



## Aspire Learning & Teaching Fund – Letter of Intent Template

**All Letters of Intent (LOIs) must be submitted online by 3:00 PM, December 9, 2015**

- Before proceeding, please read the criteria and application instructions at <http://altfund.ok.ubc.ca>
- Applications should be written in language that is understandable to a non-specialist.
- Note this is a template only; the final application must be submitted online. Note the online application system is plain text. You will not be able to add tables, graphs, or charts in your LOI.

### Project Title (200 characters max.)

Please do not use all-caps.

### Lead Applicant

For administrative purposes, there must be one Lead Applicant only and she/he should be a full-time, continuing UBC Okanagan faculty member.

Lead Applicant's name:

Lead Applicant's title(s) (e.g. Assistant Professor, Instructor, Professor of Teaching, Librarian, etc.):

Lead Applicant's primary (UBC) email address:

Lead Applicant's Department, School, or unit:

### Other Applicants

Please indicate all other applicants' names as well as corresponding title(s), affiliation(s), and email, separated by commas (e.g. Jane Doe, Associate Professor, History, IKBSAS, jane.doe@ubc.ca).

### Expertise (250 Words)

Please describe the expertise of the applicant or applicants in relation to this project. What additional expertise may be needed to conduct the project?



**Department/Unit Head(s) Approval**

*The Department/Unit Heads of all of the applicants have been consulted on the nature of the project, are aware of potential resource commitments and have agreed in principal to support the project.*

Yes

No

**Short Project Description (250 words max.)**

*What are you proposing to do/change with this project? Briefly explain how the project will contribute to innovation in learning and teaching at the academic program level in alignment with the Aspire Vision, with reference to the 2016-17 Priority Focus Areas.*

**Course / Program Information (250 words max.)**

*Which courses or program(s) will be affected by this project? If possible, please list course subject codes and numbers (e.g. PSYO 101; PSYO 102) as well as typical enrollment figures. If your project involves a course with multiple sections, please indicate how many sections will be impacted by the project.*

**Students Impacted by the Project**

*How many students do you estimate will be impacted by this project annually? (Please provide a number)*

**Project Benefits (250 words max.)**

*Briefly describe why this project is important and what are its tangible, sustainable benefits.*

**Broader Contribution (250 words max.)**

*How will your project contribute to innovation in learning and teaching more broadly (beyond the targeted academic program/programs) at UBC Okanagan?*

**Changes to learning spaces/environment envisioned (150 words max.)**

*Does the implementation of your project require any specialised software, special classroom/facilities or scheduling support (i.e., video-conferencing, lecture capture, flexible classroom space, etc.)? If yes, please explain.*



**Project Approach & Required Support (250 words max.)**

*How will you undertake this project? What support resources/additional expertise will you need to develop this project? Please ensure that you identify any resources needed from your academic unit and from central support services (e.g., CTL, UBC Okanagan Library, OPAIR and IT, Media & Classroom Services).*

**Project Success (250 words max.)**

*How will you know your project has been successful?*

**Timing: Development**

*When do you plan to start development on this project?*

**Timing: Implementation**

*When do you plan to implement this project with students in the classroom?*

Draft - will be completed online