**In this document:**

**SIF Application Template**

SIF proposals include the following sections:

1. [Applicant Summary](#_1_Applicant_Summary)
2. [Project Summary](#_2_Project_Summary)
3. [Space and IT Consultation](#_3_Space_and)
4. [Project Description](#_4_Project_Description)
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This document is intended to offer applicants with a preview of the application form, including the required questions and associated word counts. You can use this template to collaborate on your application offline, if that is your preferred method.

**Please note** **that we will NOT accept this document as a form of submission to the Strategic Investment Fund. Applications MUST be entered and submitted online through the Survey Monkey Apply portal.**

**Strategic Investment Fund Application Form**

# **1 Applicant Summary**

Please ensure that you complete all the **required** fields before proceeding to the next page. If you have not finished answering a question and wish to move to the next page, you can enter a placeholder word.

**Project Title**

|  |
| --- |
| … |

**1.1 Project Lead**

|  |  |
| --- | --- |
| First Name | … |
| Last Name | … |
| Title | … |
| Unit | … |
| Email | … |

**1.2 Will there be a project Co-Lead?**

Yes (If “Yes”, complete fields below)

No

**Project Co-Lead**

|  |  |
| --- | --- |
| First Name | … |
| Last Name | … |
| Title | … |
| Unit | … |
| Email | … |

**1.3 Will there be a Project Team?**

Yes (If “Yes”, complete table below)

No

**Project Team**

List name(s) and unit(s). Add rows to the table as needed **(10 maximum).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **First Name** | **Last Name** | **Unit** | **Add** |
| 1 | … | … | … | ✓ |
| 2 | … | … | … | ✓ |
| 3 | … | … | … | ✓ |
| 4 | … | … | … | ✓ |
| 5 | … | … | … | ✓ |
| 6 | … | … | … | ✓ |
| 7 | … | … | … | ✓ |
| 8 | … | … | … | ✓ |
| 9 | … | … | … | ✓ |
| 10 (max) | … | … | … | X |

# **2 Project Summary**

**2.1 Project Summary**

In one or two sentences, describe the goal of the project and how the goal will be achieved. There is room for further explanation in other sections **(100 words maximum).**

|  |
| --- |
| … |

**2.2 Primary Strategic Plan Connection**

Select **one primary** strategic pillar and strategy the project proposes to advance. Additional details will be required in the project description. (Read the full strategic plan strategies here: <http://stratplan.med.ubc.ca/>)

Response Choices (Select ONE):

* Education Strategy 1: Enhance program accessibility, inclusion and support services
* Education Strategy 2: Foster sustainability and excellence of educational programs and service
* Education Strategy 3: Empower lifelong learners to meet evolving societal needs and career requirements
* Education Strategy 4: Promote educational innovation and actively apply lessons learned
* Organization Strategy 1: Creating and sustaining respectful and safe work/learning environment
* Organization Strategy 2: Increasing diversity of faculty, staff, and leaders
* Organization Strategy 3: Building flexibility and sustainability into how and where we work
* Organization Strategy 4: Improving operational effectiveness and efficiencies
* Partnership Strategy 1: Implementation of TRC responses
* Partnership Strategy 2: Collaboration with health and government partners to enhance synergies between clinical care, research and education
* Partnership Strategy 3: Engagement with academic units and institutions to advance shared priorities
* Partnership Strategy 4: Coordination to improve health and health systems locally and globally
* Research Strategy 1: Accelerate translation across the continuum
* Research Strategy 2: Facilitate research excellence through strategic approach to core platforms
* Research Strategy 3: Integrate equity, diversity and inclusion principles throughout the research lifecycle
* Research Strategy 4: Create opportunities for collaboration, training and team science

**2.3 Secondary Strategic Plan Connection**

If there are **secondary** strategic pillar strategies that will be advanced by this proposed project in addition to the primary strategy, please select all that apply here. Additional details will be required in the project description. If there are none, please select "Not Applicable." (Read the full strategic plan strategies here: <http://stratplan.med.ubc.ca/>)

Response Choices (Select ALL that apply or Not Applicable):

