SPECIAL PROJECT FUNDING (SPF) APPLICATION

2023-24

Please submit applications to Mike Winsemann, BCCAT Director of Transfer and Technology, by email (mwinsemann@bccat.ca). Applications must be submitted using this form.

Applications will be evaluated by BCCAT's Transfer and Articulation Committee (TAC) at its regular meetings. The deadline for applications to be included in the meeting agenda package is three weeks before each meeting date. TAC generally meets in September, January, and May. Meeting dates are posted at https://www.bccat.ca/about/committees/tac

Late and/or incomplete applications will not be evaluated. Applications will only be evaluated at TAC meetings.

BCCAT strongly recommends that potential projects be discussed with BCCAT staff prior to starting an application, to ensure that the project is feasible and that it fits the SPF mandate. BCCAT may request revisions to a proposal before placing the proposal on a TAC meeting agenda.

PROJECT SUMMARY (maximum two pages, including references)

Title of project:

Name of contractor [a single individual must be identified as contractor]

Name of sponsoring articulation committee(s)

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

Name of contractor:

Contractor's job title:

Contractor's department/program:

Contractor's institutional affiliation:

Contractor's work email:

Contractor's work phone number:

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

Name of Committee Member	Institutional Affiliation	Work Email	Work Phone Number

Please explain how the proposed project fits the mandate of the SPF program.

The contractor must submit a CV to accompany this application (see checklist on page 8). On this form, please summarize the contractor's skills and experiences that are relevant to the work of the proposed project, and explain how these qualify the contractor to undertake and complete the project.

What methodologies will the project use? Please describe them and explain why they were identified as appropriate methodologies for this project.

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

How does the sponsoring articulation committee(s) 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)) please explain how that maintenance will happen and who will be responsible for it.

REFEREES

Please 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(s) or current BCCAT staff members.

Name of Referee	Job Title and Institutional Affiliation	Contact Email	Contact Phone Number

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 expenditure is necessary to undertake and complete the project).

A line item for professional copy editing is required for all contracted BCCAT projects. The copy editor will review and revise the complete final report before it is submitted to BCCAT. The contractor is responsible for recruiting, hiring, and paying the copy editor.

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 below]		
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 budget 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

Outline the estimated start and end dates for each stage of the project, and identify the budget expenditures that will be made during each stage. All stages of the project must be clearly linked to the methodology and outcomes outlined in the project description. All of the expenditures in the project budget must be listed in this chart.

If data collection for the project will require approval from a research ethics board, that process should be incorporated into the project timeline. If ethical approval is required, data collection cannot begin until that approval is received.

SPF projects should be planned for completion within one calendar year of the project contract being signed.

Project Stage	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.

☐ The contractor's CV (maximum five pages; if editing is necessary to reduce the page count, please ensure that the information most relevant to assessing the project and the contractor's qualifications is included)

☐ A statement from the contractor's home institution (e.g. from the contractor's dean or department head, or the institution's research officer). The statement must affirm 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 to indicate its support for the project.

CONTRACTOR'S STATEMENT

By signing below, I confirm that:

- I have read the BCCAT Contractor's Guide prior to submitting this application, and I understand the respective responsibilities of BCCAT and of the contractor, as outlined in the Guide.
- 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, and I understand that subcontracting of any of the project work can only take place with advance notice to BCCAT and with BCCAT's approval.
- If the project is approved, I will follow the project timelines described in this application, and it is my responsibility to 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.

Name	Date