

ALT-2040 Fund Proposal Form

2025/26

This is a copy of the application form. Please use this to prepare your proposal. All proposals must be submitted using the online form prior to the application deadline.

Please refer to the [ALT-2040 Fund guideines](https://alt-2040.ok.ubc.ca/how-to-apply/guidelines/) and templates to support you in completing this proposal. If you have questions, please contact [altfund.ok@ubc.ca](mailto:altfund.ok@ubc.ca). To save this form and continue at a later time, please click on the "Save" button at the bottom of the page.

# ALT-2040 Fund Proposal: Project Information and Approval

Project Title

0/100

## Lead Applicant Information

For administrative purposes, there must be one lead applicant only; they should be a full-time, continuing UBC Okanagan faculty member (includes Librarians), or a full-time lecturer. Faculty members on renewable term employment are eligible to apply and must indicate an alternate project lead on the annual project report in the event that employment term is not renewed.

Lead Applicant

First Name Last Name

Lead Applicant's Title

**Lead Applicant Position**

****Assistant Professor

Assistant Professor of Teaching

Associate Professor

Associate Professor of Teaching Lecturer

Professor Professor of Teaching

Sessional Lecturer Librarian

Other

Lead Applicant's Primary UBC Email Address \*

[first.last@ubc.ca](mailto:first.last@ubc.ca)

Lead Applicant's Faculty

 Irving K. Barber Faculty of Arts and Social Sciences  Faculty of Creative and Critical Studies

 School of Engineering, Faculty of Applied Science

 Okanagan School of Education, Faculty of Education  College of Graduate Studies

 Faculty of Management

 Irving K. Barber Faculty of Science

 Faculty of Health and Social Development  UBC Okanagan Library

Lead Applicant's Department or Unit

## Co-applicant and Project Team Information

Please indicate all other applicants’/team members’ name(s) as well as corresponding title(s), affiliation(s), and email(s), separated by commas (e.g. Jane Doe, Associate Professor, Nursing, FHSD, [jane.doe@ubc.ca).](mailto:jane.doe@ubc.ca) Only list people who have agreed to take part as co-applicants or project team members.

Co-applicants and other project team members (if applicable)

Please describe the expertise of the applicants in relation to the project. What additional expertise may be needed to conduct the project?

0/300

## Department Head/Unit Director Approval

I confirm that the Department/Unit Head, Director or equivalent of all of the applicants and any partner units committing resources have been consulted on the nature of the project, are aware of potential resource commitments, and have agreed to support the project. Please confirm below and upload letter(s) of support.

Confirmation of Department Head/Unit Director approval

YES NO

Please list the names and titles of Department Heads/ Unit Directors consulted.

## Dean or Designate Approval Information

Please provide a letter (or email) of approval from the relevant Dean or designate of the lead applicant's Faculty or UBC Okanagan’s Deputy University Librarian (for projects led by Library faculty) by uploading the appropriate letter (or letters) of approval below.

Please indicate which project stream you are applying under.

Learning Experience Enhancement Stream Constellation Proto Star Project Stream

Open Educational Resources (OER) Project Stream

The following section is required only for projects applying under the OER Stream.

OER stream subject area: Please succinctly state the project's overall subject area (e.g. Calculus, Forestry, Philosophy, Urban Design, etc.).

Existing OER in subject area: If your project intends to create new open resources, please provide a rationale for why you are creating new resources rather than modifying or adapting existing recourses. The UBC Okanagan Library can assist in finding relevant OER content. (250 words max.)

0/250

OER format: What type of OER will be the output of this project (e.g. Textbook, Multimedia, Problem bank, etc.)?

 Open textbook

 Multimedia resource  Curse Module

 Quiz questions/Problem Bank  Web resources

 Video/ Multimedia resource  Other

Will you be using the resource funded by this project to replace a paid textbook, online access code or other resource?

Yes No

OER cost savings: Please provide the title(s) and approximate cost(s) in Canadian dollars of the resource(s) expected to be replaced by this project.

0/150

Will students be required to buy or purchase access to any other learning materials in the primary course where this project will be implemented?

No, all student costs for required material will be eliminated.

Yes, there will be additional costs for required learning materials (e.g. students will still have to pay for lab software, access codes, or other costs). Please describe below.

If you answered "Yes" in the question above, please provide additional detail.

The following two questions are only applicable to applications to the Constellation Proto Star stream.

Constellation facilities: Please select which Constellation spaces and facilities you anticipate using to develop and implement your innovation project (select all that apply).

