Undergraduate Program Evaluation & Renewal – Proposal Form

All proposals must be submitted online by 3:00 pm on February 4, 2021

- Before proceeding, please read the application instructions for Undergraduate Program Evaluation and Renewal funding: https://tlef.ubc.ca/application/special-call/uper/
- 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. Associate Professor, Instructor, Professor of Teaching, etc.):

Principal Applicant’s primary (UBC) email address:

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:
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).

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.

Information About Target Program (500 words max.)
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?

Summary of Work Accomplished to Date (1000 words max.)
In terms of what you originally intended for the project, what has already been completed and what is the project on track to accomplish by the end of the funding year (i.e. March 31)? Please include an update on the total amount of UPER funding that has been spent to date by the project.

Project Work Plan, Timeline & Milestones (1500 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 the TLEF website 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.

Funding Requested from the TLEF
Indicate the funding previously awarded as well as future funding you are requesting with this application:

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<thead>
<tr>
<th>Project Year</th>
<th>Fiscal Year</th>
<th>Funding Awarded/Requested</th>
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<tbody>
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<td>Year 1</td>
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<td>Year 2</td>
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<td>Year 3</td>
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<td><strong>Total</strong></td>
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Total Budget

$ 

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

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Undergraduate Program Evaluation & Renewal Project Budget Document
Please use and upload the Excel Budget document 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: https://tlef.ubc.ca/application/application-process/