



# Aspire Learning & Teaching Fund – Full Proposal Template

THIS TEMPLATE IS FOR DEVELOPMENT PURPOSES ONLY. ALL PROPOSALS MUST BE SUBMITTED ONLINE BY 3:00 PM, OCTOBER 15, 2018

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. You may upload up to two exhibits (figures). These figures must be fully explained and referenced in the proposal text.

## BASIC PROJECT INFORMATION AND APPROVAL

### Project Title

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 (includes Librarians).

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).

### Expertise

Please describe the expertise of the applicant(s) in relation to this project. What additional expertise may be needed to conduct the project? [250 max.]



**Department Head Level Approval**

The Department/Unit Head, Director, Associate Chief Librarian or equivalent 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. Note that support and resource commitment letters may be uploaded after you complete entering the text of the proposal.

Yes

No

**Faculty / Library Support**

The Dean or Designate and/or the Chief Librarian of all named units will be asked to confirm their support by email for the proposed project, including confirming **all** resources committed by their Faculty by **October 22, 2018, 3:00 PM** or the proposal will not proceed to adjudication. This request will be sent to all relevant Deans **from the Office of the Provost**.

**FUNDING REQUEST**

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., 2019-20, 2020-21, 2021-22)	Dollar Amount
	\$
	\$
	\$



## PROJECT DETAILS

### Project Summary

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. [250 words max.]**

### Teaching and Learning Foundation

Explain the teaching and learning foundation for the innovation you will implement (e.g., the theoretical framework, application of specific research-informed teaching principles or evidence-based practices). If appropriate, please upload a list of references along with your support letters. **[250 words max.]**

### Alignment with Priority Focus Areas

Succinctly explain how your proposed project aligns with the current ALT Fund Priority Focus areas or represents a new or promising area that aligns with the Aspire Vision's Transformative Learning characteristics and has the potential to be widely implemented. **[150 words max.]**

### Project Rationale and Objectives

Clearly state the project's rationale and objectives. These objectives should align with your outcomes and serve as the basis for your evaluation approach. **[500 words max.]**



## EXPECTED PROJECT OUTCOMES

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? Please include any new or changed teaching or learning approaches and/or practices as outcomes as appropriate. **[500 words max.]**

## Project Work Plan, Timeline & Milestones

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. You may upload up to two exhibits (figures) to complement your narrative. Please note that you should reference the figures and ensure that they are explained in the text of your proposal. **[1000 words max]**

## Learning spaces/environment considerations

Please identify any specialised software, special classroom/facilities or scheduling support (i.e., video-conferencing, lecture capture, flexible classroom space, etc.) that will be required to implement your project and provide a brief explanation of how they support the project goals (if not explained in previous section). **[150 words]**



## PROJECT BENEFITS AND IMPACT

### Academic program(s)

Please specify which academic program or programs are impacted by this project. Ensure that you explain how you arrived at the number of students you list in the **Students Impacted by the Project** field below. [200 Words Max.]

### Students Impacted by the Project

How many students do you estimate will directly and indirectly benefit from your innovation? [number field]

### Project Benefits

Referring to the project's objectives and expected outcomes, what are the direct and short-term as well as sustainable benefits to students who are the primary target audience for the project. Explain how these will contribute toward the enhancement of teaching and learning at the level of the academic **program(s)**. [500 words max.]

### Broader Benefits

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(s). [250 words max.]

### Sustainability

Explain how the identified benefits will be sustained beyond the funding period of the project. [250 words max.]

### Evaluation Criteria

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? [500 words max.]



## BUDGET (FUNDING AND RESOURCES)

### Budget Rationale

Provide a succinct rationale for the budget you have outlined in the required Budget Spreadsheet (link). Your explanation should complement (not repeat) the explanation provided for the items that you have included in the spreadsheet. As appropriate, identify the relevant support and/or resource commitment letters. [250 words max.]

### Project Budget Spreadsheet

Please use and upload the Excel [template](#) provided on the website.

### Approvals, Support and Resource Commitment Letters

Please upload any letters that relate to the following via the ALT Fund website:

- Department/Unit Head/Director Support letters, including teaching buyouts.
- Resource Commitment Letters from University Services or Academic Support Units (e.g, CTL, the Library)
- Resource Commitment Letters from external partners
- Potential investments in infrastructure and services
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