

Application Materials for the 2021 Aspire-2040 Learning Transformations (ALT-2040) Fund

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2021 CALL FOR PROPOSALS, ALT-2040 FUND

The Provost of The University of British Columbia Okanagan Campus, in collaboration with Deans' Council, invites proposals to the Aspire-2040 Learning Transformations (ALT-2040) Fund. Up to \$30,000 may be requested for projects that focus on developing and implementing strategic curricular innovations that have program-level impact. Proposals are due on **January 15, 2021**.

For the 2021 call, the ALT-2040 Fund has one funding category and a condensed proposal format. The streamlined process and scope for the ALT-2040 Fund in 2021 reflects our commitment to supporting our current students, while maintaining the fund's core objective of academic program innovation. We are seeking to fund projects that have a timely benefit to students and create a lasting foundation for the future. Priority areas for the ALT-2040 Fund development of modular curricula that address challenges and/or advance new opportunities resulting from the shift to remote learning, creation of digital assessments/ content collections, development of advanced teaching skills/practices credential programs, and creation/adaptation of open educational resources.

Projects that result in cost savings for students and include students in meaningful roles within projects are particularly encouraged.

Selection of funded projects is guided by the transformative learning strategies of UBC's Strategic Plan and alignment with the Priority Focus Areas identified in each call. Special consideration is given to those projects that advance the academic program priorities identified in [Outlook 2040](#) and [UBC Okanagan's Declaration of Truth and Reconciliation Commitments](#) and recent university statements/commitments related to anti-racism.

For additional information on the applications process, including more detail on the 2021 Priority Focus Areas, full guidelines and access to the online application system, please visit <https://alt-2040.ok.ubc.ca/>.

2021 GUIDELINES

The ALT-2040 Fund builds on the successes of the predecessor ALT Fund to accelerate curricular transformations envisioned in Outlook 2040. Selection of funded projects is guided by the transformative learning strategies of UBC's Strategic Plan and alignment with the Priority Focus Areas identified in each call. Special consideration is given to those projects that advance the academic program priorities identified in [Outlook 2040](#) and [UBC Okanagan's Declaration of Truth and Reconciliation Commitments](#) and recent university statements/commitments related to anti-racism.

The Aspire -2040 Learning Transformations (ALT-2040) Fund will implement a modified call and process for 2021. Our goal is to encourage innovations that can be implemented in a timely way to support our current students and create a lasting foundation to the future. Some key characteristics of this year's funding call are:

- 1) Up to \$30,000 may be requested to implement strategic innovations within and across existing academic programs.
- 2) Single stage process, January 15, 2021 deadline.
- 3) Maximum of 2 years of funding, with a requirement that a meaningful component of the project is implemented in the 2021 academic year (AY).
- 4) Funds available by late February 2021; funds expire March 31, 2023.

ALT-2040 Fund Priority Focus Areas, 2021

Projects should significantly benefit UBCO's ability to provide an engaging learning experience for students in the 2021-22 timeframe and have a long term, sustainable benefit to academic programs . Projects that result in cost savings for students and include students in meaningful roles within projects are particularly encouraged.

Four priority focus areas are identified for 2021:

1. Projects that address curricular challenges and/or advance opportunities (e.g., skills acquisition or knowledge gaps) arising from the shift to remote learning by developing modular, innovative learning opportunities (curricular bridge modules, credit or non-credit non-degree credentials) that can be delivered in flexible ways (e.g., credit or non-credit mini-courses, summer intensives delivered fully online or blended learning as the situation permits).
2. Creation of significant resource collections of digital assessments or digital content that align with disciplinary needs and reduce costs for students within one or more high enrolment courses. Partnering with students to create resources is particularly encouraged.
3. Instructor or Teaching Assistant training/educational programs that build on current fundamentals training provided centrally and focus on building/enhancing disciplinary or interdisciplinary teaching skills and practices. Any developed program should be designed to award a UBC Okanagan non-credit credential.
4. Creation or integration of open educational resources to make education more affordable and accessible to students. Projects that demonstrate a commitment to significantly reducing textbook and affiliated (e.g., homework systems) cost over the entire span of an academic program are strongly encouraged.

