

Guidelines for the Dean's Letter of Endorsement | Tier 4 Grants

This letter demonstrates the Division/School's commitment to the project and its long-term sustainability beyond the grant period.

Endorsement of the Project as a Strategic Priority

1. Confirmation that the Dean or Vice Provost supports the academic unit/department in pursuing the proposed project, which should reflect a larger-scale educational innovation with far-reaching impacts that promote student exploration, creativity, engagement, discovery, and success.
2. Articulation of how the proposed project aligns with UCLA's strategic plan and the school/division efforts to elevate teaching and learning.

Commitment to Cost-Sharing and Sustainability (if applicable)

1. Statement that the Dean or Vice Provost understands the funding parameters:
 - a. Track 1: Funding provided by TLC for up to \$10,000 per academic unit per academic year and covers planning over a defined period (no longer than 6-12 months).
 - b. Track 2: Funding provided by TLC for up to \$100,000 per academic unit in a given academic year and covers project support for up to two consecutive years.
2. Description of any voluntary commitments, including funding or resources, provided by the Dean or Vice Provost to support direct costs associated with the project. Examples may include providing a portion of an instructor's salary (e.g., summer ninth, course buy-out), contributing the benefits portion of proposed compensation, supplying project-related equipment or materials, or covering student support costs.
3. Division/School's plan for sustaining the project beyond the grant period, which may include identifying alternative funding sources or in-kind support, securing institutional support, and embedding the project into standard departmental teaching practices or curriculum structures.

Dissemination and Broader Impact

1. Indicate how the Dean or Vice Provost will support the project team in sharing findings and best practices among colleagues and administrative leadership across the division/school. For both Track 1 and Track 2, project teams are expected to share their work in at least one academic unit/department and/or divisional/school meeting, inviting a TLC representative(s).
2. Confirmation that the project will be integrated into ongoing faculty and educational development efforts or be expanded to other courses and instructors.