



# Articulation Committee Project (ACP) Funding Application 2021-22

Submit applications to Mike Winsemann, Director of Transfer and Technology at [acp@bccat.ca](mailto:acp@bccat.ca) by 4 pm PST on **August 23, 2021**. Applications must be submitted using this form. Late and/or incomplete applications will not be evaluated.

## Project Summary

Title of project:

Name of contractor:

Name of sponsoring articulation committee:

Brief summary of the proposed project (500 words maximum), including purpose, methodology, intended outcomes, and value/usefulness of the outcomes:

Requested total budget for the project (maximum \$15,000):

## Project Details

Contractor's Name:

Job title:

Department/program:

Institutional affiliation:

Work email:

Work phone number:

Each ACP project must have a steering committee, consisting of at least two members of the sponsoring articulation committee. Please identify the steering committee members below.

Committee Member Name	Institutional Affiliation	Email	Phone

Please explain how the proposed project fits the mandate of the ACP funding program.

The contractor must submit a CV to accompany this application (see pg.6 Checklist). Identify skills and experiences listed in the CV that are relevant to the proposed project, and explain how these qualify the contractor to undertake and complete the project.

Provide a rationale for funding this project, including the anticipated usefulness of the project outcomes.

How does the sponsoring articulation committee plan to use the outcomes of the project?

If the project will result in an outcome that requires ongoing maintenance (e.g. transfer agreement(s) that will need regular review or updating), please explain how that maintenance will happen and who will be responsible for it.

## Referees

Provide the names and contact information for two referees who can speak to the relevance or importance of the proposed project and its outcomes, and to the ability of the contractor to carry out and complete the proposed project. Referees cannot be members of the sponsoring articulation committee or current BCCAT staff members.

Referee Name	Job Title & Institutional Affiliation	Contact Email	Contact Phone #

## Project Budget

Please list the estimated cost of each item in the project budget, along with the justification for including that item in the budget (i.e. an explanation of why this cost is necessary to undertake and complete the project). A line item for professional copy editing is required. BCCAT's expense policy, including costs that BCCAT will or will not reimburse, is available at <https://www.bccat.ca/about/travel>

Item	Amount	Justification for Item
Contractor's fee		
Supplies		
Expenses		
Professional copy editing		Required by BCCAT
Institutional fees [see note]		
Other (please specify)		
Total (must not exceed \$15,000)		

Note: Project budgets may include an allocation of up to \$500 payable to the contractor's home institution, as compensation for the institutional resources used to administer any financial arrangements associated with the contract. The \$500 maximum also applies to institutional overhead charges or any other institutional fees applicable to externally funded research contracts.

For each of the items listed above, please explain how the cost of the item was calculated. If external sources were used to cost the item (e.g. collective agreement pay rates for a replacement instructor) please provide links to the sources. If travel or expenses are listed as budget items, please describe the rates that were used to estimate the cost (e.g. one-way or round-trip ferry fare from/to specific destinations).

Item	Basis for Estimate of Budgeted Cost
Contractor's fee	
Supplies	
Expenses	
Professional copy editing	
Other (please specify)	

### PROJECT TIMELINES

Please outline the estimated start and end dates for each set of project activities, and identify the budget expenditures that will be made during that part of the project. All project activities must be clearly linked to the methodology and outcomes in the project description. All of the expenditures in the project budget must be listed in this chart.

ACP projects should be structured so they can be completed within one academic year.

Project Activities	Estimated Start and End Dates	Budget Expenditures

## Checklist for Attachments

Please combine all attachments into a single document, with separate title pages for each section, and submit the document as a PDF along with the completed PDF application form.

Full description of the project and its intended outcomes, including a description of the work involved in conducting the project and a description of the project methodology (maximum two pages, including reference list and tables)

The contractor's CV

A statement from the contractor's home institution (e.g. from the contractor's dean or department head, or the institution's research officer), affirming that the institution is aware of the proposed project and will support the contractor in allocating sufficient time to work on the project and meet the project deadlines

A statement of support from the sponsoring articulation committee, affirming that its members will assist the contractor and the steering committee in carrying out and completing the project. Ideally, this statement will include the wording of a motion passed by the committee indicating its support.

### CONTRACTOR'S STATEMENT

By signing below, I confirm that:

- I have read the BCCAT Contractor's Guide (<https://www.bccat.ca/pubs/Resources/ContractorGuide2020.pdf>) prior to submitting this application.
- The information in this application is accurate and up to date.
- If the project is approved, I will be carrying out and completing the work of the project.
- If the project is approved, I will follow the project timelines described in this application, and will notify BCCAT as soon as possible of any potential delays in meeting deadlines stated in the project contract.
- I understand that interim payments for the project will not be issued until BCCAT is satisfied with the quality of the work on the project to that point.
- I understand that final payment for the project will not be issued until BCCAT's Transfer and Articulation Committee approves the final version of the project.

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Name

Date