Criteria

- The project begins implementation in the 2021 Academic Year (AY) and identifies clear, measurable outcomes and benefits to students enrolled in AY 2021.
- The project aligns with the ALT-2040 Fund Priority Focus Areas and advances the transformative learning strategies identified in UBC Okanagan strategic plans and commitments (e.g., Outlook

2040, UBC Okanagan's Declaration of Truth and Reconciliation Commitments, recent statements/commitments related to antiracism).

- The project has a demonstrable impact at the academic program level.
- The project uses innovative (new, novel or significantly improved) educational strategies, pedagogical approaches, techniques or tools that have a strong potential to produce a demonstrable gain in student outcomes and/or the student experience.
- The project benefits a significant number of students or a high percentage of students within an academic program directly (e.g. enhancement of curriculum, services, and resources) and/or indirectly (e.g. training of faculty and staff in new pedagogies or learning technologies).
- The project uses outcomes-based criteria to determine success; the criteria and the methods by which data are to be collected are clearly outlined in the proposal's evaluation plan.
- The proposal provides a clear rationale, methodology, objectives and work plan.
- The project is feasible; the objectives are achievable within the proposed timeline and budget.
- The proposal articulates demonstrable short and long term benefits.
- The budget is appropriate, with a clear justification of associated costs. The project budget includes meaningful additional funding and/or in-kind resources (preferred, not required).
- The proposal describes how students were consulted in the preparation of the proposal, and how students will be involved in the development and implementation of the project. Projects that result in cost-savings for students and engage students in meaningful roles within projects are particularly encouraged.

Eligibility Considerations

- The Lead Applicant must be a full time, continuing faculty member of the University of British Columbia Okanagan Campus. Students may be co-applicants.
- The Lead Applicant cannot hold more than one ALT-2040/ALT Fund grant concurrently. Co-applicants can be involved in more than one active ALT-2040/ALT Fund project at a time.
- Projects for which the **primary purpose** is program evaluation for accreditation or similar purposes are ineligible. Projects that focus on implementing recommendations from a review process are eligible.
- Projects for which the **primary purpose** is research are ineligible. Research may be conducted as part of the project (see ethics, funding comments under "Other Considerations and Reporting").
- Projects for which the **primary target audience** is not UBC Okanagan students are ineligible. Funding must be directed toward the benefit of UBC Okanagan students. Projects that are focused on developing non-credit credentials must be connected to one or more credit programs. Standalone, revenue-focused, non-credit, continuing education programs are ineligible.

Sharing and Re-use:

- Teaching and learning materials created through the ALT-2040 Fund must be made available for re-use within UBC. Awardees will be encouraged to license any learning materials developed under an appropriate Creative Commons License and to share the materials more widely through UBC's digital sharing channels (e.g., UBC's Canvas Commons, UBC Wiki, cIRcle, UBC's YouTube Channel).
- Proposals associated with Priority Focus Area #4 (Creation or integration of open educational resources ...) must assign an open copyright license (e.g., Creative Commons) to resources developed which allows for reuse, remix, revision and redistribution of the content for educational purposes. If students develop teaching and learning materials as a part of their coursework, appropriate communication and permissions must be provided.

Budget Considerations

- The ALT-2040 Fund may not be used for conference registrations, conference travel or other types of dissemination costs, though these types of costs may be allocated as in-kind contributions.
- Equipment and infrastructure costs are not eligible for funding, though they may be allocated as in-kind contributions.
- Funds cannot be used to purchase external consulting or other types of services where the expertise is available within UBC at a reasonable cost and in a timely manner.
- The applicant(s) should consult with any and all central service or operational units that are expected to contribute to the project. Any significant infrastructure and/or service commitments must be accompanied a resource commitment letter (may be in e-mail form) from a person authorized to commit resources for the organization (e.g., Head, Director).
- No teaching buyouts will be funded from the ALT-2040 Fund in 2021; a department-provided buyout may be allocated as an in-kind contribution.
- Where research is included in a proposal (note the eligibility considerations regarding research outlined above), the budget must clearly identify research related expenses. If a proposal is funded, the funds that support research must be transferred into a Research account; in this event a research project information form (RPIF, here: <https://ors.ok.ubc.ca/forms/>) will need to be submitted to the Office of Research Services. Where human subjects are involved, the research must have received ethics approval prior to transfer of funds.
- Unspent funds revert to the Provost Office at the end of the funding period.

