



Aspire Learning & Teaching Fund Full Proposal Template

All proposals must be submitted **online** by **3:00 PM, February 29, 2016**

Before proceeding, please read all 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 application must be submitted online. The online application system is **plain text**. You will not be able to add tables, graphs, or charts in your proposal.

Project Title (200 characters max.)

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' name 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).

Department/Unit Head Information

The Department/Unit Head, School Director, or equivalent for all applicants associated with the ALT Fund proposal must indicate their support of the proposed project, including confirming any resources committed, using the online application on or before Monday, March 7, 2016, 3:00 PM or the proposal will not be evaluated.

Note that this is one week after the proposal due date. Applicants are responsible for contacting their respective Department Head and ensuring that she/he is prepared to review and support the proposal through the online application system. To ensure that Department Heads have reasonable time to review your proposal, you should seek their support well in advance of the deadline for submission.



Please provide the name and department/unit of the Department Head or Heads that will need to indicate their support for the proposed project. The system will prompt you to select the proper email address.

| | Name | Department/School/Unit | E-Mail Address |
|----------|------|------------------------|----------------|
| Person 1 | | | |
| Person 2 | | | |
| Person 3 | | | |

Project Budget

Total funding requested (up to \$50,000):

- This project will require funding for one year only
 This project will span multiple years, with the funding allocated as follows:

| Fiscal Year (e.g., 2016-17, 2017-18, 2018-19) | Dollar Amount |
|--|---------------|
| | \$ |
| | \$ |
| | \$ |

Project Summary (150 words max.)

Describe your project in a manner that is accessible to wide readership. If your proposal is successful, this summary may be publicized on the UBC Okanagan website.

Curriculum Impact (150 words max.)

Clearly and succinctly explain what innovation you intend to implement and how the innovation will make a difference to the student learning experience at the academic program level.

Academic program(s)

Please specify which academic program or programs are impacted by this project.

Students Impacted by the Project

How many students do you estimate will directly and indirectly benefit from your innovation? (Please provide a number)



Project Rationale and Objectives (500 words max.)

Clearly state the project's rationale and overall objectives, with particular reference to how they meet the Aspire Learning and Teaching Fund criteria and the 2016-17 Priority Focus Areas.

Project Work Plan, Timeline & Milestones (1000 words max.)

Provide a summary of the approach and methods you intend to use to achieve the stated objectives of the project. You should also include a clear work plan that identifies major milestones, including any evaluation activities.

Expected Project Outcomes (500 words max.)

List or describe the project's intended tangible outcomes or deliverables. What will the project do or create as a result of implementation of its work plan?

Project Benefits (500 words max.)

*Referring to the project's objectives and expected outcomes, what are the direct and short-term as well as sustainable benefits to students? Explain how these will contribute toward the enhancement of teaching and learning at the academic **program** level.*

Broader Benefits (250 words max.)

What will the project do or create that will benefit the University more broadly? Explain how these will contribute to the enhancement of learning and teaching beyond the targeted academic program.

Evaluation Criteria (500 words max.)

Describe your evaluation strategy or process and outline any key indicators that will be used to determine the project's success/performance. What outcome-based criteria will be used to measure success? What data will you collect to evaluate the project's impact, and how will you collect these data?



Learning spaces/environment considerations (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 Budget

Please use and upload the Excel template provided on the website. Figure below shows sample categories.

| ALT Fund Proposed Budget | | Requested from ALT Fund | | | In-kind contributions from Faculty and other sources (e.g., community partners) | | |
|---|---------------|-------------------------------|-----------|-----------------|---|-----------|--------------|
| Include detailed information on salaries, benefits, supplies and equipment, and provide a justification for each expenditure. Indicate funds requested from ALT Fund and contributions from in-kind or other sources in the appropriate columns. When entering figures, do not add commas or dollar signs as these will be generated automatically. | | | | | | | |
| Function | Justification | Time (hours, days, or months) | Unit Cost | Total Cost (\$) | Time (hours, days, months) | Unit Cost | In-Kind (\$) |
| Development Support | | | | | | | |
| Project Coordination/Management | | | | | | | |
| Graduate Academic Assistant | | | | | | | |
| Undergraduate Academic Assistant | | | | | | | |
| Graduate Research Assistant | | | | | | | |
| Teaching Assistant | | | | | | | |
| Teaching Buyout (up to 1 course, 50%) | | | | | | | |
| Other Pedagogical/Learning Technology Support | | | | | | | |
| <i>(Please describe, add rows if needed)</i> | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Totals | | | | | | | |