Undergraduate Program Evaluation and Renewal – Proposal Form

All proposals must be submitted online by 3:00 pm on October 11, 2018

- Before proceeding, please read the application instructions for Undergraduate Program Evaluation and Renewal funding: [https://tlef.ubc.ca/undergraduate-program-evaluation-and-renewal/](https://tlef.ubc.ca/undergraduate-program-evaluation-and-renewal/)
- 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.

Project Title (200 characters max.)
Do not use all-caps.

Principal Applicant

Principal applicant must be Department Head

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
- Other

Principal Applicant’s Department, School, or unit:
Other Applicants
Please indicate all other co-applicants’ names as well as their corresponding titles, affiliations, role in the project and UBC email addresses, separated by commas (e.g. Jane Doe, Associate Professor, History, Faculty of Arts, jane.doe@ubc.ca).

Project Summary (250 words max.)
Describe your project in a manner that is accessible to a non-specialist. Please specify how this project supports undergraduate program renewal. Indicate what program, major, specialization or pathway/stream will be the focus. Also explain the objectives of the project: what you hope to change or see an impact on as a result of the project.

Information about Target Program (500 words)
How many students are enrolled in the target program (major, specialization, minor, etc.)? How many non-major students take these courses? If a subset of courses will be renewed, please list these courses and their average enrolment.

Department Readiness (250 words max.)
Why is now the right time for this project in your department? What pre-work has been done? How do you know the department is committed to the success of this program renewal?

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 relevant to the curriculum renewal cycle [see TLEF web site for more information].

Stakeholder Engagement (250 words max.)
How have you engaged stakeholders to gather feedback on your existing program? How has that feedback shaped your proposal for this project? How will you engage stakeholders during the project?

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? If you plan to use your outcomes or mapping for communication or advising, please include that in this section.
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 you expect to achieve? What changes or impacts do you hope to see as a result of this project? Explain how these will contribute to the enhancement of teaching and learning.

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

Funding being requested in 2019/2020:

$ 

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

$ 

Future funding requests are anticipated for this project, as follows

Future TLEF requests anticipated for this project:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/2021</td>
<td>$</td>
</tr>
<tr>
<td>2021/2022</td>
<td>$</td>
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</tbody>
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Undergraduate Program Evaluation and Renewal 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/