**General Information**

On May 31, 2023, the *Pôle montréalais d’enseignement supérieur en intelligence artificielle* (PIA) invited Montréal CEGEPs and universities to a day of deliberation on generative artificial intelligence (AI), student success, and integrity in higher education. The event resulted in a synthesis and recommendations that can be found on the PIA webpage, [*Toward Responsible Use of Generative AI Tools in Higher Education*](https://poleia.quebec/rapport-journee-deliberative/), both in French and English versions.

Further to the recommendations arising from the day, PIA wishes to support the organization of **four events** or activities (in-person or hybrid) during the 2023-2024 academic year. The proposed support will be as follows:

* by supporting operational costs with an amount of **up to $10,000**,
* by promoting the event through its network of partners,
* by helping to disseminate material resulting from the event.

**Themes**

The themes identified are based on the recommendations of the May 31 event:

* current challenges posed by AI in higher education, such as innovative pedagogical practices using generative AI,
* integration of AI competencies into curricula, at the program or discipline level,
* best practices in adapting assessment policies,
* ethical issues related to all these topics.

**Eligibility Requirements**

The event must:

* be hosted by one of the [PIA member institutions](https://poleia.quebec/a-propos/),
* be open to participants from other PIA member institutions,
* fall within at least one of the themes presented in the previous section, or a closely related theme,
* take place before June 14, 2024.

**Evaluation Criteria**

* Relevance of the proposed theme
* Quality of the proposal and its organization
* Description of the organizing team
* Expected number of participants
* Other PIA institutions invited to participate
* Expected benefits for the host institution
* Presence of results or materials to be disseminated to AIP members after the event
* The presence of external partners is an asset, but not a requirement.

**Timeline**

|  |  |  |
| --- | --- | --- |
| **Steps** | **Dates** | **Actions** |
| **1.** | October 20, 2023 | *Deadline for submitting applications by e-mail* |
| **2.** | October 24-27 | *Project evaluation and recommendations from jury* |
| **3.** | Week of October 30 | *Sending refusal and acceptance letters and preparing contracts* |
| **4.** | Following days (according to priority) | *Signature of contracts between PIA and establishments* |
| **5.** | Before June 14, 2024 | *Submission by the institution of a report on activities and expenses incurred (with supporting documentation)* |
| **6.** | Following days | *Reimbursement of activity costs by PIA* |

**Information Requests**

For further information, please contact Christian Stahn, project coordinator, at [cstahn@poleia.quebec](mailto:cstahn@poleia.quebec), or Benoit Pagé, PIA director, at [bpage@poleia.quebec](mailto:bpage@poleia.qubec).

|  |  |
| --- | --- |
| Title of Project and Planned Date | |
|  | |
| Identification of Host Institution | |
| Name: |  |
| Person in charge: |  |
| Other members of organizing team (names and positions): | |
|  | |
|  | |
| Brief Presentation of Project | |
| Theme | |
| *Maximum of two lines.* | |
| Target audience | |
|  | |
| Description of the activity | |
| *Maximum of six lines.* | |
| Promotional Plan | |
| *Place of the event within the host organization, external contacts (where applicable), requested PIA contributions, etc.* | |
| Expected Benefits and Knowledge Transfer | |
| Expected number of participants and organizations reached or involved | |
|  | |
| Expected deliverables: videos, presentation slides, discussion notes, etc. | |
|  | |

|  |  |
| --- | --- |
| Budget *(Replace items in brackets with project specifics)* | |
| **Revenues:** |  |
| PIA contribution (maximum 10 000 $) |  |
|  |  |
| [Other contributions, where applicable] |  |
|  |  |
| **Total revenues:** |  |
| **Expenses:** |  |
| [ITEM #1, e.g. promotional activities] |  |
|  |  |
| [ITEM #2, e.g. honoraria] |  |
|  |  |
| [ITEM #3, e.g. note-taking] |  |
|  |  |
| [ITEM #4, e.g. hospitality expenses] |  |
|  |  |
| … |  |
|  |  |
| **Total expenses:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of academic dean (college) or academic vice-president (university): | | | | |
|  |  | Date: |  |  |
|  | *[Name in block letters]* |  | | |
|  | | | | |