* Education Strategy 1: Enhance program accessibility, inclusion and support services
* Education Strategy 2: Foster sustainability and excellence of educational programs and service
* Education Strategy 3: Empower lifelong learners to meet evolving societal needs and career requirements
* Education Strategy 4: Promote educational innovation and actively apply lessons learned
* Organization Strategy 1: Creating and sustaining respectful and safe work/learning environment
* Organization Strategy 2: Increasing diversity of faculty, staff, and leaders
* Organization Strategy 3: Building flexibility and sustainability into how and where we work
* Organization Strategy 4: Improving operational effectiveness and efficiencies
* Partnership Strategy 1: Implementation of TRC responses
* Partnership Strategy 2: Collaboration with health and government partners to enhance synergies between clinical care, research and education
* Partnership Strategy 3: Engagement with academic units and institutions to advance shared priorities
* Partnership Strategy 4: Coordination to improve health and health systems locally and globally
* Research Strategy 1: Accelerate translation across the continuum
* Research Strategy 2: Facilitate research excellence through strategic approach to core platforms
* Research Strategy 3: Integrate equity, diversity and inclusion principles throughout the research lifecycle
* Research Strategy 4: Create opportunities for collaboration, training and team science
* Not Applicable **(skip question 4.3 if selected)**

**2.4 Indigenous-focused projects**

Does this project directly advance one or more of the [Indigenous-focused objectives](https://stratplan.med.ubc.ca/strategy-to-action/investment-fund/#indigenous-focused-projects) described in the SIF Program Terms?

Yes (additional details will be required in the project description **–** **see question 5.1)**

No

**2.5 Project start- and end-dates**

Indicate the estimated duration of the project. Projects must be completed within 2 years maximum. Projects involving specific engagement or activities with Indigenous partners may request a three-year term.

Start date: (yyyy/mm/dd)

End date: (yyyy/mm/dd)

# **3 Space and IT Consultation**

To ensure projects are well-planned and infrastructure requirements are identified, applicants must consult and obtain approval if the project involves space or digital technology as described below.

**3.1 Space/Facilities Requirements**

Does this project involve any potential changes to existing space usage or requires new space within Faculty of Medicine academic research and administrative space located at a health authority site or on one of the university campuses?

Examples of potential changes to existing space usage include (but are not limited to): a significant change in the number or type of users, installation of new equipment requiring power, data, or other special infrastructure

Yes (If “Yes”, applicants must:)

1. Download the [Space/Facilities plan](https://stratplan.med.ubc.ca/strategy-to-action/investment-fund/#guidance).

2. Schedule a consultation with the Senior Planner, Space Planning & Facilities Management: Stephen Arentsen ([stephen.arentsen@ubc.ca](mailto:stephen.arentsen@ubc.ca)). This consultation must be booked at least three weeks prior to the proposal submission deadline.

3. Upload and submit the approved plan with the SIF application.

No

**3.2 Digital Technology Requirements**

Does this project involve development of digital technology solutions?

Examples of digital technology solutions include (but are not limited to): digital learning resource design and development, research data collection, data and analytics, cloud computing, websites/web apps, or end-user collaboration technology)?

Yes (If “Yes”, applicants must:)

1. Download the [Digital Technology plan](https://stratplan.med.ubc.ca/strategy-to-action/investment-fund/#guidance).

2. Schedule a consultation with the Office of the Deputy CIO Medicine (DCIOM) ([dcio.medicine@ubc.ca](mailto:dcio.medicine@ubc.ca)). This consultation must be booked at least three weeks prior to the proposal submission deadline.

3. Upload and submit the approved plan with the SIF application.

No

# **4 Project Description**

**4.1 Proposal**

Describe the proposed project, including details on the need for the project, how the project is innovative and the feasibility of the project. Additionally, please describe long-term and short-term objectives **(500 words maximum).**

|  |
| --- |
| … |

Please enter key project milestones with dates in the table below.

* For example, a key project milestone could be the completion of a comprehensive analysis of the project's external environment (i.e. including literature reviews and environmental scans).

Add rows to the table as needed **(10 maximum):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Key Project Milestones** | **Completion Date (yyyy/mm/dd)** | **Add** |
| 1 | … | … | ✓ |
| 2 | … | … | ✓ |
| 3 | … | … | ✓ |
| 4 | … | … | ✓ |
| 5 | … | … | ✓ |
| 6 | … | … | ✓ |
| 7 | … | … | ✓ |
| 8 | … | … | ✓ |
| 9 | … | … | ✓ |
| 10 (max) | … | … | X |

