

<b>RFP Title:</b>	13-14 RFP – RESEARCH 2 – COSTS AND BENEFITS – STUDENT FOCUSED – OCTOBER 31, 2013
<b>Assignment Summary:</b>	ONCAT is looking to fund research that addresses how particular student populations may be better served by a more developed credit transfer system. Specifically, ONCAT's intention is to support research proposals that are more targeted and include more of a student focus to examine and gauge the productivity costs associated with the current state of credit transfer in the province of Ontario.
<b>Issue Date of RFP:</b>	OCTOBER 31, 2013
<b>Proposal Submission Deadline/Time:</b>	NOVEMBER 29, 2013
<b>ONCAT Contact for Enquiries Regarding RFP:</b>	Glenn Craney, Executive Director Ontario Council on Articulation and Transfer 180 Dundas Street West, Suite 1902 Toronto, ON M5G 1Z8  (416) 640-6951, Ext. 301 email - gcraney@oncat.ca
<b>Title of Proposed Project:</b>	Max. 15 words
<b>Description of Proposed Project:</b>	Max. 50 words
<b>CONTACT INFORMATION:</b>	
<b>Organization/Company/Institution:</b>	
<b>Primary Contact – Name and Title:</b>	
<b>Primary Contact – Full Mailing Address &amp; Email Address:</b>	
<b>Primary Contact – Phone Number and Extension:</b>	
<b>Name(s)/Title(s)/Contact Information of Project Co-Leads: (if applicable)</b>	

### **A.1 About ONCAT**

Established in 2011, the Ontario Council on Articulation and Transfer (ONCAT) was created to enhance student pathways and reduce barriers for students looking to transfer among Ontario's 44 publicly funded postsecondary institutions. ONCAT works with its members – all publicly funded postsecondary institutions – to enable the system to develop as rapidly as possible, while also respecting institutional autonomy.

The following is the provincial government of Ontario's vision for credit transfer:

*Ontario will have a comprehensive, transparent and consistently applied credit transfer system that will improve student pathways and mobility, support student success and make Ontario a postsecondary education destination of choice. The credit transfer system will assist qualified students to move between postsecondary institutions or programs without repeating prior, relevant learning.*

The government believes realizing this vision will make it easier for students to navigate the postsecondary education system, reach their preferred educational destination faster and enter or re-enter the labour market sooner.

As of July 2013, ONCAT and its member institutions has already accomplished much: Ontario boasts approximately 630 student transfer pathways in six broad program clusters (Applied Arts, Liberal Arts & Humanities, Business & Commerce, Health Sciences & Applied Health, Engineering & Technology, Social Sciences & Services, and Sciences & Applied Sciences); a greater understanding of the student transfer experience through funded research initiatives; enhanced information for students; and better data collection mechanisms. These are all critical to helping achieve enhanced transparency, accountability and greater mobility for students seeking to move between institutions.

### **A.2 Description/Background of Assignment**

The establishment of ONCAT represents the provincial government's very strong commitment to creating a more comprehensive and transparent system of credit transfer and pathways for students in the province's colleges and universities.

The Credit Transfer Innovation Fund (CTIF) is ONCAT's most powerful means to achieve its strategic goals as defined and approved by the ONCAT Board of Directors. Fund allocations therefore constitute ONCAT's most important lever in working with institutions to further develop a fully comprehensive, transparent and consistently applied set of credit transfer rules in Ontario.

## **Research**

ONCAT is looking to fund research that addresses how particular student populations may be better served by a more developed credit transfer system. More specifically, ONCAT's intention is to support research proposals that are more targeted and include more of a student focus. Some of the potential avenues to inquiry may include:

- a. How would First Generation students engage a more fully developed credit transfer system?
- b. Is the range of programming choice sufficiently diverse for Francophone students?
- c. Would a greater number of articulation agreements in the north and other remote areas of the province assist Aboriginal students, in particular, to finish their programs of study?
- d. Is the current system of credit transfer sufficient to support mature learners and lifelong learning?
- e. Does the way in which students finance their education play a major role in whether or not they consider transfer (e.g. whether they are supported principally by their parents, through their own work, or through OSAP)?
- f. How might a more fully developed credit transfer system intersect with student behaviour given our conventional and evidence-based knowledge of students' tendency toward attending an institution close to their parents' residence?

## **Research Principles**

Proposals should emphasize the following:

- That students and the student experience be placed at the centre of the research project;
- The project include a well defined methodology, including a strategy, if applicable, for obtaining the necessary data to fulfill the methodological aspirations of the proposed research project;
- Demonstrate the implications for the study to the system as a whole;
- Identification as to how the research results may implicate public and/or institutional policy and practice.

