



Aspire Learning & Teaching Fund – Letter of Intent Template

UPDATED

THIS TEMPLATE IS FOR DEVELOPMENT PURPOSES ONLY. LETTERS OF INTENT (LOIS) MUST BE SUBMITTED ONLINE BY 3:00 PM JUNE 5, 2017

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.

BASIC PROJECT INFORMATION AND HEADS’/DIRECTORS’ AGREEMENT

Project Title

Please do not use all-caps. [200 characters max.]

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 Department, School, or unit:

Lead Applicant’s primary (UBC) email address:

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

Please describe the expertise of the applicant(s) in relation to this project. [250 words max.]



Anticipated Funding Request

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

\$

Anticipated Length of Project

DROP-DOWN MENU (to select number of years)

Timing: Development

When do you plan to start project development?

DROP-DOWN MENU (to select month/year)

Timing: Implementation

When do you plan to begin implementation of this project with students?

TEXT FIELD (Academic Year, Term)

Department/Unit Head(s)/Director(s) Agreement in Principle

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

PROJECT SUMMARY

Project Description

Explain what you intend to do in this project. Ensure that you describe the nature of the innovation proposed and why it represents a strategic innovation that will make a positive difference to the learning experience at the level of the academic program for a significant number of students. [250 words max.]

Alignment with Priority Focus Areas

Explain how your proposed project aligns with the ALT Fund Priority Focus areas (see [Call for Proposals](#)) or represents a new or promising area that aligns with Aspire’s Transformative Learning characteristics and has the potential to be widely implemented. [150 words max.]



Project Approach and Methods

Provide a summary of the approach and methods you intend to use. As appropriate, identify any new evidence-based teaching and/or learning practices that will be implemented to achieve project goals. [250 words max.]

Anticipated Resource Requirements

Explain the resources needed to plan, implement and evaluate your project. Your explanation should indicate how the requested funding will be used and what additional resources may be needed from your academic unit(s) (e.g., teaching buyouts, staff time) and from central support services (e.g., CTL, UBC Okanagan Library, OPAIR; and IT, Media and Classroom Services). [250 words max.]

Learning Spaces/Environment Considerations

If applicable, describe any specialised software, special classroom/facilities or scheduling support (e.g., video-conferencing, lecture capture, flexible classroom space, etc.) that you anticipate will be needed to implement the project. [150 words max.]

PROJECT BENEFITS AND IMPACT

Course / Program Information

Which courses or program(s) will benefit from the outcome(s) of this proposal? [150 words max.]

Students Impacted by the Project

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



Project Benefits and Sustainability

Explain your proposed project's direct and indirect benefits to students, teaching assistants and faculty. Please identify any new or revised credit or non-credit academic programs that will be developed and any products that will be created (e.g., new shareable curriculum, animations, interactive online modules, teaching practice guides, etc.). At a high level, explain how you anticipate that these benefits will be sustained beyond the funding period. [250 words max.]

Broader Contribution

How will your project contribute to innovation in learning and teaching more broadly at UBC Okanagan (beyond the targeted academic program(s))? [250 words max.]

Project Success

How will you know your project has been successful? Please be as specific as possible. [250 words max.]