



## CALL FOR RESEARCH PROJECT PROPOSALS:

### CONTEMPORARY ISSUES IN STUDENT MOBILITY

Research is a significant component of the work of the BC Council on Admissions and Transfer (BCCAT). The Council is committed to facilitating a more comprehensive understanding of credit transfer and student mobility in the ever-changing BC post-secondary environment.

The Research Committee of BCCAT invites faculty, staff, and graduate students from [member-institutions of the BC Transfer System](#) to submit project proposals for research contracts.

### Eligible Projects

BCCAT's Statement on [Mandate, Membership, Role and Responsibilities](#) expresses Council's mandate to "conduct research on student and credit mobility." The [BCCAT Research Plan](#) identifies priority areas for research.

Projects with a maximum contract value of \$18,000 will be considered. The funding for successful projects will be allocated by the Council for the next fiscal year (starting April 1).

Informed by these sources, BCCAT's Research Committee has issued this call for proposals. All full proposals must have institutional support expressed through a statement of support from the appropriate administrator (Vice-president or Dean), and direct or in-kind support from the institution.

### Submitting a Proposal

#### 1. Letter of Intent

Proponents are encouraged to submit a 2-page Letter of Intent before the [stated deadline](#) to:

Anna Tikina, Ph.D., Research Officer, BC Council on Admissions & Transfer - [atikina@bccat.ca](mailto:atikina@bccat.ca)

The Letter of Intent provides an initial description of the research question, methodology, outcomes and budget for the project. It allows BCCAT staff to work with the proponents to align the project with BCCAT's mandate, and to ensure a common understanding of the required format, content and rigour. Institutional letters of support are **not required** at this stage.

**Proponents may be invited to submit a Full Proposal incorporating feedback received from the Letter of Intent phase.**



## 2. Full Proposal

For those invited to proceed, a Full Proposal must be submitted to the email address specified above. Full Proposals must include:

- Name, full contact information, and qualifications of the proposed contractor or project team. If a project team is proposed, the individual who will serve as the main contractor for the project should be identified.
- A brief summary of the issue or question that the proposed project addresses, with a clear explanation of how the project fits with the BCCAT mandate and research priorities listed above.
- A description of the proposed methodology of the project.
- A description of the proposed outcome(s) of the project, with a clear explanation of how these relate to BCCAT's mandate and Research Plan.
- A budget for the project, detailing allocations for each component and a justification for the requested amount.
- A timeline for the project activities and the project's completion.
- Letters of support from the contractors' affiliated post-secondary institutions (see "Support from Home Institutions" section below).

BCCAT's [Proposal Template for Research Projects](#) may be used as a guideline for submitting the above-listed information.

Full proposals will be reviewed by the Chair of BCCAT's Research Committee, and the Director, Research and Admissions, who will determine whether the Full Proposal is included on the Research Committee's agenda for adjudication.

### Adjudication

To be included on the Research Committee agenda, full proposals must be received by BCCAT **at least three weeks prior to a Research Committee meeting**. Research Committee usually meets twice a year in October and February, and the upcoming Research Committee meeting dates can be found [here](#). Proposals received after the deadline **may** be considered for review at a subsequent meeting of the committee.

Preference will be given to those proposals which:

- Align most clearly and comprehensively with priority areas identified in BCCAT's mandate and Research Plan;



- Clearly demonstrate the proponent's ability to complete the project within the approved timeline;
- Have clear potential to improve the transfer experience for students;
- Will produce findings that can constructively inform the development of transfer policies and practices at BC Transfer System institutions, and institutions in other jurisdictions.

Approval of a project by the Research Committee will be subject to available funding in the upcoming fiscal year, and the successful negotiation of a contract between the researcher and BCCAT. BCCAT staff will work with the researcher(s) to finalize a contract including specific deliverables, timelines, and payment schedule. The contract will also include specific language regarding record keeping requirements, copyright and ownership, data retention, and confidentiality.

## **Other Information**

### **Support from Home Institution(s)**

The contractors should inform their home institution(s) of their application, and provide a letter of acknowledgement or support from the appropriate administrator (e.g. Vice-president or Dean) indicating that the home institution is aware of the implications of a successful application for the allocation of the employee's or student's time, and that the institution is agreeable to this possibility. If the contractor is requesting funding for a course release or other form of adjustment in their workload to complete the work associated with the project, the letter of acknowledgement should confirm that the contractor is eligible for such an adjustment and that the institution is willing to make it available to them. This letter should be included with the Full Proposal.

BCCAT operates in partnership with the institutional members of the BC Transfer System, and successful applications will generate information that will benefit students and institutions within the BC Transfer System. Institutional overhead costs beyond the \$500 available to cover financial administration at the home institution (See "Contract Administration" below) are not eligible for funding under this call.

### **Projects Involving Human Subjects**

If a Research Ethics Board approval is needed for the project, the contractor must provide a REB certificate of approval.

If a contractor is affiliated with an educational institution that hosts a REB, the certificate needs



to be from their home institution. If a contractor does not have ethics review process at their institution, they will apply through [BCIT REB](#).

If a REB certificate of approval is needed, it must be submitted to BCCAT prior to any data collection being undertaken. A copy of the certificate is retained by BCCAT for project records.

### **Finalization of deliverables in consultation with BCCAT**

The contractor or team must be prepared to work responsively with BCCAT staff to edit and revise deliverables in preparation for submission to the Research Committee.

## **Payment**

Detailed payment schedules will be included in the contract for each project. All requests for payment must be accompanied by an invoice. Please note that the BCCAT Research Committee must accept or approve reports and/or project outcomes before any funding will be released.

Other allowable expenses associated with the project (e.g. travel) will be reimbursed after submission of a completed BCCAT Expense Claim Form and documentation of the expenditures. Guidelines for allowable expenses and required documentation are available [here](#).

## **Contract Administration**

If contract funds are to be administered through the financial management services of the contractor's home institution, project proposals must include a letter from an appropriate administrator confirming this arrangement. This is particularly important if administration of the contract will require some resource allocation at the institution. Project budgets may include an allocation of up to \$500 to the contractor's home institution, as compensation for the institutional resources used to administer the financial arrangements associated with the contract. The institution's guidelines and procedures for allowable travel and expense reimbursements should be followed in this situation.

If the contractor elects to have BCCAT administer the contract, their expenses will be paid by BCCAT from the project account. The contractor is responsible to ensure that these expenses fall within the allocated amounts, and that BCCAT expense guidelines are followed.