### ***A.3 Deliverables***

The deliverables would include:

1. A Literature review and environmental scan.
2. An examination and an analysis of a relevant and sufficient robust data set which can be used to test some of hypotheses and assumptions found in the literature, both scholarly and technical.

### ***A.4 Agreement Terms and Conditions***

Successful proponents will also be expected to enter into a formal agreement with ONCAT, which will outline the terms and conditions of funding.

# PROPOSAL:

## 1) METHODOLOGY:

- Provide a clear and comprehensive explanation of all steps that will be required to complete the research project.

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 500-1000

## 2) TOPIC EXPERIENCE:

- Explain how the academic training, qualifications and past experience of the research team are relevant to the research topic of this RFP;
- Include CVs of research team members as an addendum

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 300-600

## 3) PROJECT MANAGEMENT:

- Outline your plan for ongoing communication and collaboration between the research team, ONCAT and any other partners or collaborators;
- In the Milestones section include due dates, descriptions and payment amounts for your project deliverables. Ensure the timelines, milestones and planned overall approach are realistic for this project

PROPONENT TO RESPOND

SUGGESTED # OF WORDS: 300-600

### DELIVERABLES:

Due Date	Deliverable Description	\$
Due Date	Deliverable Description	\$
Due Date	Deliverable Description	\$

## 4) BUDGET:

Using the information you provide in the *Budget* section, your budget will be evaluated against the following criteria:

- Is the overall budget for this research project realistic?
- Are the various budget components in line with ONCAT policy and past experience?
- Is the proposed work likely to be successfully accomplished within the budget proposed?

TO BE COMPLETED BY ONCAT EVALUATOR

## 5) QUALITY OF RESPONSE:

*Your proposal will be evaluated against the following criteria:*

- Is it clear that the proponents have understood the objective of the original RFP and responded accordingly?
- Is the proposal written in a way that is easy to comprehend and evaluate?

TO BE COMPLETED BY ONCAT EVALUATOR

**BUDGET:**

Please include ALL anticipated costs for the project, including in-kind\* and other costs (*in italics and without bold*) for which ONCAT funding is being requested.

- We recommend, where applicable, that proposals include estimates of the per day/semester costs for faculty/senior administrators that are providing “in-kind” support to the project, as well as any other contributions being made to the project by your institution. This will allow us to have a better sense of the “true cost” of the overall project, and the contribution that is being made by the college/university and their personnel.

**PERSONNEL:**

Name of Proposed Research Team Members (insert additional rows if necessary)	Title/Position	# of Days/ Semesters	Per Day/ Semester Rate	Total: # x Rate
			\$	\$
			\$	\$
			\$	\$
<b>Personnel Costs Subtotal</b>				\$

**DIRECT COSTS:**

Detailed Description of Direct Costs (if applicable) (insert additional rows if necessary)	Cost	
	\$	
	\$	
	\$	
<b>Direct Costs Subtotal</b>		\$

**TRAVEL AND ACCOMMODATION:**

Detailed Description of Travel and Accommodation (if applicable) (insert additional rows if necessary)	Cost	
	\$	
	\$	
	\$	
<b>Travel and Accommodation Subtotal</b>		\$

<b>OVERHEAD:</b>	
<b>A detailed description of what constitutes overhead must be provided (if applicable)</b> <i>(insert additional rows if necessary)</i>	<b>Cost</b>
	\$
	\$
	\$
<b>Overhead Subtotal</b>	\$

<b>FUNDING:</b>	
<b>Personnel Costs Subtotal</b>	\$
<b>Direct Costs Subtotal (if applicable)</b>	\$
<b>Travel and Accommodation Subtotal (if applicable)</b>	\$
<b>10% of Overhead Total (if applicable)</b>	\$
<b>Firm Fixed Price (ONCAT Funding)</b>	\$
<b>HST (13%) (if applicable)</b>	\$
<b>Total ONCAT Funding (Firm fixed price + HST)</b>	\$
<b>In Kind Contribution</b>	\$
<b>Total Project Cost (Total ONCAT Funding + In Kind)</b>	\$

<b>SIGNATURES:</b>	
<p><b>Conflict of Interest:</b></p> <p>Affirmation that neither the vendor nor the staff have any real life or perceived conflict of interest in performing the assignment</p>	<hr/> <p>Signature of Principal Investigator or Official Representative of Vendor Institution/Organization</p>
<p><b>Vendor's Signature of Offer:</b></p> <p>Affirmation by an individual with the authority to bind the "supplier" institution/organization</p>	<hr/> <p>Signature of Official Representative of Vendor Institution/Organization</p> <hr/> <p>Name, Title and Legal Name of Vendor Institution/Organization</p>