other departments, or to scale up to a greater number of students? Provide brief background information for context and include any current or completed development.

These sections focus on the "what" of the project.

Filling out the Application: Project Tasks

4. Project Tasks: the “How” and “when” of the project.

Project Tasks	Days	Deliverables
PAC focus group session for new program	1	Meeting before visioning to identify prospective students, outcomes, graduate roles. Develop early draft PCG
Visioning and Program Design Workshop	2	Hold workshop with IA and program development team Refine PCG Create program map and draft course outlines
Complete course outlines, maps, and syllabi	3	Course outlines, maps, and syllabi for 10 courses

Filling out Application: Resources

5. Faculty Professional Development, Dept Leader release, Assigned Duty, or any other source (e.g., SIEF, VCC OER grant)
6. Estimate of CTLR support needed for eLearning, Indigenization and/or Instructional Associate (timeline; doesn't affect costing) – can support with AI use. DOCUMENT CONSULTATION: iasupport@vcc.ca.
7. Dept capacity/expertise of curriculum developers (have you done curriculum development of this type before; do you have experienced support in the department).
8. CD funds are limited – you may receive all or part of your ask. How would you adapt if you did not receive all the funding?

Tips

Think carefully about project scope and realistic timelines.

For projects that involve work with Indigenous nation(s), consider a multi-year timeline.

Developing a Strong Proposal

What to do	Why it helps
Choose priority projects (see scale of importance on checklist)	Projects that are considered higher priority in the adjudication process are more likely to receive funding
Highlight the impact of the project	Helps illustrate the importance of the project, connects it to institutional/departmental goals, and highlights potential risk of not doing the project
Consult with CTLR/send your proposal draft to CTLR for feedback	Ensure your budget realistically reflects work needed. Estimate CTLR involvement (helps CTLR planning)
Consult with CTLR for guidance around appropriate application of AI tools and time estimates	Projects can benefit from the CTLR's expertise on use of AI for curriculum development
Mention any Professional Development time that will be used, as well as Assigned Duty time (if department is eligible)	Shows department support for project Reduces cost of proposal – easier to say yes
Consider applying for SIEF if the project is eligible. Mention this on your application.	Helps demonstrate department need/support for project. Allows coordination of funding requests.
Make your list of tasks and deliverables clear and realistic, with appropriate costing (CTLR can help).	Demonstrates the degree of planning you have put in. Helps clarify your project, helps the committee understand the costs involved, and helps convince them of the investment needed.
Show your department's capacity to develop and deliver the project: departmental experience with CD, consultation with CTLR, effective use (or plan to use) Assigned Duty (AD)/Professional Development (PD) where applicable	Assures the adjudication committee of the department's ability to follow through on the project (both in time and in expertise)

Financial Costing Form

<https://employee.vcc.ca/departments/administration/finance/financial-forms/>

“Contract Information and Costing Form”

The screenshot shows an Excel spreadsheet titled "Salary and operating costing sheet" with the following sections:

- Contract Information:** Fields for Contract Start Date, Client Name, Client Contact Person(s), Budget Manager, Contract End Date, Is this a Bid (B) or Final (F)?, Contact Number, Organization, and Contract Activity.
- ESTIMATING DIRECT COSTS:**
 - 1/ Salaries:**
 - a. Instructor(s):** A table with columns for Instructor #1, Instructor #2, Instructor #3, and Instructor #4. Rows include:
 - Length of time (how many days): 20
 - Salary calculated by:
 - Per diem (Timesheet only) at step (11 to 1)*: 11
 - or Salary (Term or permanent) at step (11 to 1)
 - Salary before benefits: \$ 5,417
 - Fringe Benefit (@ 23.75% or 15.8%): 856
 - Total Salary for instructor(s): \$ 6,273
 - b. Support Staff:** Fields for Staff #1, Staff #2, and Staff #3.
 - Department Head's Annual Salary Including Allowances (\$):** 89,888
 - Release time:** 0.80 Day(s) or \$ 499

A blue arrow points to the "Per diem" field in the "ESTIMATING DIRECT COSTS" section.

Filling Out the Costing Form

1. Use “Cost Calculations” section, Salary
2. Input **days** and **step placement** for faculty and staff
 - *Scenario 1: A faculty member is released to do CD work. The step level is for the auxiliary/term faculty replacing them in teaching. Use salary per diem line.*
 - *Scenario 2: A faculty member is part-time term/permanent and receives a contract at their step level to do additional CD work. Use salary term/permanent line.*
3. Change overhead from 38% to 0%
4. Once costing document is complete, include numbers in total project cost table in the CD funds application.

Cost Comparison

The step level will impact the total cost of your proposal

Scenario 1:

Instructor at Step 4 is contracted to replace a permanent instructor who will do CD work

Total 15 days x \$693 = **\$10,388**

Scenario 2:

Instructor at Step 1 is contracted to do the CD work (they are part-time/term)

Total: 15 days x \$827 = **\$12,401**

More Help....

- Discuss proposal, budget estimates, and timelines with your Dean and/or Associate Director.
- For individual consultations with CTLR, email iasupport@vcc.ca
- Decisions about CD funds are generally finalized by end of March
- [myVCC: Curriculum Development Funds](#)
- SIEF Proposals are due Feb 13, 2026

Questions

