THE UNIVERSITY OF BRITISH COLUMBIA
Office of the Provost and Vice-President Academic
Okanagan Campus

ALT-2040 Fund

2026 Guidelines

Table of Contents

Overview **3**

Funding Streams *3*

Key Differences Across ALT-2040 Streams *4*

Application Process **4**

Approvals *5*

Timeline *5*

CORE GUIDELINES **5**

Priority Focus Areas for 2026/27 ..... *5*

Criteria *6*

Eligibility *7*

Ineligibility *7*

Sharing and Re-use *8*

Budget Considerations *8*

Eligible and Ineligible Expenses *10*

Reporting *12*

OVERVIEW

The Aspire-2040 Learning Transformations Fund (ALT-2040) supports course and program innovation, student experience enhancement, and educational resource development at UBC Okanagan. Selection of funded projects is guided by UBC Okanagan teaching and learning priorities expressed in aligned plans and reports (e.g., Outlook 2040, Indigenous Strategic Plan, Declaration of Truth and Reconciliation Commitments, Strategic Equity and Anti-Racism (StEAR) Framework, Climate Emergency Task Force Report and Student Strategic Plan).

All proposals are due by 4:00 p.m. on December 14, 2026. Projects must meaningfully transform UBC Okanagan students' learning experiences with an implementation focus and scope consistent with the funding stream. Preference is given to projects that align with one or more of the ALT-2040 priority focus areas.

FUNDING STREAMS

For the 2026 Call for Proposals, we are strongly encouraging projects addressing and/or embedding artificial intelligence in course and program innovation, student experience enhancement, and educational resource development across all funding streams due to the rapidly emerging technologies impacting teaching and learning in higher education.

The ALT-2040 Fund has three funding streams:

***Open Educational Resources (OER) Focus stream*:** Up to $15,000 may be requested for projects focused on developing or adapting OER (e.g., open textbook, digital content, course assessments, course assignments) or incorporating open educational practices in one or more courses. Up to $25,000 may be requested for projects that create significant OERs to address a **program or multi-course level benefit** (e.g., significantly reduce educational materials cost while improving student learning outcomes within all first and/or second year courses).

Learning Experience Enhancement stream: Up to $15,000 may be requested to develop and implement course-level innovations grounded in research-informed practices and aligned with UBC Okanagan strategic academic priorities. Up to $25,000 may be requested for projects that develop and implement innovations that enhance an academic **program**, or benefit **multiple courses or programs.**

Constellation Protostar stream: Up to $15,000 may be requested for innovative projects focused on introducing novel media (technology) elements that leverage the unique learning environments available through Constellation. Up to $25,000 may be requested for projects that leverage Constellation facilities to the benefit of **programs or multiple courses** (e.g., evolution of a prototype or defined set of media development skills over a series of courses within a program).

KEY DIFFERENCES ACROSS ALT-2040 STREAMS

Key Differences	Open Educational Resources	Learning Experience Enhancement	Constellation Protostar
Purpose	Create and/or adapt OER to provide students with meaningful, contextualized learning materials.	Develop and implement innovations that enhance an academic course, program or educational resource.	Prototype and pilot innovative course elements that embed media and technology, utilizing Constellation network facilities.
Maximum Funding (course-level impact)	$15,000	$15,000	$15,000
Maximum Funding (multi-course or program level impact)	$25,000	$25,000	$25,000
Maximum Length	2 years	2 years	2 years
Course Release	Not funded	Not funded	Not funded
Sharing	Open copyright licence that allows for adaptation (e.g., Creative Commons)	Within UBC	Within UBC
Proposal Due Date	December 14, 2026	December 14, 2026	December 14, 2026

APPLICATION PROCESS

Applicants should familiarize themselves with the purpose and requirements of each of the ALT-2040 streams and review all guidelines. Application and budget templates are provided on the ALT-2040 website. All applicants considering a submission are encouraged to complete an Intent to Apply form by October 16, 2026.

The Intent to Apply is an informational stage of the proposal process serving two main purposes:

1) To inform the Provost's Office on the level of interest and types of applications being considered, and
2) To begin to connect applicants at an early stage to resources and supports that can help them shape their proposals.

This stage is encouraged but not mandatory. Within one week of submitting an Intent to Apply form, the lead applicant will receive and email confirming receipt. Applicants may still submit a full proposal by the deadline if they have not indicated their intent to apply by the deadline. For any questions about the process please contact altfund.ok@ubc.ca.

