



September 23, 2013

To: Deans and Principals
University Librarian
Academic Director, Centre for Teaching, Learning and Technology
Vice-President Students
President, Graduate Student Society
President, Alma Mater Society

From: Anna M. Kindler 
Vice-Provost and Associate VP Academic

**Re: Teaching and Learning Enhancement Fund 2014/2015
Call for Applications / November 21, 2013 Deadline**

I am writing to invite proposals for funding from the 2014/2015 Teaching and Learning Enhancement Fund (TLEF). In addition to notifying Faculty members, please ensure that this invitation is brought to the attention of students in your Faculty or College. They may wish to suggest projects of special interest to them, and participate in the development of proposals. **Please note that this year a portion of the TLEF will be set aside as the 'Flexible Learning' (FL) TLEF to fund projects that propose an innovative implementation or piloting of digital technology to enrich student learning. Consequently, applications are being sought for either Standard TLEF or Flexible Learning TLEF competition.**

The Teaching and Learning Enhancement Fund has the potential to support the strategic initiatives identified by Faculties and Colleges related to teaching and learning improvement. Consequently, when forwarding this call for proposals throughout your Faculty/College, you may want to encourage development of proposals that fit with your Faculty's/College's priorities. In order to give additional context for the adjudication committee's consideration, it will be helpful if your Faculty's/College's proposals, when submitted to our office, are accompanied by a ranking or some other indication of whether or not they align with your priorities and whether or not they are supported by your unit.

Information about the TLEF is available at <http://tlef.ubc.ca/>. The application form, in both MS Word and Adobe Acrobat formats, can be downloaded from this site. It is important that applicants familiarize themselves with the TLEF criteria, application guidelines, and regulatory policies found at <http://tlef.ubc.ca/tlef-criteria/>. Questions may be directed to Selina Fast of this office (selina.fast@ubc.ca or 604-822-5892).

All TLEF applications must be submitted **first** to the relevant Dean's or Principal's Office for processing. Therefore, **applicants should note the internal deadline set by their Dean's/Principal's Office.** The Dean's or Principal's Office will then forward the proposals to the Office of the Provost and VP Academic by our deadline of **November 21st, 2013**. Late applications will not be accepted.

Applicants must provide an original proposal plus 13 copies, all double-sided and on three-hole punched paper, stapled in the top left-hand corner. Due to the large number of submissions, the committee will only consider material that conforms to the application format requirements:

- maximum 6 pages (including cover page) for new projects
- maximum 7 pages (cover page + 1-page progress report) for continued projects
- Arial font, 10pt or larger
- single spacing

To support applicants for Standard TLEF funding, the Centre for Teaching, Learning and Technology is holding a workshop designed to assist applicants in developing their proposals. The workshop will take place on Monday, October 7th, 12-2 pm, in Room 2.22 of the Irving K. Barber Learning Centre.

Applicants for Flexible Learning TLEF must meet with either their CTLT Faculty liaison or attend a drop-in consultation session. Sessions are scheduled every Friday from October 4th through November 8th, 1-3pm, in Room 2.22 of CTLT (2nd floor, Irving K. Barber Learning Centre. If none of these dates work for you, please contact Jeff Miller (jeff.miller@ubc.ca) to arrange a consultation.

Applicants are advised that they are expected to have read the criteria and application process pages on this website specific to the Flexible Learning TLEF competition, and have a one-paragraph description of their project in hand BEFORE meeting a consultant.

Should your Faculty or College have a large number of interested applicants and you wish to hold a special workshop within your Faculty/College for either the Standard TLEF or the Flexible Learning TLEF, please contact the Centre for Teaching, Learning and Technology to explore that possibility (catherine.bennington@ubc.ca), indicating the number of interested participants from your Faculty or College. Depending on those numbers, joint-Faculty/College workshops could be an alternative.

Outcomes of the adjudication process will be communicated to the Principal Applicants in early March 2014. In the case of successful applications, individual Project Grant numbers will be set up in the name of the Principal Applicant (or the faculty co-applicant if the Principal Applicant is a student).