**LITL Project proposal application form**

Kindly complete the following table to provide an initial description of the project.
**This document is meant to be updated as the project gets better defined and takes shape.**

**Send the completed form to:** **litl@concordia.ca**

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|  | **Details** |
| **Project Name:**  |   |
| **Project Description:** (a brief description of the need, relevant background info, and rationale for the project) (350 words, max) |   |
| **Pedagogical Goals & Intended Learning Objectives:** It is important to anchor your project around these. |   |
| **Innovation?**Please highlight how this project is innovative. What boundaries are you exploring/pushing? |   |
| **Project Lead/Faculty Champion:** (Our projects typically have a key person who is also the Subject Matter Expert (SME)) |   |
| **Stakeholders & Roles:** (people/depts/units implicated in the project and a detailed description of their respective roles) |   |
| **Project Scope:** (a description of the work that must be done by each stakeholder to meet the project deliverables) |   |
| **Process:** (a description of how the work will be undertaken) |   |
| **Anticipated Impact:** (a description of the outcome expected from the project work)  |   |
| **Timeline:** (when the project will begin & end) |   |
| **Time Commitment:** (how much time are you able to commit to the project?) |   |
| **Projected Expenses:** (do you have an estimate of the costs involved?) |   |
| **Research Assistants:** Will we need to hire RAs? (The lab typically works with student co-researchers on most of our projects, we make sure to pay them TRAC-RA rates. |   |
| **Funding?**Do you have any funding secured for this endeavour? If so, how much? Otherwise, can you foresee any possible sources of funding? |   |
| **Project Deliverables:** (artefacts and/or services that will be produced as the aim of the project work)  |   |
| **Project Evaluation:** (criteria strategies, and tools used to evaluate the impact / effectiveness of the project outcome) |   |
| **Department Support:** Do you have the backing of your department |   |
| **Creative Commons:** Are you okay working within a Creative Commons framework?  |   |
| **Partnerships?**Can you envision any partnerships related to this (departmental, institutional, industry, etc) |   |
| **Research?** Do you foresee a research component to this project?  |   |
| **Other considerations:** |   |
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