We recommend developing your proposal using the template provided to begin preparing your application early. You will be able to upload supporting documents and letters of support as word or PDF files. If you have questions or issues accessing templates or submitting your online application once available, contact altfund.ok@ubc.ca.

APPROVALS

Before submitting your proposal, please ensure you have all required approvals.

All streams require:

- An approval letter from the department/unit head/director of lead applicant; and
- An approval letter from the dean of the lead applicant and the dean or designate of any UBC Okanagan Faculty/School committing resources.
- Where in-kind resources are committed, a letter (or PDF copy of an email) from the relevant UBC department or administrative unit confirming this commitment is also required.

Constellation protostar stream applications require:

- A letter of support from the proposed Constellation partner(s) that identifies resource commitments. Contact constellation.ok@ubc.ca to arrange for this support letter.

Support letters can be uploaded directly into the online application form.

TIMELINE

Date	Activity
September 14, 2026	ALT-2040 call for proposals released
October 16, 2026	Intent to apply submission deadline
December 14, 2026 (4:00 p.m.)	Proposal submission deadline
January 2026	Adjudication committee completes review of proposals and makes funding recommendations to the Provost (or designate), as follows: a. Fund b. Fund with conditions c. Do not fund (may include recommendation to re-submit in future)
February 2026	Provost (or designate) finalizes the funding decisions and a notification letter is sent to all applicants. Some applicants may be required to clarify proposal elements and/or revise their original applications
March/ April 2026	Funds are made available as soon as practical after approval

CORE GUIDELINES

Projects funded through the ALT-2040 Fund are required to align with priority focus areas, providing benefits and learning transformation to students across all disciplines. In your proposal, you may indicate up to three priority focus areas that align with your proposed project.

PRIORITY FOCUS AREAS FOR 2026/27

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, etc.). This new priority area introduced in 2025 aims to advance the use of AI in education, aligning

with UBC's strategic priorities and initiatives to explore innovative, ethical, and impactful applications of emerging technologies in teaching, learning, and assessment.

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, and Accessibility

- 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.
- 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 ability to incorporate relevant practices in their teaching.

Experiential Education

- Enhance and expand experiential education (EE) and practical, applied learning opportunities within courses or across multiple courses in alignment with UBC Okanagan's identified Experiential Education priorities.

CRITERIA

The following criteria will be used to assess your proposal:

Project Alignment

- The project advances teaching and learning priorities as outlined in UBC's strategic plans. Project outcomes are consistent with one or more of the ALT-2040 Fund priority focus areas.

Project Reach

- The project demonstrates positive, measurable impacts on student learning or the student learning experience in alignment with the selected ALT-2040 project stream.
- The project actively supports equity, diversity, and inclusion, and the proposal outlines strategies to address equitable participation for all students in its implementation.

Project Scope, Budget, Timeline, and Consultation

- The proposal provides clear rationale, objectives, and work plan.
- The budget is appropriate in relation to the project scope and anticipated impact with a clear justification of all associated costs. Information relating to additional or in-kind funding or support is included in the budget.

- The proposal clearly states where support from different initiatives and funding sources has been sought and/or awarded and clearly articulates the different goals and outcomes that would appropriately justify a separate grant proposal.
- The proposal provides evidence of consultation with appropriate partner groups and communities, e.g., faculty and departmental leadership, students, community and industry partners (where appropriate), as well as university and faculty support units that will support the project during its development and implementation (e.g., CTL, UBC Studios, Library, IT Services etc.).

Student Involvement

- The project involves students in meaningful ways. 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.
- **All projects should be developed in partnership with one or more students, with project funding used primarily to support student employment.**

Evaluation Plan

- The proposal includes an evaluation plan that demonstrates how proposed methods and data sources will be used to determine whether project objectives and intended impacts are being achieved.

Sustainment

- The project will result in sustainable benefits for students. The proposal details evidence of strategic support from the faculty, department, and any relevant campus service units (e.g., IT Services, CTL, Library, etc.), and a realistic sustainment plan for project outcomes beyond the period of ALT-2040 funding.

ELIGIBILITY

- UBC Okanagan faculty members (including librarians) are eligible to apply as lead applicants in all streams.
- Faculty members who are on renewable term appointments are eligible to apply but must specify a contingency plan if employment is not renewed prior to project completion.
- Lead applicants of an ALT-2040 Fund proposal may not hold more than one ALT-2040 Fund concurrently. Co-applicants and other team members can be involved in more than one active ALT-2040 Fund project at a time.

