



Aspire Learning & Teaching Fund – Full Proposal Template

ALL PROPOSALS MUST BE SUBMITTED ONLINE BY 3:00 PM, OCTOBER 31, 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 include tables, graphs, or charts within 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(s)/Director(s) Approval

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

Yes

No

Faculty Support

The Dean of **any** Faculty that is named in the full proposal must indicate their support for the proposed project, including confirming **all** resources committed by their Faculty, on or before November 15, 2016, 3:00 PM or the proposal will not proceed to adjudication.



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., 2017-18, 2018-19, 2019-20)	Dollar Amount
	\$
	\$
	\$

Project Summary (250 words max.)

Please summarize, in a manner that is accessible to individuals from diverse disciplinary backgrounds: the nature of the planned innovation(s), what you propose to do, which academic programs will benefit, the approaches you plan to take and the impact you anticipate. If your proposal is successful, this summary may be publicized on the UBC Okanagan website.

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 or how the project represents a new or promising area that aligns with Aspire's Transformative Learning characteristics and has the potential to be widely implemented..

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.

Support Letters

Please upload support letters for potential investments in infrastructure and services, as well as the rationale for teaching buyouts through the links provided on the website.