Large TLEF Transformation Project – Letter of Intent

All Letters of Intent (LOIs) must be submitted by 3:00 pm on July 13, 2023

- 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 who should be a full-time UBCV faculty member.

Principal Applicant’s name:

Principal Applicant’s title(s) (e.g. Assistant Professor, Lecturer, 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 Pharmaceutical Sciences
☐ Faculty of Arts ☐ Sauder School of Business
☐ Faculty of Dentistry ☐ Faculty of Science
☐ Faculty of Education ☐ UBC Health
☐ First Nations House of Learning ☐ UBC Library
☐ Faculty of Forestry ☐ Vantage College
☐ Faculty of Graduate Studies ☐ VP Academic
☐ Faculty of Land & Food Systems ☐ VP Students
☐ Allard School of Law ☐ Other
☐ Faculty of Medicine

(Please specify)

Principal Applicant’s Department, School, or unit:
Co-Applicants & Project Team Members (500 words max.)
Please list all other co-applicants’ names as well as their corresponding titles, relevant affiliation(s), 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). Only list people who have agreed to participate as co-applicants or project team members.

Department Head Approval
Does your Department Head support your TLEF application? If there are resource commitments from the departments of any co-applicants, their Department Heads should also be aware and in supportive of the project.

☐ 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 for UBC students.

Course / Program Information
What courses or program(s) will be affected by this project? Please list any course subject codes and numbers (e.g. HIST 101; HIST 102), when the course is next offered, as well as typical enrolment 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 (250 words max.)
How will you undertake this project?
Support for Equity, Diversity & Inclusion (250 words max.)

How does your approach align with UBC’s priorities for equity, diversity, and inclusion? What steps will you take to ensure that you consider accessibility needs for students in the development and implementation of this project?

Department Readiness (250 words max.)

Why is now the right time for this project in your department?

Required Support (250 words max.)

What support resources will you need to develop this project? Please describe departmental, Faculty or central supports that you will need. It is essential that you consult with any central or Faculty-based units whose support you will draw upon for this project prior to submitting your proposal.

Evaluation Criteria (250 words max.)

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

Development

When do you plan to start the development of this project?

(month/year)

Implementation

When do you plan to implement this project with students?

(month/year)