**Students as Partners Fund – Proposal Form**

**Please note: This document is for reference only.**

**All proposals must be submitted through the online form by 3:00 pm on March 31, 2025.**

* Before proceeding, please read all SaP fund criteria and application instructions at: <https://sap.ubc.ca/>
* We strongly encourage all applicants to consult with the CTLT prior to submission. You can request a 1:1 consultation at [SaP.info@ubc.ca](mailto:SaP.info@ubc.ca)
* The online application system uses 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.*

|  |
| --- |
|  |

**Applicants (500 words max.)***Indicate the following for all applicants: name, position, department (if applicable), and UBC email address. For example:*

*Zahra Jaghori, Faculty, Computer Science, z.jaghori@ubc.ca*

*Kyoung Han, Undergraduate Student, kyoung.han@student.ubc.ca*

*If your proposal is successful, this list will be published on the UBC SaP website (emails will be removed before posting).*

|  |
| --- |
|  |

**Primary Contact**  
*For notification purposes, indicate who among the Applicants will be the primary contact for this proposal and enter their UBC email address*.

|  |
| --- |
|  |

Contact name:

|  |
| --- |
|  |

Contact email:

**Target Course***For administrative purposes, there must be one UBC Vancouver credit course designated as the primary course where the SaP fund will be used (e.g. Course Code: ENGL 101; Section: 002; Year and Term: 2022, Sep).*

*Please note, if the course has not yet been approved by UBC Senate, we will contact your Department Head for confirmation of support.*

|  |
| --- |
|  |

Faculty, College, or administrative unit:

|  |
| --- |
|  |

Course code:

|  |
| --- |
|  |

Course name:

|  |
| --- |
|  |

Section(s) targeted:

Has this course been offered before?  Yes  No

|  |
| --- |
|  |

Year and term revised course will be offered:

|  |
| --- |
|  |

Average annual enrolment in course/sections:

**Project Summary/Goals (500 words max.)**  
*Specify why you think this course could benefit from course redesign, what you plan to change (if known), and what you hope to see as result of this project. If your proposal is successful, this summary will be published on the UBC SaP website*.

|  |
| --- |
|  |

**SaP Fund Alignment (500 words max.)**  
*Explain how this project will benefit from a partnership approach. Describe how a partnership approach will inform faculty and student collaboration, including how student partners will contribute to the intellectual direction of the work, how workload will be distributed equitably, and how the project will integrate diverse student voices and perspectives. In addition, please explain how planned work aligns with university, faculty or department strategic priorities.*

|  |
| --- |
|  |

**Project Timeline (500 words max.)**  
*Provide a clear plan for how you will achieve the stated goals of the project. List project milestones and dates, as well as when evaluation will occur. We expect most projects will complete within a 12-month timeframe. If you anticipate needing additional time, please explain why.*

|  |
| --- |
|  |

**Formation of Student-Faculty Partnership (500 words max.)**

*Describe how your student-faculty partnership was formed or how you plan to approach this. Include information about how this process was or will be inclusive and equitable for students who come from historically marginalized backgrounds and how you will integrate equity and inclusion into the partnership. Please note, the CTLT does not recruit nor match faculty and student partners.*

|  |
| --- |
|  |

**Student Involvement in Proposal Development (250 words max.)**  
*Explain how students were involved in the conceptualization, development, and writing of this proposal.*

|  |
| --- |
|  |

**Support Requested (250 words max.)**  
*What support would be helpful for you to achieve the stated goals of the project? This information will help us identify needs, but does not guarantee this support will be available.*

|  |
| --- |
|  |

**Evaluation Plan (500 words max.)**  
*Describe how you will determine if the project achieved the stated goals. Outline any key indicators that will be used to determine the project’s success. Please also indicate if and how you will share your work with colleagues within and beyond your department.*

|  |
| --- |
|  |

**Project Budget**  
*Provide an itemized list for how the requested funds will be spent.*

* ***For each student*** *you anticipate hiring, please:*
  + *describe the work they will do*
  + *list the hourly rate they will receive* ***(include an added 8% for benefits)***
  + *estimate the number of hours required*
  + *include 5-10 hours for SaP cohort activities*
* *repeat for additional students, if applicable*
* *indicate other project costs (max $100)*
* *list the* ***total******project cost***

*For example: Student #1 - facilitate student focus groups and work with instructors to use feedback to inform redesign of assessments - $22/hour ($23.78 with benefits) x 40 hours = $951.*

*Please refer to the SaP website for eligible expenses and recommended student salaries.*

|  |
| --- |
|  |

|  |
| --- |
| $ |

Total Amount Requested for Student Salaries (up to $7,000):

|  |
| --- |
| $ |

Total Amount Requested for Expenses (up to $100):

|  |
| --- |
| $ |

Total Amount Requested from the SaP Fund (up to $7,100):

**Commitment to SaP Learning Community Activities**  
*Please indicate your commitment to participate in SaP Learning Community cohort activities, which include a kick-off meeting and two cohort meetings per Winter session. In addition, optional workshops will be held, and all participants will be invited to participate in Celebrate Learning Week, which is usually held in May of each year.*

Yes, all project partners commit to participating in the SaP Learning Community Activities.

**Confirmation of Eligibility***Does this project meet the SaP fund eligibility requirements as described under the Eligibility section on the SaP website?*

Yes, this project meets the SaP fund eligibility guidelines.

**Department Head Approval**  
*The Department Head/Unit Head, Director, or equivalent, associated with the target course has been consulted on the nature of the project, is aware of potential resource commitments, and has agreed to support the project, which is indicated by the below confirmation. If there are resource commitments from the departments of any of the applicants, their Department Heads should also be aware of, and in support of the project.*

Yes, I confirm that the appropriate Department Head is aware, and in support of, this project.