**Course (Re)-Development Fund**

**Request Form**

Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Requested for Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course No. Course Name

Course Term: \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Fall Winter Summer

Estimated number of students for each academic year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please identify what changes will be made and why they are necessary:

List of Educational Resources to be developed, if appropriate (attach additional sheet if needed)\*:

\* For Educational Resources requiring IT resources or support, please arrange for approval from the Learning Centre below.

**Budget Details (expand Table as needed):**

|  |  |
| --- | --- |
| **Description** | **Amount ($)** |
| One-time costs: |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| *Total one-time costs:* |  |
| Annual recurring costs ( = future year’s teaching budget): |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| *Total annual recurring costs:* |  |
| \*GST/PST: |  |
| Total 1st Year Course Improvement/Development Request: |  |

\* Apply 8.65% of net GST/PST rates on Goods subject to GST and PST; Apply 1.65% of net GST rate on Services subject to GST only

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requester Name Requester Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorizing Name (Program Director) Program Director Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorizing Name (Learning Centre) Authorizing Signature (Learning Centre) Date

Completed form should be submitted to [virginia.frankian@ubc.ca](mailto:virginia.frankian@ubc.ca) . Applications are accepted and reviewed on a rolling basis throughout the year.

Notes:

* The annual budget the Course (RE) Development fund will be 0.5% of tuition revenue from the previous year.
* Eligible expenses include (but are not limited to) development of multi-media materials, hiring Research Assistant to source and/or develop materials, honorarium for Sessional lecturers
* Requests will be adjudicated by Associate Dean Academic, Assistant Dean Learning Technologies, and FNH or APBI Program Director as appropriate