**2022 ALT-2040 Fund  
Program Development and Redesign Stream**

this template is For Development Purposes only. All proposals must be submitted online by **3:00 PM, november 22, 2021**

Please read all criteria and application instructions at[**http://alt-2040.ok.ubc.ca/**](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 **1-page** 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****.]***

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### Lead Applicant

*For administrative purposes, there must be one Lead Applicant only; they should be either a full-time, continuing UBCO faculty member (includes Librarians) or a full-time UBCO lecturer with an appointment that remains active through the project length (June 2025). Include Name, Title, Primary email address, Department/school/Unit.*

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### Co-applicants (if applicable)

*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).*

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### Other team members (if applicable)

*Please indicate all other team members’ names 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).*

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### 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.]***

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### Department Head Level Approval

*I confirm that 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

### Faculty / Library Approval

*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 $100,000).*

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### Project length

This project will require funding for (select one):

**1 year**

**2 years**

**3 years**

# PROJECT OVERVIEW

### Project Summary

*Please summarize, in a manner that is accessible to individuals from diverse disciplinary backgrounds, what you propose to do, why it is innovative and how the project will transform UBCO students’ learning experience in a meaningful way.* ***If your proposal is successful, this summary may be publicized on the UBC Okanagan website***. ***[250 words max.]***

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### Strategic Alignment

*Explain how your proposed project advances* [*transformative learning strategies of UBC’s Strategic Plan*](https://strategicplan.ubc.ca/transformative-learning/) *and UBC Okanagan academic priorities and plans (e.g.,* [*Outlook 2040*](https://okmain.cms.ok.ubc.ca/wp-content/uploads/sites/26/2019/02/UBCO-Outlook-2040.pdf)*, UBC Okanagan’s* [*Declaration of Truth and Reconciliation Commitments*](https://ok.ubc.ca/trc/) *and UBC’s commitments to* [*anti-racism initiatives*](https://antiracism.ubc.ca)*).* ***[150 words max.]***

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### Alignment with Priority Focus Areas

*Identify your project’s most relevant ALT fund Priority Focus area or areas (maximum 3).*

* Strengthen and expand Indigenous-focused curricula in existing programs and/or competence for instructors in working with Indigenous topics.
* Develop approaches, resources, activities or programs that support diversity and build capacity for inclusion in teaching and learning contexts.
* Create and/or incorporate open educational resources to education more affordable and accessible to students, Partnering with students to create resources is particularly encouraged.
* Transform curricula in response to the recommendations of a program review or significant curriculum planning process.
* Implement learner-centred learning outcomes, competencies or graduate attributes within an undergraduate degree program, major or concentration.
* Develop a program-level flexible learning strategy and redesign key courses to support flexible delivery.
* Enhance or create instructor or teaching assistant credential (training/educational) programs to encourage reflective and evidence based approaches to teaching and educational leadership.
* Create new interdisciplinary or cross-faculty program structures such as new degrees, minors, and non-degree programs (diplomas, certificates or letters of proficiency).
* Develop a program strategy and implement experiential learning as a required element within an academic program.
* Co-develop curricula with external partners (community, industry) and offer credit or proficiency-based non-credit opportunities that are accessible to both UBC students and external learners (may be delivered separately).
* Other (explain below)

### Explanation of Priority Focus areas

*Explain how your project aligns with the focus area(s) you identified above.* ***[250 words max.]***

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# PROJECT DETAILS

### Project Rationale and Objectives

*Clearly state the project's rationale and objectives. If you are proposing a new program, ensure that you explain the rationale for the program and who the target audience is. These objectives should align with your outcomes and serve as the basis for your evaluation approach.* ***[500 words max.]***

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### Expected Project Outcomes and Deliverables

*List or describe the project’s intended tangible outcomes and deliverables (e.g. courses created or revised, assessments created). Identify any new or changed teaching or learning approaches and/or practices as outcomes as appropriate.* ***[500 words max.]***

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### 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. For new or significantly redesigned programs, please ensure that you factor in curriculum approval processes, internal engagement (e.g., department retreats, discussions with related academic programs, engagement with external experts as appropriate) and external engagement with community and /or industry in your timeline. You may upload up to two* ***1-page*** *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]***

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### 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.]***

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### Innovation in teaching and learning

*What is innovative about the educational strategies, pedagogical approaches, techniques or tools you are using? In your explanation, please explain the teaching and learning foundation (e.g., the theoretical framework, application of specific research-informed teaching principles or evidence-based practices) that you are building upon. You may upload a list of references with your application.*  ***[250 words max.]***

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### Learning spaces/environment considerations

*Please identify any specialized 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 (for significant infrastructure investments needed, please upload a support letter from Campus Planning).* ***[150 words max.]***

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# 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.****]*

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### Students Impacted by the Project

*How many students do you estimate will directly and indirectly benefit from this project? [number field]*

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### 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 academic program level.* ***[500 words max.]***

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### 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.]***

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### Sustainability

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

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### 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.]***

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# BUDGET (FUNDING AND RESOURCES)

### Budget Rationale

*Provide a succinct rationale for the budget you have outlined in the required Budget Spreadsheet. 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.****]*

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### 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 1-page exhibits (figures or tables)*
* *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*
* *Consultation with Campus Planning regarding potential investments in infrastructure and services*
* *Approval letter from the Dean of the Faculty of Lead Applicant*
* *Approval Letter from the Dean of any Faculty committing resources.*