Reporting

- A report, including a summary for public dissemination, is required at the end of the first year of funding (February 2022).
- A final report, including a comprehensive summary for public dissemination, is required of all projects (May 2023).

APPLICATION PROCESS

Timeline

Applications for the ALT-2040 Fund must be submitted online (<https://altfundapply.ok.ubc.ca/prog/2021-alt-2040/>).

- Call for Proposals: late October
- All proposals due on January 15, 2021, 3:00 PM.
- An Adjudication Committee reviews and makes funding recommendations to Provost. The Provost or Designate finalizes funding decisions (Early Feb, 2021)
- Funding available in 2020 Fiscal year, targeting late February, 2021.

Approvals

- The Lead applicant must indicate that the Department/Unit Heads/Directors of all project applicants have been consulted, are aware of potential resource commitments and have agreed to support the project.
- Proposals must include/upload (may be a scanned email):
 - a letter from each Department/Unit Head indicating their approval and commitment to the project (with resources identified); and
 - a resource commitment letter from any UBC department/unit or administrative unit that is committing resources (including faculty member and staff time).
- All proposals must have the approval of the Dean or Designate of any UBC Okanagan Faculty/School that is committing resources. This may be included as a scanned email.

DOCUMENTS AND TEMPLATES

Documents and templates for the ALT-2040 Fund are available on the ALT-2040 website: <https://alt-2040.ok.ubc.ca/apply/downloads/>. If you have any difficulty opening the documents in the formats provided, please contact altfund.ok@ubc.ca and we will endeavour to provide you with a format that works with your system.

The application form follows this page along with a screenshot of the Budget template.

Application Template



ALT-2040 Fund– 2021 Program

THIS TEMPLATE IS FOR DEVELOPMENT PURPOSES ONLY. ALL PROPOSALS MUST BE SUBMITTED ONLINE BY 3:00 PM, JANUARY 15, 2021

Please read all criteria and application instructions at <http://alt-2040.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 may upload up to two exhibits (figures) along with required approval and resource commitment letters. The two exhibits must be fully explained and referenced in the proposal text, with brief captions only.

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). Include Name, Title, Primary email address, Department/school/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, Nursing, FHSD, 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 words 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 all files should be uploaded in the Exhibits, Approvals, Support and Resource Commitment Letters task.

I agree

Faculty / Library Support

All applications must include a letter/email of approval from the relevant Dean(s) or UBC Okanagan's Chief Librarian (as appropriate). Letter(s) should be uploaded in the **Exhibits, Approvals, Support and Resource Commitment Letters** task.

FUNDING REQUEST

Total funding requested (up to \$30,000).



PROJECT OVERVIEW

Project Summary

Please summarize, in a manner that is accessible to individuals from diverse disciplinary backgrounds, what you propose to do and how it will provide an engaging learning experience for students in the 2021-22 time frame while creating a sustainable benefit to academic programs ongoing. **If your proposal is successful, this summary may be publicized on the UBC Okanagan website.**
[250 words max.]

Alignment with Priority Focus Areas

Identify which ALT fund Priority Focus area is **most** relevant to your proposal.

- Projects that address curricular challenges and/or advance opportunities (e.g., skills acquisition or knowledge gaps) arising from the shift to remote learning by developing modular, innovative learning opportunities (curricular bridge modules, credit or non-credit non-degree credentials) that can be delivered in flexible ways (e.g., credit or non-credit mini-courses, summer intensives delivered fully online or blended learning as the situation permits).
- Creation of significant resource collections of digital assessments or digital content that align with disciplinary needs and reduce costs for students within one or more high enrolment courses. Partnering with students to create resources is particularly encouraged.
- Instructor or Teaching Assistant training programs that build on current fundamentals training provided centrally and focus on disciplinary or interdisciplinary teaching skills and practices. Any developed program should be designed to award a UBC Okanagan non-credit credential.
- Creation or integration of open educational resources to make education more affordable and accessible to students. Projects that demonstrate a commitment to significantly reducing textbook and affiliated (e.g., homework systems) cost over the entire span of an academic program are strongly encouraged.

