**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**](mailto: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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