**4.2 Primary Strategic Alignment (see question 2.2)**

Based on the primary strategy you previously selected, please articulate how the project aligns with this strategy and is likely to advance the [Faculty of Medicine’s strategic plan](https://stratplan.med.ubc.ca/). This should include considerations of the faculty's vision, values, contract with society and ourselves, goals and strategies **(250 words maximum).**

|  |
| --- |
| …. |

**4.3 Secondary Strategic Alignment (if applicable – see question 2.3)**

Based on the secondary strategy(ies) you previously selected, please articulate how the project will advance it/them in addition to the primary strategy **(250 words maximum).**

|  |
| --- |
| … |

**4.4 Team**

Provide evidence that the Project Lead(s) and team have the necessary qualifications/expertise to execute this project and a description of their role in the project **(250 words maximum).**

|  |
| --- |
| … |

**4.5 Commitment to EDI, anti-racism/anti-oppression**

Provide details on how the project will support culture transformation through anti-racism/anti-oppression principles and promote EDI as the foundation for systemic and behavioural change **(150 words maximum).**

|  |
| --- |
| … |

**4.6 Commitments to reconciliation, decolonization, and Indigenization**

Provide details on how the project will contribute to the Faculty’s commitments to reconciliation, decolonization and Indigenization, and on the applicant(s)’ role in advancing truth and reconciliation **(150 words maximum).**

|  |
| --- |
| … |

**4.7 Intended Outcome**

Describe the sustainable deliverable, lasting benefit, or important next step will this project deliver **(75 words maximum).**

|  |
| --- |
| ... |

**4.8 Evaluation**

List the metrics of success that will be used to assess whether the project has achieved a sustainable deliverable, produced a lasting benefit, or led to an important next step **(100 words maximum).**

|  |
| --- |
| … |

**4.9 Sustainability**

Provide an assessment of the project’s potential to be scaled-up to engage or benefit more broadly beyond the initial funding period and description of a sustainability plan **(125 words maximum).**

|  |
| --- |
| … |

**4.10 Knowledge Translation**

Describe how the project outcomes, evaluation and lessons learned will be shared with the broader Faculty of Medicine community **(100 words maximum).**

|  |
| --- |
| … |

**4.11 Budget and Justification**

List the budget items and budget justification that will be used to assess the realism of the budget. Applicants must ensure that the project does not have conceptual or budgetary overlap with other secured or applied-for sources of funding.   
Add rows to the table as needed **(10 maximum).**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Budget Item** | **Amount** | **Add** |
| 1 | … | $0.00… | ✓ |
| 2 | … | $0.00… | ✓ |
| 3 | … | $0.00… | ✓ |
| 4 | … | $0.00… | ✓ |
| 5 | … | $0.00… | ✓ |
| 6 | … | $0.00… | ✓ |
| 7 | … | $0.00… | ✓ |
| 8 | … | $0.00… | ✓ |
| 9 | … | $0.00… | ✓ |
| 10 (max) | … | $0.00… | X |

0.00 (auto calculated in SurveyMonkey Apply)

Sub-total $

**Contingency**

Specify the value as a percentage (x%). Contingency above 10% should be justified below.

|  |
| --- |
| … |

0.00 (auto calculated in SurveyMonkey Apply)

Total budget $

**Amount funded through other means (if any)**

If none, please enter $0.

|  |
| --- |
| $0.00… |

0.00 (auto calculated in SurveyMonkey Apply)

Total amount requested from the Strategic Investment Fund $

**Budget Justification (250 words maximum)**

|  |
| --- |
| … |

# **5 Additional Requirements**

**5.1 Alignment with one or more Indigenous-focused objectives (if applicable – see question 2.4)**

Describe the project’s proposed activities and approach to the Indigenous-focused objectives **(250 words maximum).**

|  |
| --- |
| … |

**5.2 Validation of Space Consultation (if applicable – see question 3.1)**

By checking this box, I confirm that I have consulted Space Planning & Facilities Management. Once checked, please upload your plan on the next page.

**5.3 Validation of Digital Technology Consultation (if applicable – see question 3.2)**

By checking this box, I confirm that I have consulted Digital Solutions. Once checked, please upload your plan on the next page.

**You have reached the end of the application.**

**Please note:**

* If you have not finished the application and would like to return to it another time, click **Save & Continue Editing.**
* If you have finished your application and are ready to proceed to the next task (such as uploading a Space or Digital Technology plan, if applicable), please click **Mark as Complete**. It is important to note that even after marking your application as complete, you still have the option to make changes to it.

**Submitting your application:**

Once all tasks have been marked as complete, you will be able to submit your application on the next page. Please be aware that after clicking Submit, you will **NO** longer be able to make any further changes to your application.

**What happens after I click Submit?** You will receive a confirmation email stating your application has been submitted. This email will be sent to the address you provided in your SurveyMonkey Apply profile.