**Stream 1 – Proposal Application Template**

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| **All applications must be submitted through the SM Apply system at apply.academic.ubc.ca/.** **This template is for reference purposes only.** |

**Instructions**

**\*Late applications will not be accepted\***

**All ISI Fund Stream 1 project proposals must be submitted by Friday, April 19, 2024, at 3:00 pm (PDT).**

* Before proceeding, please read all ISI Fund criteria and application instructions at: <https://isp.ubc.ca/implementation/isi-fund/funding-streams/>
* Applications should be written in language that is understandable to a non-specialist.
* The ISI Fund online application system is plain text. You will not be able to add tables, graphs, or charts in your proposal.

Please complete all tasks associated with your ISI Fund project proposal.

* While working on this proposal form you can save your work and return to it at a later time by clicking “Save & Continue Editing”. (You will see messages reminding you to complete any remaining mandatory fields, but your progress will be saved.)
* You can then click "Back to application" to return to your application dashboard prior to logging out of the system.
* Use the “Add collaborator” button on your application dashboard if you wish to give another person(s) access to view and/or edit the proposal form.
* Click “Mark as Complete” when you have completed all questions on the proposal form and it is ready for submission.
* Click the green "Submit" button on your application dashboard to finalize your application submission.

After submitting your proposal you will no longer be able to edit it. You will, however, still be able to view and download a PDF copy of the submitted proposal.

**Community Partner(s) Endorsement Letter(s)**

For proposals that include already established Indigenous community partnerships, partner endorsements are required. If applicable, please attach the letter(s) of agreement or support for your project proposal. Your letter(s) must be in PDF format. Note: Letters of endorsement are not required if you are planning to develop a relationship with a community partner during the course of the project.

*If unsure, please refer to these definitions:*

* *Not applicable: Given the nature of the project, no partnership with an Indigenous community is intended or anticipated in the course of this project.*
* *Aspirational partnership*:*A relationship with at least one Indigenous community partner(s) is intended during the course of the funding period.*
* *Established partnership: The Principal Applicant or Co-Applicant(s) already have an ongoing collaboration with an Indigenous community.*

**Application Form for “ISI Fund Cycle 3: 2023-2024 Stream 1”**

**Project Title (200 characters max.)**Do not use all-caps.

**Project Team and Relationships**

***Required:****Co-applicants must have provided their informed consent to be a part of this project.*

**Principal Applicant**

*For administrative purposes, there must be one Principal Applicant who is a full-time UBC faculty or staff member, or post-doctorate at either the UBC Okanagan or UBC Vancouver campus.*

Principal Applicant’s Name

Principal Applicant’s Role

Principal Applicant’s title(s)
*(e.g. Assistant Professor, Instructor,
Professor of Teaching, etc.)*

Principal Applicant’s primary (UBC)
email address
*(e.g. jane.doe@ubc.ca)*

Principal Applicant’s Faculty, College,
or administrative unit

If other, please specify

**How many co-applicants would you like to add to this application?**

Principal applicants may add up to five co-applicants to each project. The co-applicants must have provided their informed consent to be a part of this project.

* 1
* 2
* 3
* 4
* 5

**Project Team and Relationships**

***Required:****Co-applicants must have provided their informed consent to be a part of this project.*

**Co-Applicant**

*For administrative purposes, there must be at least one Co-Applicant.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)
*(e.g. Assistant Professor, Instructor,
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)
email address
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,
or administrative unit

If other, please specify

**Co-Applicant #2 (optional)**

*Up to five co-applicants can be included.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)
*(e.g. Assistant Professor, Instructor,
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)
email address
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,
or administrative unit

If other, please specify

**Co-Applicant #3 (optional)**

*Up to five co-applicants can be included.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)
*(e.g. Assistant Professor, Instructor,
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)
email address
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,
or administrative unit

If other, please specify

**Co-Applicant #4 (optional)**

*Up to five co-applicants can be included.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)
*(e.g. Assistant Professor, Instructor,
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)
email address
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,
or administrative unit

If other, please specify

**Co-Applicant #5 (optional)**

*Up to five co-applicants can be included.****Required:****Co-applicants must have provided their informed consent to be a part of this project.*

Co-Applicant’s Name

Co-Applicant’s Role

Co-Applicant’s title(s)
*(e.g. Assistant Professor, Instructor,
Professor of Teaching, etc.)*

Co-Applicant’s primary (UBC)
email address
*(e.g. jane.doe@ubc.ca)*

Co-Applicant’s Faculty, College,
or administrative unit

If other, please specify

**Other Project Team Members**

*Please indicate all other project team members' names as well as their corresponding titles, affiliations, and email addresses, separated by commas (e.g. Jane Doe, Associate Professor, History, Faculty of Arts, jane.doe@ubc.ca). Please also indicate any other partners and the nature of your relationship with them.*

***Required:****Project team members must have provided their informed consent to be a part of this project.*

**Indigenous Partnerships**

If applicable to your project, describe how Indigenous partners and communities will be involved in the development and implementation of the project.

