



## Small TLEF Project – Proposal Form

**All proposals must be submitted by 3:00 pm on November 17, 2017**

- Before proceeding, please read all TLEF criteria and application instructions at: <http://tlef.ubc.ca>
- Applications should be written in language that is understandable to a non-specialist.
- The online application system is plain text. You will not be able to add tables, graphs, or charts in your proposal.
- Your Department Head, School Director, or equivalent must indicate support for the proposal through the online application system before you can submit your proposal.

### Project Title (200 characters max.)

Do not use all-caps.

### Principal Applicant

For administrative purposes, there must be one Principal Applicant only and she/he should be a full-time UBC faculty or staff member. A UBC student may also apply as a Principal Applicant provided there is at least one co-applicant who is a full-time UBC-V faculty member who will act as a co-principal signatory.

Principal Applicant's name:

Principal Applicant's title(s) (e.g. Assistant Professor, Instructor, Professor of Teaching, etc.):

Principal Applicant's primary (UBC) email address:

Principal Applicant's role:

- Faculty  
 Student

- Staff  
 Other

Principal Applicant's Faculty, College, or administrative unit:

- Faculty of Applied Science  
 Faculty of Arts  
 Faculty of Dentistry  
 Faculty of Education  
 First Nations House of Learning  
 Faculty of Forestry  
 Faculty of Graduate Studies  
 Faculty of Land & Food Systems  
 Allard School of Law

- Faculty of Medicine  
 Faculty of Pharmaceutical Sciences  
 Sauder School of Business  
 Faculty of Science  
 Library  
 VP Academic  
 VP Students  
 Other

Principal Applicant's Department, School, or unit:



**Other Applicants**

Please indicate all other co-applicants' names as well as their corresponding titles, affiliations, and UBC email addresses, separated by commas (e.g. Jane Doe, Associate Professor, History, Faculty of Arts, jane.doe@ubc.ca).

**Department Head & Email Address**

The Principal Applicant's Department Head, School Director, or equivalent must indicate support for the TLEF proposal using the online application system before the Principal Applicant can submit the proposal.

Please provide the name, department/school/unit, and primary UBC email address of your Department Head who will need to indicate support for this project. The email provided will be used to invite your Head to review and approve the proposal in the online application system. To ensure your Department Head has reasonable time to review your proposal, you should seek their support well in advance of the deadline for submission.

Name	Department/School/Unit	Primary (UBC) Email

Once the Principal Applicant's Department Head has indicated support for the proposal through the TLEF online application system, the Principal Applicant will be able to complete the final submission (**no later than 3:00 pm on November 17, 2017**).

**Project Budget**

This project is (please select one of the following options):

- New Small TLEF Project
- Request for continued funding – 2<sup>nd</sup> year
- Request for continued funding – 3<sup>rd</sup> year
- Previously submitted but not funded

Funding being requested from TLEF in 2018/2019:

\$

Indicate any funding from other sources being applied to this project:

\$

If this is a request for a **NEW** TLEF project, please provide the following information.

- This project will require funding for one year only
- Future TLEF requests are anticipated for this project, as follows

Future TLEF requests anticipated for this project:

Fiscal Year	Dollar Amount
2019/2020	\$
2020/2021	\$

If this is a request for **CONTINUED** funding, please provide the following information.

Title of previous funded project:



Historical TLEF funding for the project:

Fiscal Year	Dollar Amount
2016/2017	\$
2017/2018	\$

Future TLEF requests anticipated for this project:

Fiscal Year	Dollar Amount
2019/2020	\$
2020/2021	\$

If applicable, please list any other existing TLEF-funded projects currently held by the Principal Applicant:

Empty text box for listing other existing TLEF-funded projects.

**Project Summary (150 words max.)**

Describe your project in a manner that is accessible to wide readership. If your proposal is successful, this summary may be publicized on the UBC website.

Empty text box for project summary.

**Students Reached by the Project**

Please fill in the following table with all known courses and sections that will be impacted by your project and in which academic year (e.g. HIST 101, 002, 2018/2019, Sep).

Course Code	Section	Academic Year	Term (Sep/Jan/May)

If your project does not pertain to a specific course(s), briefly describe the overall student reach in the academic year(s).

Empty text box for overall student reach description.

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

Empty text box for annual student reach estimate.



**Project Objectives (500 words max.)**

*Clearly state the project's rationale and overall objectives, with particular reference to how it meets TLEF criteria.*

**Project Work Plan, Timeline & Milestones (1000 words max.)**

*Provide a clear work plan for how you will achieve the stated objectives of the project. Please include major milestones to indicate when you will initiate project development, when you will implement the project with students, and when you will conduct evaluation.*

**Project Outputs, Products or Deliverables (500 words max.)**

*List or describe the project's intended tangible outputs, products, or deliverables. What will the project do or create as a result of implementation of its work plan?*

**Project Impact (500 words max.)**

*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 you expect to achieve? What impacts do you hope to see as a result of this project? Explain how these will contribute toward the enhancement of teaching and learning.*

**Evaluation Plan (500 words max.)**

*Describe how you will find out if the project resulted in the intended impact. What evaluation strategy will be used? What data will you collect to evaluate the project's impact, and how will you collect this data? Outline any key indicators that will be used to determine the project's success/performance.*

**Student Involvement (250 words max.)**

*Describe how students were consulted and involved in preparing/reviewing this proposal and how they will be involved in the implementation of the project.*

**Special Classroom or Facilities Requirements (150 words max.)**

*Does the implementation of your project require any special classroom/facilities or scheduling support (e.g. video-conferencing, lecture capture, flexible classroom space, etc.)?*



### **Small TLEF Project Budget**

*Please use and upload the Excel template provided in .xls format.*

*In preparing your budget, please refer to the rates published on the TLEF website for costs of services and salaries relating to staff and students at UBC: <http://tlef.ubc.ca/application-process/>*

*Information on funding criteria and cost estimates for TLEF proposals as well as the budget template can be found on the TLEF website, under Application Process.*

*For reference purposes only - complete your application online*