 Sawchuk Family Theatre (SFT)

 Visualization and Emerging Media Studio (VEMS)  makerspace UBCO

 Digital Design Lab and Sound Booth  Studio 123

 Library Design and Editing Stations

 Commons Service Hub (see UBCO Studio Spaces)

Constellation project equipment: If you anticipate needing to purchase equipment that is currently not available in the above spaces, please outline the anticipated cost of this equipment. Please note that this should be discussed with the Constellation network manager to assess feasibility before the application submission. In your budget, please list the amount as a potential in-kind contribution (not as part of your funding request). We cannot guarantee that equipment purchase is possible. If purchased, equipment will be retained by the Constellation network for use by others. If this applies to you, please provide detail below.

0/250

Funding Request Category

* Course-level impact (cannot exceed $15,000)
* Multi-course level impact (cannot exceed $25,000)

Total amount requested \*

# ALT-2040 Fund Proposal: Project Overview

Project overview: 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 UBC Okanagan 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.)

0/250

Project objectives: Clearly describe the project’s rationale, overall objectives and expected impacts with particular reference to how it meets ALT-2040 Fund criteria and is in alignment with UBC Okanagan Strategic Plans. (500 words max.)

0/500

Alignment with priority focus areas: Identify the ALT-2040 Fund priority focus area(s) most relevant to your project. (Max. 3)

Artificial Intelligence (AI): Develop approaches for the use of AI tools by instructors and students in teaching and learning contexts (e.g. assessment, course design, writing, academic integrity).

Education Renewal: Introduce innovative teaching and learning practices that address knowledge and skills gaps including those identified by curricular renewal/review processes.

Equity, Diversity, Inclusion: Transform curricula by incorporating equitable and anti-racist teaching and  pedagogies that promote locally and globally relevant and responsive ways of learning, knowing, and

translating knowledge.

Accessibility: Create and/or incorporate Open Educational Resources (OER) to make education more

affordable and accessible to students.

Indigenous Engagement: Strengthen and expand Indigenization, decolonization and reconciliation  initiatives in existing courses and programs and/or strengthen instructors’ competence with

incorporating relevant practices in their teaching.

 Practical Learning: Enhance and expand experiential education (EE) opportunities within courses or across multiple courses in alignment with UBC’s identified clusters of EE activity.

Provide a brief description of how your project aligns with the priority focus area(s) you have indicated. (250 words max.)

0/250

Related projects: Please identify any relationships that the proposed project has with current or proposed projects (ALT-2040 or other UBC Okanagan teaching and learning grants or initiatives). Ensure that you explain how this ALT-2040 Fund proposed project’s objectives and outcomes are unique. (250 words max.)

0/250

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

0/1000

Project outputs, products or deliverables: List or describe the project’s intended tangible outputs,

products, or deliverables. What will the project do or create from its work plan? (500 words max)

0/500

Project impact: Referring to the project’s objectives and expected outputs, what are the direct and short-term, as well as sustainable, benefits to students or instructors that you expect to achieve? What changes or impacts do you hope to see from this project? Explain how these will contribute toward the enhancement of teaching and learning. (500 words max.)

0/500

Evaluation plan: Describe how you will determine if the project resulted in the intended impact(s). What evaluation strategy will be used? What data will you collect to evaluate the project’s impact(s), and how will you collect these data? Outline any key indicators that will be used to determine the project’s success/performance. (500 words max.) \*

0/500

Inclusion considerations: Please explain how the project uses systematic approaches to address the needs of diverse learners and enhance equity, diversity, inclusion and accessibility. (250 words max.)

0/250

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.)

0/250

Student position(s): Provide a clear description of the skills and disciplinary knowledge that you are looking for in a student worker or workers (graduate or undergraduate) to support this project. (150 words max.)

0/150

Students reached by the project: Please specify which academic program(s) or course(s) and section(s) will be reached by your project and in which academic year. (e.g., HIST101, 002 2025/2026 Winter 2). If your project does not pertain to a specific course, or if there are more contexts in which your project will have impact, briefly describe the overall student reach in all academic year(s). If your project does not pertain to a specific course, or if there are more contexts in which your project will have impact, briefly describe the overall student reach in all academic year(s). [250 Words Max.]

0/250

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

Sustainability: Explain how the identified benefits (products and outcomes) will be sustained/supported beyond the project's funding period. Include reference to resource commitment letters as applicable. Consider resources that might be required (i.e., software licenses, human resources, materials,) as well as broader implementation requirements that may be needed to sustain this project beyond the ALT-2040 funding period and indicate, where known, the sources of this support. (300 words max.)

0/300

# ALT-2040 Fund Proposal: Budget and Resources

Learning spaces/resource 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. (150 words max.)

0/150

## Budget Template

Please complete the [ALT-2040 Budget Template](https://alt-2040.ok.ubc.ca/how-to-apply/application-templates/) provided on the ALT-2040 Fund Website and upload it in the space provided below.

(Link to template)

Budget rationale: Provide a succinct rationale for the budget you have outlined in the 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.)

0/250

Submit