**Large TLEF Transformation Project – Letter of Intent**

**All Letters of Intent (LOIs) must be submitted by 3:00 pm on July 11, 2019**

* Before proceeding, please read all TLEF criteria and application instructions at:[**http://tlef.ubc.ca**](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.*

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**Principal Applicant**

*For administrative purposes, there must be one Principal Applicant only who should be a full-time UBC-V faculty or staff member.*

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 role:

[ ]  Faculty

[ ]  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

[ ]  UBC Health

[ ]  UBC Library

[ ]  Vantage College

[ ]  VP Academic

[ ]  VP Students

[ ]  Other

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| *(Please specify)* |

Principal Applicant’s Department, School, or unit:

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**Co-Applicants & Project Team Members**

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

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**Department Head Approval**

*Does your Department Head support your TLEF application?*

[ ]  Yes

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

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**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.*

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**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.*

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**Students Impacted by the Project**

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

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**Project Benefits (250 words max.)**

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

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**Project Approach & Required Support (250 words max.)**

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

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**Evaluation Criteria (250 words max.)**

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

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**Development**

*When do you plan to start development on this project?*

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| DROP-DOWN MENU (to select month/year) |

**Implementation**

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

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| DROP-DOWN MENU (to select month/year) |