**Teacher Inquiry Program (TIP) Application for**

**Provincial Specialist Associations (PSAs) 2024–25**

**Application Process:**

1. Contact Daniel Shiu at the BCTF by phone at 604-871-1821 or toll-free at 1-800-663-9163, local 1821, or email [*dshiu@bctf.ca*](mailto:dshiu@bctf.ca)for further information about the Teacher Inquiry Program and/or assistance in the application process.
2. Fill in Part A.
3. Submit Part A to the PSA president by **Monday, October 21, 2024** for them to fill out Part B.
4. Once approval has been secured in Step 3, the form should be submitted to [*TIPapplications@bctf.ca*](mailto:TIPapplications@bctf.ca) by 5:00 p.m. on **Monday, October 28, 2024.**

**PART A**

**Name of person submitting this proposal (lead coordinator):** Click or tap here to enter text.

*(Lead coordinator—the teacher who initiates the inquiry)*

**PSA:** Click or tap here to enter text.

**Current assignment of lead coordinator:** Teacher or Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Daytime phone:** Click or tap here to enter text.

**Provide details to the following questions and include them as an attachment to the application:**

1. **Focus:** What topic(s) would your group like to explore?
2. **Rationale:** Why does your group want to explore the above topic(s)? Include specific subject(s) or grade level(s) on which the inquiry will focus.
3. **Explanation:** Explain briefly how the proposed topic may address pedagogical questions affecting the practice of teaching and/or the teaching profession.
4. **Supports:** What protocols and contacts are needed to support the inquiry?

The BCTF will provide a matching grant for up to $7,500 provided that your PSA provides the matching funds to support the inquiry. **When applying, consider the release time, coverage (i.e., TTOCs) needed, and their availability in the local(s)/district(s) during regular school days and hours.**

**PART B**

**Matching PSA fund amount approved by PSA Executive Committee: $**

**PSA President’s name:** Click or tap here to enter text.

**PSA President’s signature:** Click or tap here to enter text.

**PSA President’s email:** Click or tap here to enter text.

**Submission Deadline: Monday, October 28, 2024**

Applications will be considered and reviewed by BCTF staff and the BCTF Full-Time Table Officers. Selection will be made based on a variety of criteria including topic/rationale, geographic balance, and a commitment to the inquiry process. Applications must have approval from the PSA Executive Committee and a signature from the PSA president.

**Your responsibilities as the TIP lead coordinator**

* **Coordinate the following:**
  + work with the BCTF TIP facilitator to determine meeting dates
  + determine meeting location and book meeting room
  + technology equipment needed by the BCTF TIP facilitator (projector/screen)
  + provide photocopies of materials as needed by the BCTF TIP facilitator
  + provide refreshments for TIP participants at each meeting.
* **Organize the final celebration to share the group’s inquiry:** 
  + share your learning with your PSA
  + share your learning at PSAC.
* **Upon completion of the BCTF TIP:** 
  + Collect and return to the BCTF the TIP participants’ summaries from the celebration event which may be shared on the BCTF TIP website.
  + Inquiry summaries may appear as a PowerPoint, summary report document, video/multi-media, etc.
  + Submit feedback on the TIP and a breakdown of the budget expenditures to Daniel Shiu at the BCTF: [*dshiu@bctf.ca*](mailto:dshiu@bctf.ca).

**Responsibilities of BCTF TIP facilitator**

* contact the lead coordinator when the TIP application has been approved
* plan the agenda and organize materials for each inquiry session
* facilitate each of the inquiry sessions.

**Please list the names of all inquiry participants (must be 6–10 people; accommodations for participant numbers will be considered upon request).**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Position and School, District, or Local** |
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For further information on the Teacher Inquiry Program or assistance in the application process, please contact Daniel Shiu at the BCTF by phone (604-871-1821) or toll-free at 1-800-663-9163, local 1821, or email (dshiu@bctf.ca). Interested locals should submit a Teacher Inquiry Program application form to [*TIPapplications@bctf.ca*](mailto:TIPapplications@bctf.ca) by 5:00 p.m. on **Monday, October 28, 2024**. **Please do not send it to BCTF staff.**