THE UNIVERSITY OF BRITISH COLUMBIA

Aspire Learning & Teaching Fund, 2018-19 Call for Proposals

The Provost of The University of British Columbia Okanagan Campus, in collaboration with the Deans' Council, invites proposals to the 2018-19 Aspire Learning & Teaching (ALT) Fund. Proposal templates and access to the online application system are available at http://altfund.ok.ubc.ca/. A maximum of $50,000 is available per project; projects may be up to three years in length.

The ALT Fund supports curriculum change, innovative teaching practices and learning environment enhancement as envisioned in Aspire (for more information on the Aspire Vision, please visit http://aspire.ok.ubc.ca). The fund enables faculty members to make strategic changes within existing, or implement new, undergraduate and graduate academic programs that are more flexible, interdisciplinary, experiential and/or collaborative. The main goal of the ALT Fund is to transform student learning at UBC Okanagan.

A range of projects will be considered, from innovations at the course level that address a critical program need through to targeted support for development of new flexible learning programs and/or interdisciplinary degree pathways. We are seeking to identify and fund projects that are *strategic, innovative and feasible*.

Priority Focus Areas, 2018-19

We particularly welcome proposals in one or more of the following Priority Focus Areas:

- Enhance experiential learning opportunities.
- Increase flexibility by developing or redesigning a strategic course or full program for distributed delivery across multiple sites (e.g., bridge UBC Okanagan and UBC Vancouver). Course-based examples may include distributed flipped classrooms, reduced classroom time or fully online courses.
- Create mechanisms for students to develop, enhance and document their knowledge, skills and competencies in the context of their academic program.
- Utilize flexible learning techniques to modularize existing programs and/or to create new program structures (e.g., new minors).
- Develop open educational resources that are intended to be used in multiple courses within a program or across several programs.

Application Process

The proposal process comprises two stages, as follows:

- Stage 1, Letter of Intent
  - A Letter of Intent (LOI) must be submitted online by **3:00 PM, June 5, 2017**.
  - The Deans' Council reviews the LOIs and recommends those that will be invited to the full proposal stage.
- Stage 2, Full Proposal
  - Full proposals must be submitted online by **3:00 PM, October 4, 2017**.
  - An adjudication committee reviews the proposals and make recommendations to the Provost. The Provost may consult with the Deans' Council prior to making a decision on which proposals will be funded.

Late proposals will not be accepted in either stage.

UPDATED

Guidelines

Eligibility

- The Lead Applicant must be a full time, continuing faculty member of The University of British Columbia Okanagan Campus.
- At the Letter of Intent stage, the Lead Applicant must indicate that the Department/Unit Head/Director of all project applicants have been consulted, are aware of potential resource commitments and have agreed in principle to support the project.
- The full proposal must be supported by the Deans and Department/Unit Heads of all project applicants.
- Projects for which the primary purpose is program evaluation are ineligible.
- Projects for which the primary purpose is research are ineligible.
- Teaching and learning materials created through the ALT Fund must be made available for re-use within UBC. Awardees will be encouraged to license any learning materials developed under an appropriate Creative Commons License and to share the materials more widely through UBC's digital sharing channels (e.g., UBC Wiki, cIRCle, UBC's YouTube Channel).

Criteria

- The project represents a strategic innovation at the academic program level in alignment with the Aspire Vision. Preference will be given to projects that are consistent with the ALT Fund Priority Focus Areas.
- The project uses new, novel or significantly improved educational strategies, pedagogical approaches, techniques or tools that show strong potential to produce a demonstrable gain in student outcomes and/or the student experience at the level of the academic program.
- The proposal clearly articulates how the project results in sustainable benefits to a significant number of students.
- The proposal provides a clear rationale, methodology, objectives and work plan.
- The project is feasible; the objectives are achievable within the proposed timeline and budget.
- The project uses outcomes-based criteria to determine success; the criteria and the methods by which data are to be collected are clearly outlined in the proposal's evaluation plan.
- The proposal clearly identifies how the project will contribute to innovation in learning and teaching more broadly at UBC Okanagan.
- The proposed budget is appropriate, with a clear justification of associated costs. The project has additional sources of funding or resources.

