**Continuous Learning Advancement Fund – Proposal Form**

*All proposals must be submitted by 11:59 pm Pacific Time on July 24, 2025*

* Before proceeding, please read all CLAF criteria and application instructions at:[**https://extendedlearning.ubc.ca/continuous-learning-advancement-fund**](https://extendedlearning.ubc.ca/continuous-learning-advancement-fund)
* Applications should be written in a language that is understandable to a non-specialist. Bullet points, where possible, are preferred.
* **Please delete the italicized copy below from your proposal submission – it is intended to offer guidance while completing the form.**
* **July 9, 2025** is the last day to request proposal support from the CLAF Team.

### Project Submission

**1.1. Project Title (50 characters max)**

*Do not use all-caps. Indicate the proposed program name including the Non-credit Credential Category\* to which it belongs.*

*\*Per* [*Senate Policy V-129*](https://senate.ubc.ca/vancouver/policies/va_v_129_non_credit_credentials_20230419/)*, the formal title of any Non-Credit Letter of Participation, Non-Credit Letter of Completion, Non-Credit Letter of Proficiency, Non-Credit Program Certificate, or Non-Credit Program Micro-certificate must include the Non-Credit Credential category to which it belongs.*

**1.2 Date of Submission**

*Indicate date of submission to the Senate Office.*

**1.3 Expected Launch Date**

*Indicate when you hope to see the first cohort of learners start the program.*

**1.4 Principal Applicant(s)**

*For administrative purposes, there must be at least one Principal Applicant only who is tenured or tenured-track UBC faculty or lecturers with appointments extending past the project end date.* *Please indicate all principal applicant(s) as well as their corresponding titles, affiliations, role in the project and UBC email address, separated by commas (e.g., Jane Doe, Associate Professor, History, Faculty of Arts, jane.doe@ubc.ca). If your proposal is successful, this list will be published on the UBC CLAF website (emails will be removed)*.

**1.5. Additional Project Team Members**

*Please indicate all additional project team members as well as their corresponding titles, affiliations, role in the project and UBC email address, separated by commas (e.g., Jane Doe, Associate Professor, History, Faculty of Arts, jane.doe@ubc.ca). If your proposal is successful, this list will be published on the UBC website (emails will be removed)*.

**Supporting Partners**

*As appropriate, list any additional UBC partners/collaborators and/or relevant employer, industry, or community partnerships.*

**1.6. Department Head Approval**

*Please attach a letter of support from the Department Head/Unit Head, Director, or equivalent of the Principal Applicant, indicating they have been consulted on the nature of the project, are aware of potential resource commitments, and have agreed to support the project. If there are resource commitments from the departments of any co-applicants, their Department Heads should also submit a letter of support.*

**1.7 Proposing Faculty/ies or UBC Extended Learning**

*Non-Credit Credentials must be proposed by one or more Faculty/ies, or by UBC Extended Learning. Administrative units may partner with Faculties or UBC Extended Learning to jointly develop and deliver Non-Credit Credentials; however, Faculties or UBC Extended Learning will be responsible for the Non-Credit Credentials being proposed in such partnerships.*

1. **Proposed Program**

**2.1 Program Description (600 words max)**

*Please describe the program you are proposing including program goals. considering. Is this a completely new program or an evolution of an existing program? What is the main focus, and what do you expect students will learn? What is your rationale for this vision? Indicate the overall length of the program, the proposed number of hours per week required to complete the required learning activities, and how often the program is expected to be offered. If this is a non-credit program certificate, indicate whether the learning is comprised of Non-Credit Program Micro-certificates, Non-Credit Letters or other micro-credentials stacked together, clearly indicating the duration of each. What is the intended duration and online delivery method (see examples below)? When would you ideally like to see the first cohort of students start the program? Indicate the purpose of the program (e.g., skills acquisition; disciplinary or interdisciplinary knowledge enhancement; career progression; professional development). How will the teaching team be involved in the course? Describe how your program aligns with* [*Strategy 13: Practical Learning from UBC’s Strategic Plan*](https://strategicplan.ubc.ca/strategy-13-practical-learning/) *to expand experiential, work-integrated and extended learning opportunities? Specifically, how will your program:*

