|  |  |
| --- | --- |
| Academic Excellence Fund Project Proposal | |
| Project Title |  |
| Project Lead / Contact |  |
| Project Sponsor |  |
| Primary Core Area |  |
| Associated Strategy |  |
| 2nd Core Area/Strategy |  |
| Pilot or Term Initiative |  |
| Project Overview | |
|  | |
| Implementation Area (Department/Unit Name) |  |
| **How does this project support the three themes of the Strategic Plan?** [**Strategic Plan**](https://strategicplan.ubc.ca/) | |
| Inclusion |  |
| Collaboration |  |
| Innovation |  |
| What is the expected result of this project? | |
|  | |
| What are the key metrics to measure the success of this initiative? | |
|  | |
| If the pilot is successful, how would the results be used and what resources would be required to create sustainable change? | |
|  | |

**Proposed Project Plan and Timelines**

|  |  |  |  |
| --- | --- | --- | --- |
| Length of proposed project/pilot |  | If there is going to be some start-up time (e.g. hiring, etc.) please identify how long you believe that will take |  |
| Proposed start date |  |

**Budget Components**

For each year of the budget, please identify the **‘estimate’** costs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **TOTAL ANNUAL COSTS** | **Salary costs**  **(includes buyouts if applicable)** | Number of positions/course buyouts | **Non-Salary costs** | Notes on Non-Salary |
| **1** |  |  |  |  |  |
| **2(if applicable)** |  |  |  |  |  |
| **3(if applicable)** |  |  |  |  |  |
| **TOTAL** |  |  |  |  | |

|  |
| --- |
| Please provide any other contextual information regarding your proposed budget you feel is important |
|  |

Submit completed project proposal form to Janine Wood in the Provost Office: **janine.wood@ubc.ca**