Budget Considerations and Reporting

- The ALT Fund may not be used for conference registrations, conference travel or other types of dissemination costs, though these types of costs may be allocated as in-kind contributions.
- Any funds requested for teaching buyouts must be matched by the Faculty or Department. The ALT Fund will only fund 50% of one teaching buyout for each year of the project. Letters of support for teaching buyouts should stipulate who is being approved for a buyout, when it will take place and that workloads have been adjusted accordingly.
- Equipment and infrastructure costs are not eligible for funding, though they may be allocated as in-kind contributions.
- Funds cannot be used to purchase external consulting or other types of services where the expertise is available within UBC at a reasonable cost and in a timely manner.

- The applicant(s) should consult with any and all central service or operational units that are expected to contribute to the project.
- At the Letter of Intent Stage, any significant infrastructure investments and/or service commitments should be identified in the "Anticipated Resources Requirements" section of the LOI.
- At the Full Proposal Stage, a letter of resource commitment/support for significant infrastructure investments and/or service commitments must be submitted with the proposal. Letters may be in the form of an e-mail to the Lead Applicant from the appropriate authority within the relevant organization that is making the commitment.
- An annual report, including a summary for public dissemination, is required of all multi-year projects.
- A final report, including a comprehensive summary for public dissemination, is required of all projects.
- Unspent funds revert to the Provost Office at the end of the funding period.

THE UNIVERSITY OF BRITISH COLUMBIA

Aspire Learning & Teaching Fund – Letter of Intent Template

UPDATED

*THIS TEMPLATE IS FOR DEVELOPMENT PURPOSES ONLY. LETTERS OF INTENT (LOIS) MUST BE SUBMITTED <u>ONLINE</u> **BY 3:00 PM JUNE 5, 2017***

*Please read the criteria and application instructions at **http://altfund.ok.ubc.ca**. Applications should be written in language that is understandable to a non-specialist. All LOIs must be submitted online. The online application system is **plain text**; you will not be able to include tables, graphs, or charts in your LOI.*

BASIC PROJECT INFORMATION AND HEADS'/DIRECTORS' AGREEMENT

Project Title
Please do not use all-caps. [200 characters max.]

Lead Applicant
For administrative purposes, there must be <u>one</u> Lead Applicant only and she/he should be a full-time, continuing UBC Okanagan faculty member.

Lead Applicant's name:

Lead Applicant's title(s) (e.g. Assistant Professor, Instructor, Professor of Teaching, Librarian, etc.):

Lead Applicant's Department, School, or unit:

Lead Applicant's primary (UBC) email address:

Other Applicants
Please indicate all other applicants' names as well as corresponding title(s), affiliation(s), and email, separated by commas (e.g. Jane Doe, Associate Professor, History, IKBSAS, jane.doe@ubc.ca).

Expertise
*Please describe the expertise of the applicant(s) in relation to this project. **[250 words max.]***

Anticipated Funding Request
Total funding requested (up to $50,000)

$

Anticipated Length of Project
DROP-DOWN MENU (to select number of years)

Timing: Development
When do you plan to start project development?

DROP-DOWN MENU (to select month/year)

Timing: Implementation
When do you plan to begin implementation of this project with students?

