



Ontario Council on Articulation and Transfer  
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[www.oncat.ca](http://www.oncat.ca)

## 2015/16 ONCAT RFP Submission Form

Submission deadline: January 11, 2016

RFP Submissions should include the following components:

1. *This form* - ONCAT RFP Submission form (as an MSWord document)
2. 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 document.*

### 1.0 Proposal Overview

#### 1.1 RFP Reference

#### 1.2 Title of Proposed Project

#### 1.3 Summary of Proposed Project. (50 words)

#### 1.4 Lead Institution

#### 1.5 Participating Institutions

#### 1.6 Date submitted

## 2.0 Contact Information

### 2.1 Project Lead

*All correspondence will be directed to the Project Lead unless otherwise indicated.*

Name:

Title:

Full Mailing Address:

Email Address:

Phone Number & Extension:

## 3.0 Project Proposal

### 3.1 Project Goals

Describe the intended goals of the project. (300 – 500 words)

### 3.2 Methodology/Project Management

Provide a clear and comprehensive explanation of all steps that will be required to complete the project, including a timeline. As part of the timeline, clearly indicate the key milestones of the project as it moves from conception to completion/implementation. (1000 – 1500 words)

As part of our project management requirements, project teams must submit a minimum of one interim report mid-way through the project and a final report, including executive summary and detailed financial statement, at the project's completion. Please indicate your proposed submission dates in your timeline.

### 3.3 Topic Experience

Explain how the academic training, qualifications and past experience of the project team will contribute to achieving the goals of the project. (300 – 600 words)

Include CVs of project team members as an addendum.