PROJECT DETAILS

Rationale, objectives and outcomes

Clearly state the project's rationale and objectives. **[250 words max.]**

List or describe the project's intended tangible outcomes or deliverables. **[250 words max.]**

Succinctly explain which meaningful component of your project will be implemented in Academic Year (AY) 2021 and in what tangible way this component will benefits students enrolled in AY 2021. **[250 words max.]**



Project Work Plan, Timeline & Milestones

Provide a summary of your 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. **[500 words max.]**

Student Involvement

Please explain how students were consulted in the preparation of the proposal, and how they will be involved in the development and implementation of the project. **[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 (quantitative and/or qualitative) will you collect to evaluate the project's impact, and how will you use these data? **[500 words max.]**

BUDGET (FUNDING AND RESOURCES)

Budget Rationale

Provide a succinct rationale for the budget you provided in your budget spreadsheet. **[250 words max.]**

Project Budget Spreadsheet

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

Exhibits, Approvals, Support and Resource Commitment Letters

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

- Up to two exhibits (figures or tables)
- Dean's/Chief Librarian's approval
- Department/Unit Head/Director approval and resource commitment letters.
- Resource Commitment Letters from University Services or Academic Support Units (e.g, CTL, the Library) as applicable.
- Resource Commitment Letters from external partners as applicable.



Budget template.

ALT-2040 Project Budget		2021 Application Year		Fiscal Year 2020/2021			Fiscal Year 2021/2022			Fiscal Year 2022/2023			Totals, All Years																										
Include detailed information on salaries, benefits, supplies and equipment, and provide a justification for each expenditure. Indicate funds requested from the ALT-2040 Fund and contributions from in-kind or other sources in the appropriate columns. Please ensure you supply totals.				Funds requested from ALT-2040 Fund			In-kind contributions from Faculty/other source(s)			Funds requested from ALT-2040 Fund			In-kind contributions from Faculty/other source(s)			Funds requested from ALT-2040 Fund			In-kind contributions from Faculty/other source(s)			Total Amount Requested from ALT-2040 Fund			Total In-Kind Contributions			Project Total											
				Time (hours, days, or months)		Unit Cost	Total Cost (\$)	Time (hours, days, months)		Unit Cost	In-Kind (\$)	Time (hours, days, months)		Unit Cost	In-Kind (\$)	Time (hours, days, months)		Unit Cost	In-Kind (\$)	Request (\$)		In-Kind (\$)		Total (\$)		Request (\$)		In-Kind (\$)		Total (\$)									
Development Expenses																																							
Project Coordination																																							
Graduate Research Assistant (GRA) Support																																							
Teaching Assistant (TA) Support																																							
Pedagogical/Learning Technology Support																																							
Project Management																																							
Curriculum Design																																							
Evaluation Support																																							
Instructional Design																																							
Web Programming																																							
Graphic Design																																							
Other Pedagogical Support*																																							
Media Development																																							
Media Production/Post Production																																							
Media Kit (maximum of \$3,000)																																							
Licensing (Software)																																							
Copyright																																							
Other																																							
(Please describe)																																							
(Please describe)																																							
(Add additional rows if necessary)																																							
Total Project Costs				ALT-2040 Fiscal Year Total			In-kind Fiscal Year Total			ALT-2040 Fiscal Year Total			In-kind Fiscal Year Total			ALT-2040 Fiscal Year Total			In-kind Fiscal Year Total			ALT-2040 Fiscal Year Total			In-kind Fiscal Year Total			ALT-2040 Fiscal Year Total			In-kind Fiscal Year Total			ALT-2040 Fiscal Year Total			In-kind Fiscal Year Total		