TEXT FIELD (Academic Year, Term)

Department/Unit Head(s)/Director(s) Agreement in Principle
*The Department/Unit Heads of **all** of the applicants have been consulted on the nature of the project, are aware of potential resource commitments and have agreed in principal to support the project.*

☐ Yes   ☐ No

PROJECT SUMMARY

Project Description
*Explain what you intend to do in this project. Ensure that you describe the nature of the innovation proposed and why it represents a strategic innovation that will make a positive difference to the learning experience at the level of the academic program for a significant number of students. **[250 words max.]***

Alignment with Priority Focus Areas
*Explain how your proposed project aligns with the ALT Fund Priority Focus areas (see Call for Proposals) **or** represents a new or promising area that aligns with Aspire's Transformative Learning characteristics and has the potential to be widely implemented. **[150 words max.]***

Project Approach and Methods

Provide a summary of the approach and methods you intend to use. As appropriate, identify any new evidence-based teaching and/or learning practices that will be implemented to achieve project goals. [250 words max.]

Anticipated Resource Requirements

Explain the resources needed to plan, implement and evaluate your project. Your explanation should indicate how the requested funding will be used and what additional resources may be needed from your academic unit(s) (e.g., teaching buyouts, staff time) and from central support services (e.g., CTL, UBC Okanagan Library, OPAIR; and IT, Media and Classroom Services). [250 words max.]

Learning Spaces/Environment Considerations

If applicable, describe any specialised software, special classroom/facilities or scheduling support (e.g., video-conferencing, lecture capture, flexible classroom space, etc.) that you anticipate will be needed to implement the project. [150 words max.]

PROJECT BENEFITS AND IMPACT

Course / Program Information

Which courses or program(s) will benefit from the outcome(s) of this proposal? [150 words max.]

Students Impacted by the Project

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

Project Benefits and Sustainability

Explain your proposed project's direct and indirect benefits to students, teaching assistants and faculty. Please identify any new or revised credit or non-credit academic programs that will be developed and any products that will be created (e.g., new shareable curriculum, animations, interactive online modules, teaching practice guides, etc.). At a high level, explain how you anticipate that these benefits will be sustained beyond the funding period. **[250 words max.]**

Broader Contribution

How will your project contribute to innovation in learning and teaching more broadly at UBC Okanagan (beyond the targeted academic program(s))? **[250 words max.]**

Project Success

How will you know your project has been successful? Please be as specific as possible. **[250 words max.]**

**THE UNIVERSITY
OF BRITISH COLUMBIA**

Aspire Learning & Teaching Fund – Full Proposal Template

*THIS TEMPLATE IS FOR DEVELOPMENT PURPOSES ONLY. ALL PROPOSALS MUST BE SUBMITTED <u>ONLINE</u> BY **3:00 PM, OCTOBER 4, 2017***

*Please read all criteria and application instructions at **http://altfund.ok.ubc.ca**. Applications should be written in language that is understandable to a non-specialist. Note this is a template only; the application must be submitted online. The online application system is **plain text;** <u>you will not be able to include tables, graphs, or charts within your proposal.</u>*

BASIC PROJECT INFORMATION AND APPROVAL

Project Title
Do not use all-caps. [200 characters max]

Lead Applicant
For administrative purposes, there must be <u>one</u> Lead Applicant only and she/he should be a full-time, continuing UBC Okanagan faculty member.

Lead Applicant's name:

Lead Applicant's title(s) (e.g. Assistant Professor, Instructor, Professor of Teaching, Librarian, etc.):

Lead Applicant's primary (UBC) email address:

Lead Applicant's Department, School, or unit:

Other Applicants
Please indicate all other applicants' name as well as corresponding title(s), affiliation(s), and email, separated by commas (e.g. Jane Doe, Associate Professor, History, IKBSAS, jane.doe@ubc.ca).

Expertise
Please describe the expertise of the applicant(s) in relation to this project. What additional expertise may be needed to conduct the project? [250 max.]

Department/Unit Head(s)/Director(s) Approval

*The Department/Unit Head/Director of **all** of the applicants have been consulted on the nature of the project, are aware of potential resource commitments and have agreed to support the project. Note that you will be asked to upload any support and resource commitment letters after you complete entering the text of the proposal.*

☐ Yes   ☐ No

Faculty Support

*The Dean or Designate of **any** Faculty that is named in the full proposal will be asked to confirm their support for the proposed project, including confirming **all** resources committed by their Faculty by **October 18, 2017, 3:00 PM** or <u>the proposal will not proceed to adjudication</u>. This request will be sent to all relevant Deans from the Office of the Provost.*

FUNDING REQUEST

Total funding requested (up to $50,000).

