Large TLEF Transformation Project – Letter of Intent
Special Call for GenAI Collaborative Cluster Grants

All Letters of Intent (LOIs) must be submitted by 3:00 pm on July 25, 2024

☐ 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.
☐ The TLEF Application system will open for applicant submissions on July 11, 2024, two weeks ahead of the LOI deadline: https://apply.academic.ubc.ca

Project Title (200 characters max.)
Please 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, 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 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

(Please specify)
Principal Applicant’s Department, School, or unit:

Co-Applicants (500 words max.)
Please list all other co-applicants’ names as well as their corresponding titles, relevant affiliation(s), 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 of, and supportive of, the project.

☐ Yes
Name of Department Head(s) you consulted with on this LOI:

Short Project Description (250 words max.)
How do you plan to integrate GenAI into a specific teaching and learning context? Briefly describe the GenAI development work you plan to undertake and how the resulting work will contribute toward the enhancement of teaching and learning for UBC students.

Course and Program Information (250 words max.)
What courses or program(s) will be affected by this project? Please list 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.

StudentsReached 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.

Information About Proposed GenAI Tool Development (500 words max.)
If you are planning to create a GenAI tool with this TLEF project, please provide information about what the tool will do, a general overview of the architecture for the tool, what kind of development capability you will be providing through your project team, and what kind of support you will need from the LT Incubator Team.

Meaningful Engagement with Equity, Diversity, and 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?

Evaluation Criteria (250 words max.)
How will you measure the success of this project?

This template is intended to help you to develop your LOI only. You must submit your LOI using the TLEF online application system: https://apply.academic.ubc.ca