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Overview of Application Questions
RFP Projects 2018-2019

In your application, the following are some of the questions you will be asked to address.
*Please note: this document is for informational purposes only. Proposals will **only** be accepted through the online application portal SM Apply.*

General

Project Summary
- Title of Proposed Project
- Project Summary (2-3 sentences)
- Amount Requested
- Start Date and End Date

Participating Institutions
Partner institution engagement must be confirmed at the time the proposal is submitted for consideration. Partners must confirm their role in the project and that they have reviewed the application and budget.
- State your institution
- List all confirmed participating institutions
- Will you be working with any other institutions/ organizations not listed above?
- Confirmed Partner(s) Roles: What roles will each institution be playing in this project?
- Do you anticipate working with any other institutions/organizations? If so, which ones?
- Unconfirmed partners roles: What is the status of these partnerships (exploratory, informal, nearly confirmed etc). What roles would they play in this project?

Project Rationale
A clear and compelling description of the proposed project, including an overview of how it addresses gaps in the current postsecondary context related to student mobility.
- Select the RFP priority area(s) this project falls under
- What are you proposing to do?
- What work has been done to date to develop this project? *Please note if the project builds on any prior ONCAT funded initiatives, and include the project number(s).
- *Pathway Development or Innovative Transfer Project:* What evidence is informing the development of this project? Include evidence of student demand (program enrolments, current transfer patterns, application trends, estimated student use where possible), and quantitative and qualitative data to support the development of this project. (200-500 words)
- *Research Project:* Why is this research needed? What is the knowledge gap this project aims to address/inform? How will this research inform policies, pathways and institutional practices in student mobility in Ontario, contribute to the literature on student mobility and/or serve as a sector resource for developing a more seamless postsecondary education system in Ontario?

Core Team
- Please identify the core team members for this project. Include their titles/institutional roles, the relevant expertise they bring to this project, their main roles/responsibilities for this project and how much time they will be dedicating to this project. Where people from same institution play similar roles (e.g. faculty members reviewing curriculum), can you indicate if the person is playing a primary or secondary role?

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- Other core team information (anything or anyone else you would like to add related to your core team)
- Will this project involve transfer students directly? If so, please describe.
- ONCAT is committed to strengthening the student mobility field in Ontario. Will this project involve researchers/faculty/students who are newer to the field/emerging scholars? If so, what roles will they play?

Category Specific

Pathway Development

Pathway Type
- Select all the pathway movement(s) being developed.
- Where are students coming from (sending institutions) and where are they going (receiving institutions)? What program and credential type?
- What is the current practice for students interested in transferring from the identified sending institution(s) to the receiving institution(s) and how will this project help?

Action Plan
- What are the primary goals for this pathway development project?
- What will you be doing? Provide an overview of project activities to develop this pathway.
- What is your anticipated timeline for final approvals from participating institutions to implement the pathway?
- What steps are being taken to increase the likelihood that any pathways developed through this project will be approved by the Institutions post ONCAT funding?
- How will you maintain and continue the pathway(s) once the project is complete (i.e. what is the sustainability plan post ONCAT funding)
- What challenges do you anticipate in developing this pathway?

Deliverables/Outcomes
- What are the key deliverables/outcomes you are anticipate from this project?
- How will students benefit from this project?
- What is the estimated number of students who will benefit from this pathway?
- What credential(s) will they obtain through this pathway?
- Will this project lead to new pathways between programs that currently do not exist or enhance existing pathways (e.g. expand pathways to new institutions, potentially increase transfer credits awarded)?

NOTE: We appreciate that, due to their nature, pathway development proposals may sometimes involve or result in new program development, including programs that require Ministry approval. Please be aware that ONCAT project awards are not connected to any program approvals processes, and successful proposals should not be understood as having been endorsed by the Ministry. As such, proponents must discuss any potential new programs with the Ministry prior to submitting a project proposal. Similarly, internal approval or academic governance processes may differ institution to institution. Proponents should explore viability of potential new articulation/transfer pathways with the relevant internal units either prior to submitting a project proposal or at early stages of the project.

Innovative Transfer

Knowledge Mobilization Strategies:
- An explanation of how this model will be shared with others to support replication and uptake

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Action Plan
- What are the primary goals for this innovative transfer project?
- What will you be doing? Provide an overview of project activities.
- What challenges do you anticipate in developing this project?
- A clear strategy and timeline for the development and implementation of project, including any relevant internal approvals.