$

☐ This project will require funding for one year only
☐ This project will span multiple years, with the funding allocated as follows:

Fiscal Year (e.g., 2018-19, 2019-20, 2020-21)	Dollar Amount
	$
	$
	$

PROJECT DETAILS

Project Summary

*Please summarize, in a manner that is accessible to individuals from diverse disciplinary backgrounds: the nature of the planned innovation(s), what you propose to do, which academic programs will benefit, the approaches you plan to take and the impact you anticipate. **If your proposal is successful, this summary may be publicized on the UBC Okanagan website***.
[250 words max.]

Teaching and Learning Foundation

*Explain the teaching and learning foundation for the innovation you will implement (e.g., the theoretical framework, application of specific research-informed teaching principles or evidence-based practices). If appropriate, please upload a list of references along with your support letters.   **[250 words max.]***

Alignment with Priority Focus Areas

*Succinctly explain how your proposed project aligns with the current ALT Fund Priority Focus areas **or** represents a new or promising area that aligns with the Aspire Vision's Transformative Learning characteristics and has the potential to be widely implemented. **[150 words max.]***

Project Rationale and Objectives

*Clearly state the project's rationale and objectives. These objectives should align with your outcomes and serve as the basis for your evaluation approach. **[500 words max.]***

EXPECTED PROJECT OUTCOMES

List or describe the project's intended tangible outcomes or deliverables. What will the project do or create as a result of implementation of its work plan? Please include any new or changed teaching or learning approaches and/or practices as outcomes as appropriate. **[500 words max.]**

Project Work Plan, Timeline & Milestones

Provide a summary of the approach and methods you intend to use to achieve the stated objectives of the project. You should also include a clear work plan that identifies major milestones, including any evaluation activities. **[1000 words max]**

Learning spaces/environment considerations

Please identify any specialised software, special classroom/facilities or scheduling support (i.e., video-conferencing, lecture capture, flexible classroom space, etc.) that will be required to implement your project and provide a brief explanation of how they support the project goals (if not explained in previous section). **[150 words]**

PROJECT BENEFITS AND IMPACT

Academic program(s)
Please specify which academic program or programs are impacted by this project.

Students Impacted by the Project
How many students do you estimate will directly and indirectly benefit from your innovation? [number field]

Project Benefits
*Referring to the project's objectives and expected outcomes, what are the direct and short-term as well as sustainable benefits to students who are the primary target audience for the project. Explain how these will contribute toward the enhancement of teaching and learning at the level of the academic **program(s)**. [500 words max.]*

Broader Benefits
What will the project do or create that will benefit the University more broadly? Explain how these will contribute to the enhancement of learning and teaching beyond the targeted academic program(s). [250 words max.]

Sustainability
Explain how the identified benefits will be sustained beyond the funding period of the project. [250 words max.]

Evaluation Criteria
Describe your evaluation strategy or process and outline any key indicators that will be used to determine the project's success/performance. What outcome-based criteria will be used to measure success? What data will you collect to evaluate the project's impact, and how will you collect these data? [500 words max.]

BUDGET (FUNDING AND RESOURCES)

Budget Rationale
Provide a succinct rationale for the budget you have outlined in the required Budget Spreadsheet (link). Your explanation should complement (not repeat) the explanation provided for the items that you have included in the spreadsheet. As appropriate, identify the relevant support and/or resource commitment letters. [250 words max.]

Project Budget Spreadsheet
Please use and upload the Excel template provided on the website.

