



## CALL FOR RESEARCH PROJECT PROPOSALS: CONTEMPORARY ISSUES IN STUDENT MOBILITY

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

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

### Eligible Projects

As part of its [Mandate, Membership, Role and Responsibilities](#), Council "conduct[s] research on student and credit mobility." The [BCCAT Research Plan](#) identifies priority areas for research.

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

The maximum contract value for eligible projects is \$25,000. The funding for successful project proposals will be allocated by the Council for the next fiscal year (starting April 1).

### Submitting a Proposal

#### 1. Letter of Intent

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

Dr. Elle Ting ([eting@bccat.ca](mailto:eting@bccat.ca))  
Research and Projects Officer, BC Council on Admissions & Transfer

The LOI must provide an initial description of the research question, methodology, outcomes, and budget for the project. Using the LOI, BCCAT staff will 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.

After the Letters of Intent have been reviewed, 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 BCCAT email address specified above. The Full Proposal must include the following information:

- 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 BCCAT's mandate and current research priorities.
- 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.
- An indication of any possible or perceived conflicts of interest arising from the contractor's or project team members' current affiliations or activities.
- A timeline for the project activities and the project's completion.
- Letter(s) of support from the contractor's affiliated post-secondary institution(s) (see "Support from Home Institutions" section below).

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

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 proposal adjudication.

## 3. Adjudication and Terms

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**. The Research Committee usually meets twice a year in October and February; 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 that meet the following criteria:

- 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.

The Research Committee will adjudicate and approve projects. Projects will proceed subject to available funding in the upcoming fiscal year and the successful negotiation of a contract between the researcher(s) and BCCAT. BCCAT staff will work with researcher(s) in finalizing contracts to include specific deliverables, timelines, and payment schedule. Researchers maintain the copyright, ownership, and distribution rights on the project materials and outcomes. If researchers would like BCCAT to consider publishing the results, standard BCCAT publication processes would apply.

## