

2015/16 ONCAT RFP Budget Form

Submission deadline: January 11, 2016

RFP Submissions should include the following components:

- 1. ONCAT RFP Submission form (as an MSWord document)
- 2. This form ONCAT RFP Budget form (as an MSExcel document)
- 3. ONCAT RFP Signature form (as a pdf or scanned image)
- 4. CVs of project team members (no preferred format)

Please type your information directly into this Excel spreadsheet.

Title of Proposed Project: Lead Institution:

1.1 Personnel and Release Time

Release time should be calculated in course releases.

Senior administration should be in kind (decanal level and above).

Names of Team Member	Titles of Team Member	-	Course Release or Per	(Number of days or	In Kind Contribution (if applicable)
Personnel and Release Time Subtotal					

1.2 Direct Costs

ONCAT does not pay for communications or marketing.

ONCAT will only pay for costs specifically and solely related to the project, such as temporary software licences (i.e. fluid survey)

ONCAT does not fund the purchase of permanent fixtures.

	ONCAT Funding	In Kind Contribution
Description of Direct Costs	Requested	(if applicable)

Direct Costs Subtotal	

1.3 Travel and Accommodation

Please ensure that travel and accommodation costs align with ONCAT's travel policy.

Description of Travel and Asserted			In Kind Contribution (if applicable)
Description of Travel and Accomoda	lions	Requested	(п аррпсавіе)
	Travel and Accomodations Subtotal		

1.4 Total ONCAT Funding Requested

When calculating Total ONCAT funding requested please refer to your institutional regulations regarding charging of HST.

Total ONCAT Funding Requested	Amount
Personnel and Release Time Subtotal	
Direct Costs Subtotal	
Travel and Accomodations Subtotal	
Overhead (10% of above subtotals)	
ONCAT Funding Requested (total of above 4 rows)	
HST (if applicable to your institution 13% of ONCAT total funding)	
Total ONCAT Funding Requested	

1.5 Total Project Costs

Total Project Costs		Amount
Total ONCAT Funding Requested		
Total In Kind Subtotals		
	Total Project Costs	