**Aspire-2040 Learning Transformations Fund (ALT-2040) Project Completion Report**

As a recipient of an ALT-2040 Fund project funding, we ask you to complete this final report at the conclusion of your project. The information you provide will be used to assess impact, identify ways to better support future projects, and to evaluate the ALT-2040 Fund.

The individual completion reports will be reviewed by the Office of the Provost. A report containing an analysis of the overarching themes around the outcomes and impacts of the ALT-2040 Fund may be made available through the ALT-2040 Fund website. In addition, the completion report summary, exclusive of any student personal information, may be shared on the ALT-2040 Fund website.

Please submit your report to altfund.ok@ubc.ca.

**ALT-2040 Fund Project Completion Report**

**Report Completion Date: (YYYY/MM/DD)**

1. **PROJECT OVERVIEW**
	1. **General Information**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Lead Applicant:** |  |
| **Project Initiation date:** |  | **Project Completion date:** |  |

* 1. **Project Summary (for public sharing, 250-500 words)**
	2. **Team Members -** *(Please fill in the following table and include* ***students****, undergraduate or graduate, who participated in your project).*

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| --- | --- | --- |
| **Name** | **Title/Affiliation** | **Responsibilities/Roles** |
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* 1. **Student Impact -** *Please fill in the following table with* ***past****,* ***current*** *and* ***future*** *courses that have been or will be impacted by your project, including any courses not included in your original proposal. [Note: Adapt this section to the context of your project as necessary].*

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| --- | --- | --- | --- |
| **Course** | **Section** | **Enrolment** | **Term** |
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1. **PRODUCTS AND ACHIEVEMENTS**
	1. **Products and Achievements -** *Please* ***identify*** *project products and achievements. Indicate the current location of such products and provide a URL if applicable.*

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| --- | --- |
| **Product(s)/Achievement(s):**  | **Location:** |
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* 1. **Item(s) Not Met -** *Please list intended project products and achievements that were not attained and the reason(s) for this.*

|  |  |
| --- | --- |
| **Item(s) Not Met:** | **Reason:** |
|  |  |
|  |  |

1. **PROJECT EVALUATION**
	1. **Project Outcomes** –*Please list the intended outcomes or benefits of the project for students, TAs and/or instructors.*
	2. **Findings** –*Please describe the findings of your project evaluation effort: to what extent were intended project outcomes achieved or not achieved? You are encouraged to include both graphical representations of data as well as scenarios or quotes to represent key themes.*
	3. **Data Collection and Evaluation Method*s*** –*Please describe the data collection strategies used, how the data was analyzed, and perceived limitations.* ***Note: Please attach copies of data collection tools (e.g., surveys and interview protocols), any additional data or other relevant items.***
	4. **Dissemination** *– Please provide a list of* ***past*** *and* ***future*** *scholarly activities (e.g., publications, presentations, invited talks, etc. – including the annual TLEF/ALT-2040 Showcase event, Celebrate Learning week) in which you or anyone from your team have or intend to disseminate the outcomes of this project.*
2. **TEACHING PRACTICES** – *Please indicate if* ***your*** *teaching practices or those of* ***others*** *have changed as a result of your project. If so, in what ways? Do you see these changes as sustainable over time? Why or why not?*
3. **PROJECT SUSTAINMENT** –*Please describe the sustainment strategy for the project components. How will this be sustained and potentially expanded (e.g., over the next five years). What challenges do you foresee for achieving the expected long-term impacts listed above?*
4. **BUDGET** –*Please provide a summary of the budget expenditures, indicating whether there were significant differences between what was originally estimated and actuals. For assistance with accessing your project account in Workday, please refer to* [*alt-2040.ok.ubc.ca/Workday-Information-for-Project-Leads*](https://alt-2040.ok.ubc.ca/wp-content/uploads/sites/161/2025/08/Workday-Information-for-Project-Leads-1.pdf)*. Where appropriate, outline the key rationale for any differences. (Please note: it is anticipated that there were likely changes; we’d like to better understand the types of changes that can happen in order to better support future recipients in budget planning.)*

**APPENDIX A: PROJECT COST AND EFFORT -** *Please provide a summary of your project financials and include a ledger summary from your project account in Workday.*

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| --- | --- | --- | --- |
| **Budget Item (list all items on original funded budget, along with any changes)** | **Amount budgeted** | **Amount expended** | **Balance remaining for item (if any)** |
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| **Total balance remaining (if any):** |  |