



Small TLEF Innovation Project – Proposal Form

All proposals must be submitted by 3:00 pm on November 18, 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.
- The online application system uses 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

For administrative purposes, there must be one Principal Applicant who should be a full-time UBCV faculty or staff member. A UBC student may also apply as a Principal Applicant provided there is at least one co-applicant who is a full-time UBCV faculty member who will act as a co-principal signatory.

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
- UBC Health
- UBC Library
- Vantage College
- VP Academic
- VP Students
- Other

Principal Applicant's Department, School, or unit:



Co-Applicants & Project Team Members

Please indicate all other co-applicants' names as well as their corresponding titles, affiliations, 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).

Department Head Approval

The Department Head/Unit Head, Director, or equivalent of the Principal Applicant, has been consulted on the nature of the project, is aware of potential resource commitments, and has agreed to support the project. If there are resource commitments from the departments of any co-applicants, their Department Heads should also be aware, and in support of, the project.

Yes No

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

Project Summary (150 words max.)

Describe your project in a manner that is accessible to a non-specialist. Please specify what you hope to change or see as an impact resulting from this project. If your proposal is successful, this summary will be published on the UBC website.

Students Reached by the Project

Please fill in the following table with all known courses and sections that will be reached by your project and in which academic year (e.g. HIST 101, 002, 2022 /2023, Sep).

Course Code	Section	Academic Year	Term (Sep/Jan/May)

If your project does not pertain to a specific course(s), briefly describe the overall student reach in the academic year(s).

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

Project Objectives (500 words max.)

Clearly state the project's rationale, overall objectives, and expected impacts/changes with particular reference to how it meets TLEF criteria.



Project Focus Areas

Please select all the areas that apply to your project.

- Resource development (e.g. learning materials, media)
- Infrastructure development (e.g. learning technology tools, learning spaces)
- Pedagogies for student learning and/or engagement (e.g. active learning)
- Innovative assessments (e.g. student peer-assessment)
- Teaching roles and training (e.g. teaching practice development, TA roles, learning communities)
- Curriculum (e.g. program development/implementation)

- Student experience outside the classroom (e.g. wellbeing, social inclusion)
- Experiential and work-integrated learning (e.g. co-op, community service learning)
- Indigenous-focused curricula and ways of knowing
- Diversity and inclusion in teaching and learning contexts
- Open educational resources
- Other

Summary of Work Accomplished to Date* (1000 words max.)

With reference to 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 in your update the total amount of TLEF funding that has been spent to date by the project at the time of this application.

*(This section to be completed for returning projects seeking second- or third-year funding only.)

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 to indicate when you will initiate project development, when you will implement the project with students, and when you will evaluate whether your project intended impact has been achieved.

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 the implementation of its work plan?

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 to students or instructors you expect to achieve? What changes or impacts do you hope to see as a result of this project? Explain how these will contribute toward the enhancement of teaching and learning.

Evaluation Plan (500 words max.)

Describe how you will find out if the project resulted in the intended impact(s). What evaluation strategy will be used? What data will you collect to evaluate the project's impact(s), and how will you collect these data? Outline any key indicators that will be used to determine the project's success/performance.



Student Involvement (250 words max.)

Describe how students were consulted and involved in preparing and reviewing this proposal, and how they will be involved in the implementation of the project.

Special Classroom or Facilities Requirements (150 words max.)

Does the implementation of your project require any special classroom/facilities or scheduling support (e.g. video-conferencing, lecture capture, flexible classroom space, etc.)?

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

Title of previously funded TLEF project (if different from title of this proposal):

Funding Requested from the TLEF

Indicate the funding being requested. Please also provide the historical funding for the project in its first and second year(s), if applicable, as indicated:

Example	Year	Funding Requested
Year 1 – Historical funding:		
Year 2 – This year’s funding:		
Year 3 – Anticipated funding:		
Total Project Budget		\$0

Total Project Budget

The total budget of a Small TLEF Innovation project cannot exceed \$50,000.

\$

Other Funding

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

\$

If applicable, please list any other active TLEF-funded projects currently held by the Principal Applicant:

Small TLEF Innovation Project Budget Document

Please use and upload the Excel document provided in .xls format:

<https://tlef2.sites.olt.ubc.ca/files/2021/06/2022-TLEF-SP-Budget.xls>

Information on funding criteria and cost estimates for TLEF proposals as well as the budget template can be found on the TLEF website, under Application > Process.

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/>