**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/>
* 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.*

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**Principal Applicant**

*Principal applicant must be Department Head*

Principal Applicant’s name:

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

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Principal Applicant’s primary (UBC) email address:

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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 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:

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**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). If your proposal is successful, this list will be published on the UBC website (emails will be removed)*.

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**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. If your proposal is successful, this summary will be published on the UBC website*.

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**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.*

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**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?*

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**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 website for more information].*

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**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?*

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**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.*

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**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.*

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**Project Budget**

*If this proposal is successful, do you anticipate that your project will seek second- and/or third-year funding from the TLEF?*

No, only one year is anticipated

Yes, two years are anticipated

Yes, three years are anticipated

**Funding Requested from the TLEF**

*Indicate the funding being requested:*

|  |  |  |
| --- | --- | --- |
| Example | Fiscal Year | Funding Requested |
| Year 1 – This year’s funding request: |  |  |
| Year 2 – Anticipated funding request: |  |  |
| Year 3 – Anticipated funding request: |  |  |
| Total |  | $0 |

**Total Budget**

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| --- |
| $ |

**Other Funding**

*Indicate any funding from other sources outside of TLEF being applied to this project:*

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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/*](http://tlef.ubc.ca/application-process/)