INELIGIBILITY

- ALT 2040 does NOT fund projects with a **primary purpose** to:
    - Create or develop new technologies, new software systems or platforms. Where software applications are developed as part of the project, there must be a clear sustainability plan articulated that identifies the source of funding for ongoing development and maintenance; in such cases, a letter from the director or equivalent of the responsible unit attesting to the funding commitment must be included.
    - Conduct research.
    - Develop revenue-generating, externally focused, non-credit continuing education programs.

    - Conduct curricular planning activities (i.e., consultations, analysis, preparation of documentation for Senate approval). Such work should be completed before applying for ALT-2040 funds, if applicable.
- Proposals for projects which include a substantive overlap with another (existing or proposed) ALT-2040 Fund project or other UBC Okanagan or university-wide teaching and learning grant sources (e.g., Indigenous Strategic Initiatives Fund, Strategic Equity & Anti-Racism Enhancement Fund) are normally not eligible.

Sharing and Re-use

- Teaching and learning materials created through the ALT-2040 Fund must be made available for re-use within UBC.
- Successful ALT-2040 Fund applicants for the *Learning Experience Enhancement stream* and the *Constellation Protostar stream* are strongly encouraged to license any learning materials developed under an appropriate open copyright license and to share the materials widely through UBC's digital sharing channels (e.g., UBC OER Collection, UBC Wiki, cIRcle, YouTube, etc.).
- *Open Educational Resource (OER) Focus stream* projects or OERs developed within other project streams must adhere to the following:
    - Grant recipients will commit to integrating and sustaining the OER developed with this funding stream as required learning material within UBC Okanagan courses.
    - Resources developed must be shared with an open copyright license (e.g., Creative Commons) to allow for re-use, remix, revision and redistribution of the content for educational purposes. Exceptions for specific materials in an open work (e.g., culturally sensitive materials, Indigenous Knowledges, etc.) should be discussed in advance with the ALT-2040 Fund manager and documented in the proposal.
    - Appropriate communication and permissions must be provided where students participate in teaching and learning materials development in a course or program context. (See: Creating Open Education Resources – Having Students Publish Their Work).
    - If the finalized resources are published in a non-editable format (e.g., a text published as a .pdf), an editable version or source file (e.g., the .doc version of the text) must also be made available.
    - All developed materials will follow the guidelines in the Open UBC OER Accessibility Toolkit.
    - Projects must correctly attribute any third-party open content that it has used or adapted, where required.
    - Any adapted or developed resources will be listed in the UBC OER Collection.

Budget Considerations

ALT-2040 project budgets must be reasonable, aligned with the objectives of the project, and include a clear justification for all costs associated with the project.

- ALT-2040 Fund applicants, with the exception of students in project worker roles, should not normally receive salary or honoraria from the ALT-2040 Fund. Exceptions should be discussed in advance of proposal submission with the ALT-2040 Fund manager and documented in the proposal.
- ALT-2040 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 ALT-2040 Fund is not an equipment fund; applicants will not generally receive funding to buy equipment, however, it may be allocated as an in-kind contribution.

- The ALT-2040 Fund cannot be used toward teaching buy-outs/course releases.
- The ALT-2040 Fund is not a professional development fund; funds used to cover expenses (workshop fees, meals, travel, etc.) for events intended solely for the project team members are ineligible.
- The ALT-2040 Fund is not a research fund. Those interested in conducting research are encouraged to review scholarship of teaching and learning (SoTL) funding opportunities supported by the CTL.
- Unspent funds revert to the Office of the Provost at the end of the funding period.

You can consult with the ALT-2040 Fund manager to develop the budget for your project by contacting altfund.ok@ubc.ca to arrange a time to meet in person or virtually.

Please refer to the eligible and ineligible expenses chart for guidance.

ELIGIBLE AND INELIGIBLE EXPENSES

Eligible expenses through ALT-2040 (all streams)	Ineligible expenses through ALT-2040 [1]
Student Wages • Undergraduate student project worker • Graduate student project worker **Engagement Activities** • Honoraria for recognizing contributions of others (e.g., Indigenous Elders, guest speakers) • Consulting services (where expertise is not available at UBC) • Field trip expenses/site visits pertaining to project deliverables • Team planning meeting/sprint facilitation pertaining to project outputs • Peer review • Engagement activity incentives (i.e., materials in support of events/ workshops/focus groups)[2] • Project evaluation activities • Project-related promotional materials **Media development/production costs** • Training for student project workers • Special media support, licencing or access pertaining to project deliverables (e.g., student access/licence for relevant software during period of project) • Copyright fees/costs (e.g., images or content to be included in OER)	• UBC staff salaries (outside of student project worker roles) • UBC Okanagan faculty teaching buy outs /course releases • Equipment (e.g., computer hardware, laptops)[3] • Infrastructure • Scholarly dissemination (i.e., conference registration, conference travel) • Professional development solely for the benefit of project team members (i.e., workshop fees, travel etc.) • Travel for meetings and/or consultation that can reasonably be conducted virtually • External consulting or services where expertise is available within UBC • External meeting space rental where equivalent space is available through UBC facilities