Deliverables/Outcomes
- What are the key outcomes/deliverables you anticipate from this project? 150-200 words
- How will students, institutions and the Ontario postsecondary education sector benefit from this innovative transfer project?
- How will learnings from this project be shared and/or applied?

Research

ONCAT encourages proposals that engage students as active participants wherever possible as appropriate to align with the methodology. Engaging students will enhance the research process and generate innovative recommendations.

Research Scope and Methodology
- What are the research questions this project will explore?
- Outline the research methods you will be utilizing and main project activities.
- Will transfer students be engaged in the research process? If so, how?
- Will your project be undergoing Research Ethics Board approval?
- What challenges do you anticipate in conducting this research?
- What challenges do you anticipate in applying/implementing the findings?

Knowledge Mobilization
- Provide an overview of knowledge mobilization strategies you will incorporate into this project. (ie What are ways you can support the application and uptake of research findings by people both within postsecondary institutions and outside of them, to contribute to more positive outcomes for transfer students and more seamless student mobility across the sector?).
- How will research findings will be shared and possibly implemented?
- Where (i.e institutions, policy-makers) do you anticipate uptake/implementation of the research findings?

Action Plan
- A detailed research plan with timelines is needed.
- *Ethics Review (if applicable):* include timelines for Research Ethics Board approval, as needed for projects involving human participants or as may be required for institutional research involving multiple institutional partners and/or access to institutional data/records.

Deliverables/Outcomes
- What are the key deliverables/outcomes you anticipate from this project?
- How will students, institutions and the student mobility sector benefit from this research project?

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Workplan Template
RFP Projects 2018-2019

Institution:
Application Title:

Activities	Description	Deliverable(s)	Timeline	Key people involved
	Provide a breakdown of the activities/ logistical information	Identify any activity outputs (ie. number of meetings, reports/ products created)	When will the activities be happening and their frequency	Identify which people/institutions will involved in the activity

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Budget Template
RFP Projects 2018-2019

Institution:
Application Title:

Item	Detail	Amount Requested	In-Kind	Notes
PERSONEL				
Include name/ title/ institution	Include calculation of per dieum, course release time and/or salary breakdown			A full course release would mean that the faculty involved is dedicating 20+ hours per month to the project for a semester.
PROJECT COSTS/ MATERIALS				
TRAVEL & ACCOMODATION				
	Include number of trips and duration			
OVERHEAD/ ADMINISTRATION				
				Calculated at no more than 10% of the project
Total		$	$	

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Budget Guidelines
RFP Projects 2018-2019

Personnel
- Includes salaries, honoraria, stipends, specified by rate and time
- In cases where a faculty member's time on the project will affect workload and a teaching release is required to provide backfill for the faculty member or academic administrator involved in this project, ONCAT will fund the hiring of a part-time instructor at the college/university/Indigenous institute at the institution's per semester rate. Please be clear in the workplan and 'core team' sections of your application the anticipated time commitment of each person, especially where support for backfill is being requested.
- Senior academic administration (decanal or above) and full-time administration whose responsibilities include academic partnerships, program development and/or transfer credit should be considered in-kind contributions.

Project Costs
- Includes direct costs for materials, supplies, related to this project
- ONCAT will not pay for permanent fixtures (for example: laptops, computers, permanent software purchases). ONCAT will only pay for costs specifically and solely related to the project, such as temporary software licenses (i.e. fluid survey)

Travel & Accommodation
- If applicable, this includes any travel & accommodations necessary to conducting project activities. Please be clear in the workplan where travel is needed and include in the budget a breakdown of number of trips and duration. Use of teleconferencing or other cost-effective means to reduce travel-related costs are highly encouraged.
- For travel-related expenses, ONCAT abides by the Government of Ontario Travel, Meal and Hospitality Expenses Directive, please see this link.

Overhead/Administration
- This is calculated at up to 10% of the request for funding to ONCAT and intended to cover activities such as overall project administration by the project lead institution, use of space and resources, etc.

Ineligible Expenses
- ONCAT will not duplicate any funding received from the Credit Transfer Innovation Grant. If you have sought and received funding through the CTIG for this project or any positions requested for funding, this project will be deemed ineligible for funding. Please note: ONCAT may request revisions to project budgets subject to CTIG funding decisions.
- ONCAT will not cover expenses related to academic program or transfer pathway delivery.
- For applications that include an online component, the online development will not be eligible for ONCAT funding and will be at the expense of the institution(s). Please refer to eCampus Ontario for possible support.
- ONCAT will not cover expenses not directly and clearly related to the project activities and goals as outlined in the application and workplan.

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