Large TLEF Transformation Project

New & Returning Applications

All applications must be submitted by 3:00 pm on October 16, 2025

- *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 is 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

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 role:

☐ Faculty   ☐ Other
☐ Staff

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: *(Please specify)*
☐ Faculty of Medicine

Principal Applicant's Department, School, or unit:

Co-Applicants & Project Team Members (500 words max.)

Please list all other co-applicants' names along with their corresponding titles, relevant affiliations, 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. If your proposal is successful, this list will be published on the UBC website (emails will be removed).

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 application:

Project Summary (150 words max.)

Describe your project in a way that is accessible to a non-specialist. Please specify what you hope to change or see 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, 2026/2027, Sep).

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

If your project does not pertain to a specific course, or if there are more contexts in which your project will have impact, briefly describe the overall student reach in all 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, particularly 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
☐ GenAI in teaching and learning
☐ Other: *(Please specify)*

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 and what you expect to spend by the end of the funding year.
(This section to be completed for returning projects seeking second- or third-year funding only.)

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, and a general overview of the architecture for the tool. You must complete and submit the TLEF Tool Architecture Worksheet as part of your application. Please indicate whether you intend to make use of the UBC GenAI LLM Sandbox environment for your project.
(This section to be completed by applicants planning to develop a GenAI tool as part of their project.)

Development Support Required for this Project?* (500 words max.)
What kind of development expertise will you be providing through your project team, and what kind of support will you need from the LT Incubator Team? Will you require system administration help, project management, access to the pool of development resources or any combination thereof?
(This section to be completed by applicants planning to develop a GenAI tool as part of their project.)

Support Resources Required to Develop the Project* (250 words max.)

Please describe the departmental, Faculty or central support you will need to undertake this project. You must consult with any central or Faculty-based units whose support you depend on before submitting your proposal.
*(This section to be completed by applicants not planning to develop a GenAI tool as part of their project.)

Project Work Plan, Timeline & Milestones (1000 words max.)

Provide a clear work plan for achieving the project's stated objectives. 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's 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 from 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 that you expect to achieve? What changes or impacts do you hope to see from 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.

Meaningful Engagement with 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?

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 project's implementation.

Project Budget
If this proposal is successful, do you anticipate that your project will seek a second or third year of funding from the TLEF?

☐ No, only one year of funding is anticipated for this project
☐ No, this will be the second and final year of funding for this project
☐ No, this will be the third and final year of funding for this project
☐ Yes, a request for second-year funding for this project is anticipated
☐ Yes, a request for third-year funding for this project is 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 indicate the historical funding for the project in its first and/or second year, as well as any future anticipated funding, if applicable:

Example	Year	Funding Requested
Year 1		
Year 2		
Year 3		
Total Project Budget		$0

Total Project Budget
The total budget of a Large TLEF Transformation project cannot exceed $200,000.

$

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:

Large TLEF Transformation Project Budget Document

Please use and upload the Large TLEF Excel budget document template provided on the TLEF website: https://tlef.ubc.ca/application/templates/

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/developing-your-tlef-budget/

TLEF Tool Architecture Worksheet Document
If your project is focused on the development of a GenAI tool, please use and upload a pdf of the TLEF Tool Architecture Worksheet as part of your application using the template provided on the TLEF website: https://tlef.ubc.ca/application/templates/

Please Note: *Before you submit your proposal, you are required to consult/check-in with Jeff Miller, Senior Associate Director, CTLT (jeff.miller@ubc.ca) who will assist you in developing the budget in your proposal.*