Approvals, Support and Resource Commitment Letters
Please upload any letters that relate to the following via the ALT Fund website:
- *Department/Unit Head/Director Support letters, including teaching buyouts.*
- *Resource Commitment Letters from University Services or Academic Support Units (e.g, CTL, the Library)*
- *Resource Commitment Letters from external partners*
- *Potential investments in infrastructure and services*
-

Aspire Learning and Teaching Project Budget		Fiscal Year 2018/2019					
Include detailed information on salaries, benefits, supplies and equipment, and provide a justification for each expenditure. Indicate funds requested from the ALT Fund and contributions from in-kind or other sources in the appropriate columns. When entering figures, do not add commas or dollar signs as these will be generated automatically.		Funds requested from ALT Fund			In-kind contributions from Faculty/other source(s)		
Function	Justification/Description of Expense/Role	Time (hours, days, or months)	Unit Cost	Total Cost ($)	Time (hours, days, months)	Unit Cost	In-Kind ($)
Development Expenses							
Project Coordination							
Graduate Research Assistant (GRA) Support							
Teaching Assistant (TA) Support							
Teaching Buyout							
Pedagogical/Learning Technology Support							
Project Management							
Curriculum Design							
Evaluation Support							
Instructional Design							
Web Programming							
Graphic Design							
Other Pedagogical Support*							
Media Development							
Media Production/Post Production							
Media Kit (maximum of $3,000)							
Licensing (Software)							
Copyright							
***Other**							
(Please describe)							
(Please describe)							
(Add additional rows if necessary)							
Total Project Costs		ALT Fund Costs:			In-kind Costs:		

Aspire Learning and Teaching Project Budget	Fiscal Year 2019/2020 (if applicable)					
Include detailed information on salaries, benefits, supplies and expenditure. Indicate funds requested from the ALT Fund and appropriate columns. When entering figures, do not add comm automatically.	Funds requested from ALT Fund			In-kind contributions from Faculty/other source(s)		
Function	Time (hours, days, or months)	Unit Cost	Total Cost ($)	Time (hours, days, months)	Unit Cost	In-Kind ($)
Development Expenses						
Project Coordination						
Graduate Research Assistant (GRA) Support						
Teaching Assistant (TA) Support						
Teaching Buyout						
Pedagogical/Learning Technology Support						
Project Management						
Curriculum Design						
Evaluation Support						
Instructional Design						
Web Programming						
Graphic Design						
Other Pedagogical Support*						
Media Development						
Media Production/Post Production						
Media Kit (maximum of $3,000)						
Licensing (Software)						
Copyright						
***Other**						
(Please describe)						
(Please describe)						
(Add additional rows if necessary)						
Total Project Costs	ALT Fund Costs:			In-kind Costs:		

Aspire Learning and Teaching Project Budget	Fiscal Year 2020/2021 (if applicable)						Totals, All Years	
Include detailed information on salaries, benefits, supplies and expenditure. Indicate funds requested from the ALT Fund and appropriate columns. When entering figures, do not add comm automatically.	Funds requested from ALT Fund			In-kind contributions from Faculty/other source(s)			Total Amount Requested For ALT Fund	Total In-Kind Contributions
Function	Time (hours, days, or months)	Unit Cost	Total Cost ($)	Time (hours, days, months)	Unit Cost	In-Kind ($)	Total Cost ($)	In-Kind ($)
Development Expenses								
Project Coordination								
Graduate Research Assistant (GRA) Support								
Teaching Assistant (TA) Support								
Teaching Buyout								
Pedagogical/Learning Technology Support								
Project Management								
Curriculum Design								
Evaluation Support								
Instructional Design								
Web Programming								
Graphic Design								
Other Pedagogical Support*								
Media Development								
Media Production/Post Production								
Media Kit (maximum of $3,000)								
Licensing (Software)								
Copyright								
***Other**								
(Please describe)								
(Please describe)								
(Add additional rows if necessary)								
Total Project Costs	ALT Fund Costs:			In-kind Costs:				