



## Large TLEF Transformation Project – Letter of Intent

**All Letters of Intent (LOIs) must be submitted by 3:00 pm on July 15, 2021**

- 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 uses 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.

### Principal Applicant

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

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

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

Principal Applicant's Department, School, or unit:

For reference purposes only - complete application online



**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).

**Department Head Approval**

Does your Department Head support your TLEF application?

Yes

Name of Department Head(s) who you have consulted with on this 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 Reached by the Project**

How many students do you estimate will be reached 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?