



Large TLEF Transformation Project / Undergraduate Program Evaluation and Renewal Project – Letter of Intent

All Letters of Intent (LOIs) must be submitted by 3:00 pm on July 12, 2018

- 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.
- Note the TLEF online application system is plain text. You will not be able to add tables, graphs, or charts in your LOI.

Project Title (200 characters max.)

Do not use all-caps.

- I am applying for Large TLEF Transformation project funding
- I am applying for Undergraduate Program Evaluation and Renewal project funding

Principal Applicant

For administrative purposes, there must be one Principal Applicant only and she/he should be a full-time UBC-V faculty or staff member. If you are applying for Undergraduate Program Evaluation and Renewal project funding, the Principal Applicant needs to be the Head of Department.

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 Other
- Staff

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

- | | |
|--|---|
| <input type="checkbox"/> Faculty of Applied Science | <input type="checkbox"/> Faculty of Medicine |
| <input type="checkbox"/> Faculty of Arts | <input type="checkbox"/> Faculty of Pharmaceutical Sciences |
| <input type="checkbox"/> Faculty of Dentistry | <input type="checkbox"/> Sauder School of Business |
| <input type="checkbox"/> Faculty of Education | <input type="checkbox"/> Faculty of Science |
| <input type="checkbox"/> First Nations House of Learning | <input type="checkbox"/> UBC Library |
| <input type="checkbox"/> Faculty of Forestry | <input type="checkbox"/> VP Academic |
| <input type="checkbox"/> Faculty of Graduate Studies | <input type="checkbox"/> VP Students |
| <input type="checkbox"/> Faculty of Land & Food Systems | <input type="checkbox"/> Other |
| <input type="checkbox"/> Allard School of Law | |

Principal Applicant's Department, School, or unit:



Other Applicants

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, History, Faculty of Arts, jane.doe@ubc.ca).

Department Head Approval

Have you consulted with your Department Head about this project and does she/he approve this submission? If you are applying for Undergraduate Program Evaluation and Renewal funding, the Department Head needs to be the Principal Applicant.

 Yes

Name of Department Head(s) who you have consulted with on the application:

Short Project Description (250 words max.)

What are you proposing to do/change with this project? Briefly explain how the project will contribute toward the enhancement of teaching and learning and what are the sustainable benefits to students.

Course / Program Information (250 words max.)

If applicable, what courses or program(s) will be affected by this project? If possible, please list course subject codes and numbers (e.g. HIST101; HIST 102), when the course is next offered, as well as typical enrollment figures. If your project involves a course with multiple sections, please indicate how many sections will be impacted by the project.

Students Impacted by the Project

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

Project Benefits (250 words max.)

Briefly describe why this project is important and what are its tangible benefits.

Project Approach & Required Support (250 words max.)

How will you undertake this project? What support resources will you need to develop this project?

Evaluation Criteria (250 words max.)

How will you measure the success/performance of this project?

Development

When do you plan to start development on this project?

Implementation

When do you plan to implement this project with students in the classroom?