Do you have an established partnership with the community?

* No external engagement anticipated
* Aspirational partnership
* Established partnership

Please provide a brief description of how you plan to build relationships with the community, how the project will be co-developed, and how the project will respond to community-voiced needs and aspirations.

**Department/Unit Head Approval**

The department/unit Head, Dean or equivalent of the Principal Applicant, has been consulted on the nature of the project, is aware of potential resource commitments, and has agreed to support the project and commit to the project's sustainability. If there are resource commitments from the departments/units of any Co-Applicants, their Heads should also be aware of, and in support of the project, a written confirmation showing their support is required.

**Project Overview**

**Project Overview (500 words max.)**

*What are you proposing to do or change with this project? Briefly explain the project and how it will contribute to the implementation of the* [*UBC's Indigenous Strategic Plan*](https://isp.ubc.ca/files/2021/09/UBC.ISP_StrategicPlan2020-SPREAD-Borderless-REDUCED.pd)*.*

**Indigenous Strategic Plan (ISP) Action Alignment (250 words max.)**

Please list the [Indigenous Strategic Plan Actions](https://isp.ubc.ca/implementation/the-action-plan/) most relevant to your proposal. Projects must align with at least one of the 43 actions of the Indigenous Strategic Plan.

[**ISP Self-Assessment Tool**](https://isp.ubc.ca/implementation/implementation-tools-resources/)**(350 words max.)**

*The*[*ISP Self-Assessment Tool*](https://isp.ubc.ca/implementation/implementation-tools-resources/)*must be completed prior to Letter of Intent submission.*

Have you/has your team completed the ISP Self-Assessment Tool?

* Yes

How has the ISP Self-Assessment Tool informed your understanding of the work your unit/Faculty does and what has the impact been on your proposal? Please clearly articulate how the Self-Assessment Tool has shaped the development of your project.

**Project Outputs, Products or Deliverables (300 words max.)**

*List or describe the project’s intended tangible outputs. What will the project do or create as a result of the implementation of its work plan?.*

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

*Provide a clear work plan for how you will achieve the stated objectives of the project. Please include major milestones to indicate when you will initiate project development, when you will implement the project with Indigenous communities (if they are part of your proposal) or other partners, and when you will evaluate whether your project’s intended impact has been achieved*

**Relationality and Collaboration (250 words max.)**

*Describe how other teams within your unit or other units at UBC Vancouver and UBC Okanagan campuses will collaborate in your project.*

**Student Involvement (250 words max.)**

*If applicable, describe how students were engaged and involved in preparing and reviewing this proposal, and how they will be involved in the implementation of the project.*

**Evaluation Plan (500 words max.)**

*Describe how you will evaluate the success of the project. What evaluation strategy will be used? What data (qualitative and/or quantitative) will be collected to evaluate impact, and how will this data be collected? Outline any key indicators that will be used to determine the project’s success/performance. We have a* [*Sample Performance Measurement Framework*](https://iap-2021.sites.olt.ubc.ca/files/2021/09/ISP_PMF.pdf) *for your reference.*

**Sustainability (250 words max.)**

Please explain how the operation of your project will be sustained beyond the funding period.

**Project Budget and Funding Overview**

It is extremely important that this funding not act as a substitute for core funding from Faculties and units. The implementation of the ISP is the responsibility of everyone at UBC and as such Faculties and units are expected to develop and set aside their own funds for their ISP initiatives/projects.

**Funding Requested from the Indigenous Strategic Initiatives Fund**

*Indicate the funding being requested. At this point, high-level estimates are appropriate. Please review the*[*Eligible and Ineligible Expenses*](https://isp.ubc.ca/implementation/isi-fund/process-timelines-budgets/)*and*[*Frequently Asked Questions*](https://isp.ubc.ca/implementation/isi-fund/funding-faqs/)*.*

***This field must be a numerical amount in dollars -- without commas -- and with optional cents.***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Budget Item | Fiscal Year 1 | Fiscal Year 2 (optional) |
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**Optional: Additional Budget Items (if applicants have beyond 15 budget items)**

*If your application includes budget items that did not fit in the table above, please list them here:****Remember to include their cost in your total project budget.***

**Total Project Budget**

*The total budget for an ISI Fund Stream 1: Innovative Project can be between $30,000 and $100,000 over the life of the project.*

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**Optional: In-Kind Support (250 words max.)**

*What existing and ongoing support (including in-kind support) will the unit(s) or Faculty(-ies) commit to this work if their application is successful? And how will this impact the project’s ongoing sustainability?*