



## Large TLEF Transformation Project – Letter of Intent

**All Letters of Intent (LOIs) must be submitted by 3:00 pm on July 17, 2025**

- Before proceeding, please read all TLEF criteria and application instructions at <http://tlef.ubc.ca>.
- Applications should be written using 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 online application system will open for applicant submissions on July 2, 2025, two weeks before 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 or staff 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 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 along with 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 team members.*

**Department Head Approval**

*Principle Applicants must consult with and have the support of their Department Head or Unit Director before they submit their TLEF application. If the proposed TLEF project draws upon resources from multiple departments or units, applicants must ensure that they have consulted with and have the support of Department or Unit Heads before they submit their TLEF application.*

☐ Yes

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

**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 (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.*

**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.*



**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.*

***\*(This section to be completed by applicants planning to develop a GenAI tool as part of their project.)***

**Project Approach (250 words max.)**

*How will you undertake this project?*

**Development & Implementation**

*If your project is funded, when do you plan to start developing it?*

[Month/Yr]

*When do you expect to implement the outputs of this project with UBC students?*

[Month/Yr]

**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 the departmental, Faculty or central support you will need to undertake this project. Before submitting your proposal, you must consult with any central or Faculty-based units on whose support your project depends.*

***\*(This section to be completed by applicants not planning to develop a GenAI tool as part of their 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?*

**Evaluation Criteria (250 words max.)**

*How will you measure the success of this project?*

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

For reference only - Complete application online