UPDATED LOI DEADLINE

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Aspire Learning & Teaching Fund – Letter of Intent Template

FOR DEVELOPMENT PURPOSES ONLY. LETTERS OF INTENT (LOIS) MUST BE SUBMITTED ONLINE BY 3:00 PM JUNE 20, 2016

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.

All LOIs must be submitted online. The online application system is plain text; you will not be able to include 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)/Director(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

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Project Description (250 words max.)
Clearly and succinctly explain what innovation you intend to implement and how the innovation will make a positive difference to the learning experience at the level of the academic program for a significant number of students.

Alignment with Priority Focus Areas (150 words max)
Succinctly explain how your proposed project aligns with the 2017-18 Priority Focus areas __or__ represents a new or promising area that aligns with the Aspire's Transformative Learning characteristics and has the potential to be widely implemented.

Project Approach & Required Support (250 words max.)
Explain the approach and methods you intend to use to conduct this project, identifying the support resources and/or additional expertise you anticipate you will need. Please ensure that you include resources you anticipate will be needed from your academic unit and/or from central support services (e.g., CTL, UBC Okanagan Library, OPAIR and IT, Media & Classroom Services).

Course / Program Information (250 words max.)
Which courses or program(s) will benefit from the outcome of this proposal?

Students Impacted by the Project
How many students do you estimate will be impacted by this project annually?

Project Benefits (250 words max.)
Briefly explain why this project is important and identify 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?

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Project Success (250 words max.)
How will you know your project has been successful? Please be as specific as possible.

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.

Estimated Budget
Please estimate how much funding you believe you will need to undertake this project. Please indicate what you anticipate you will need from the ALT Fund and the amount that you have committed or expect to receive from other sources. It would be helpful, if you are able, to be specific on the funding sources.

Timing: Development
When do you plan to start development on this project?

DROP-DOWN MENU (to select month/year)

Timing: Implementation
When do you plan to implement this project with students in the classroom?

DROP-DOWN MENU (to select month/year)