* *support faculty in expanding online and other accessible offerings in response to evolving demand from working practitioners and lifelong learners, many of whom are UBC alumni, and;*
* *deepen and better coordinate industry and community relationships?*

**Curriculum Topics**

*Provide a list of proposed modules with a brief description of each, noting competencies gained.*

**Assessment Methods**

*Describe how learners will be assessed to show that they have achieved the intended competencies.*

**Appeals Process**

*Outline the process for learner appeals (e.g. appeals of assignment grade, appeals of program standing).*

**Program Learning Outcomes**

*Identify the program learning objectives and the competency(ies) a learner will acquire.*

**Program Delivery Format**

*Describe the overall program architecture and proposed course delivery method(s), which may include a variety of formats, including in-person, online or blended, synchronous or asynchronous, or a combination of multiple formats. If applicable, in describing delivery formats, explain how it may help reduce barriers and promote access for a variety of learners.*

**Admission Criteria**

*Describe the relevant admission and/or eligibility criteria.*

**2.2 Project Work Plan, Timeline & Milestones (750 words max)**

*Provide a clear work plan for both course and program level work and how you will achieve the program goals. Please include major milestones to indicate when you will initiate program development and when you will implement the program with students.*

**2.3 Project Outcomes/Impacts (300 words max)**

*What are the direct and short-term benefits you expect to achieve? What changes do you hope to see as a result of this project? How will the program directly benefit learners in up-skilling or re-skilling in areas where industry/employers have expressed a clear demand or need? Explain how your program measures learner competencies, aligns with industry, employer, community and/or Indigenous community needs and can be assessed and recognized for employment or learning purposes. Also describe how your program complements current offerings and pathways in B.C.’s post‐secondary system and enhances access to education for British Columbians.*

**2.4. Market Analysis (300 words max + relevant attachments)**

*Your market research and analysis should establish demand for the proposed program from potential learners and, where relevant, their employers/industry. Strong proposals will demonstrate how market research has influenced their program concept. Clearly demonstrate how employers/sectors/industries are actively engaged in the identification of, and need for this program, their level of input into curriculum development and their role in assessment and recognition of the program once complete. Provide examples of possible career paths or progression as a result of taking this program, particularly in BC. We require that you substantiate claims with supporting evidence such as X, Y and Z. Additional supporting information can be attached in a separate document. If you have conducted any student or industry consultations about your project, please include highlights of your findings.*

**2.5. Comparable Alternatives (300 words max + attachment)**

*Please outline what is currently available to learners looking for education or training opportunities in your proposed subject area. How does your program compare to these existing offerings (consider curriculum, cost, delivery method, intensity, learning outcomes, etc.)? Please summarize your key findings in the proposal; you may also attach a more detailed comparator analysis table/spreadsheet.*

**External Comparator Information**

*Indicate whether there are any comparable programs offered at other public or private institutions in BC or beyond, and/or comparable offerings by industry. Describe how this program is distinguished from existing alternatives.*

**Internal Comparator and Consultation Information**

*Indicate whether there are any comparable programs offered within UBC. This may include both credit and non-credit courses and programs. Indicate which UBC units have been consulted during program development and provide any feedback received. Proponents are encouraged to use the* [*Consultation Request Form*](https://senate.ubc.ca/vancouver/curriculum-submission-guide/curriculum-forms/)*.*

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

*Describe how you will evaluate the quality of the courses (and associated learning materials), how you will determine whether students have achieved the desired learning outcomes and whether the project has met its intended outcomes and impacts. Describe how you will evaluate the success of the financial goals and sustainability of the program. Explain how you will measure the financial return on investment and future fiscal sustainability of the delivery and operations of the program. What evaluation strategy will be used? What data will you collect to evaluate the project results and how will you collect these data? Outline any key indicators that will be used to determine the project’s success/performance.*