In developing an ALT-2040 project proposal, an accurate budget projection is important. For your assistance, please see below a table of cost estimates for various services that can be included in ALT-

[1] If these expenses are included in project plan, the budget should indicate alternate source of funding or in-kind contribution outside of the ALT-2040 Fund.

[2] Please note that there are tax implications with using gift cards as incentives. Contact your Finance Manager for details.

[3] If there is a request for specialized equipment, it must be justified in relation to the project goals, not exceed 30% of the overall project budget and include significant in-kind funding from the Faculty and a sustainment plan.

2040 Fund proposals. These estimates represent maximum amounts for various services that will be supported through ALT-2040 funding, but you should budget based on the actual cost of the people you are planning to employ in the project.

Item	Estimated Rate or Cost
Student Wages	Students are often hired as part of ALT-2040 project teams to assist with roles such as project coordination, evaluation, website development, graphic design, media production, etc. For student roles, you should use the rates below in determining your project budget based upon BCGEU Okanagan Support Staff Salary Scale as of July 1, 2024: • GTA I = $40.48/hr • GTA II = $39.01/hr • UTA = $22.26/hr Although the above rates are described in terms of TA roles, many ALT-2040 projects appoint students as Undergraduate Academic Assistants (UAA) or Graduate Academic Assistants (GAA) as there are not often TA duties involved in ALT-2040 development work. When budgeting for student wages, please add 10% to these rates to cover benefit costs (e.g., employer paid portion of CPP and EI) to avoid going over budget when actual costs are deducted from the funding amount. Please check with your departmental finance/administrative manager to ensure that you are following departmental practice for hiring students. A portion (up to 80% of BC minimum wage) of the wages above may be subsidized under the UBC Okanagan Work Study program. You will need to submit a separate application to the Work Study program to be awarded such funding. Proposals for Work Study funding are typically due in January.
CTL Support	Subject to available capacity, in-kind support from the CTL may be available to support ALT-2040 projects for curriculum development, learning design, evaluation, artificial intelligence applications to teaching and learning and learning technology support. **Applicants must consult with the CTL before including in-kind support from the CTL in their proposal or budget.** The CTL cannot guarantee support to ALT-2040 project teams who do not consult about the scope and timing of their project's support needs in advance of submitting a proposal.

Item	Estimated Rate or Cost
Media Production Equipment	UBC Okanagan will centrally loan media kits to ALT-2040 projects to support basic, self-produced media content (e.g., video cameras, lighting/audio kits and software licensing). In addition to kits, projects can make use of Constellation facilities and lightboard studio, as well as media consultation support without charge. Please contact ubcstudios.ok@ubc.ca for more information.
Media Production	UBC Studios Okanagan provides free consultation support to help you develop a plan and budget for media in your project. To arrange for a consultation regarding your project's media needs, please send an email to ubcstudios.ok@ubc.ca.
Open Education/Library Support	In-kind support from the UBC Okanagan Library is available to support ALT-2040 projects with open educational resources development and integrating open pedagogical practices in the classroom. **Applicants must consult with the Open Education Librarian before including in-kind support from the Library in their proposal or budget.**
IT Services Support	UBC IT Engagement Services can provide in-kind consultation on any IT related requirements as well as provide support with various IT approval and data governance processes. They can also connect you with the appropriate IT resources to provide advice on AV services, IT equipment, networking and server requirements. Any non-supported applications and resources are subject to a cost-recovery based on the services/resources consumed. Please visit it.ok.ubc.ca/services/engagement-services for more details. **Applicants must consult with UBC IT Services before including in-kind support from IT Services in their proposal or budget.**

REPORTING

- All multi-year projects are required to submit an annual report. These are due in the summer of each year that the project is active.
- Project teams are encouraged to participate in the annual Celebrate Learning Week and/or annual UBC Okanagan ALT-2040 poster session event(s), provide a seminar or workshop through the CTL, or participate in a related community of interest/practice.
- All projects are required to submit a completion report which includes a comprehensive summary of project outcomes, budget spending and public dissemination upon completion. **Any unspent project funds are required to be returned to the ALT-2040 Fund.**