1. **Learners**

**3.1. Prospective Students (500 words max)**

*What types of learners will be most interested about the benefits your program provides (e.g., attitudes, current employment, age, income, education)? Are they typically an underserved community in BC? What will motivate prospective students to take this program? Demonstrate how industry, employers or the community have an interest in supporting prospects for this program. Provide evidence to support.*

**3.2. Anticipated Enrolment (150 words max)**

*What is the projected average annual enrolment of the new program in the pilot year and three subsequent years? Explain how you arrived at this projection with supporting evidence. If applicable, how does this compare to current average annual enrolment for existing programs? Please provide a breakdown between domestic (BC vs. rest of Canada) and international enrolments, if applicable. Include any evidence you have to substantiate your projections.*

**3.3. Value Proposition (150 words max)**

*What will be the key value proposition for this learner and/or employers (if applicable)? In other words, what will they get from this program that they need and that no one else can deliver?*

1. **Budget**

**4.1. Funding Requested from the CLAF**

*Indicate the funding being requested. We anticipate that the majority of CLAF projects will require no more than $50K support per year and that some projects will only require one year of funding.*

| **CLAF Funding Request** |
| --- |
| Year 1 - FY25/26 | $ |
| Year 2 - FY26/27 (anticipated)  | $ |
| Total Funding Request | $ |
| Total Project Budget\* | $ |
| Other Funding\*\* |  |

*\*Indicate the total cost of the proposed project.*

*\*\*Indicate the amount of any funding from other sources outside of CLAF being applied to this project and add a note from where.*

**4.2 CLAF Project Budget Template**

*Please use the CLAF budget template provided in .xls format.*

***Please Note:*** *You are required to consult with the CLAF team (**CLAF.admin@ubc.ca**) for help developing the budget in your proposal. Please refer to the* [*CLAF Key Dates*](https://extendedlearning.ubc.ca/continuous-learning-advancement-fund/process-dates) *and* [*FAQs*](https://extendedlearning.ubc.ca/continuous-learning-advancement-fund/faqs) *to determine possible consultation dates and available support for proposal development.*

**5.1 Assessment of Impact on Departmental and University Resources (300 words max)**

*Describe Faculty or UBC Extended Learning capacity to deliver the program. Indicate how, based on completed financial modelling, the program is operationally viable. Note: while financial details are not required to be submitted to Senate, fee approval has been delegated to the Office of the Provost and Vice-President Academic by the Board of Governors and proponents must contact Alison Stuart-Crump, Senior Projects Manager, Office of the Provost and Vice-President Academic, UBC Vancouver (alison.stuart-crump@ubc.ca) to complete the fee approval process* ***prior*** *to launching their program. Proponents can continue to submit their program proposal for Senate review while pursuing fee approval separately.*

Indicate whether the program has received fee approval from the Office of the Provost and Vice-President Academic:

☐ Yes, the Provost has approved the proposed fees.

☐ No, however, the fee approval process is underway.

☐ No, we have not begun the fee approval process. Note: The offering unit is responsible for contacting the Office of the Provost and Vice-President Academic to ensure fee approval is received prior to program launch.

**Library Consultations**

*Consultation with the Library is required for all new non-credit certificate and micro-certificate proposals. The Library consultation form can be found here and must be submitted along with your Senate program proposal.*

*Note: Course syllabi and a UBC Academic Calendar entry are not required as part of your Senate submission.*

**Signatories**

*By signing below, the Dean(s) of the proposing Faculty/ies and/or the Executive Director of UBC Extended Learning confirm that the non-credit program has been appropriately reviewed and approved as required by* [*Senate Policy V-129*](https://senate.ubc.ca/vancouver/policies/va_v_129_non_credit_credentials_20230419/) *and is ready for Senate review.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Insert Name, Title, and Faculty and/or UBC Extended Learning)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Insert Name, Title, and Faculty and/or UBC Extended Learning, if required)*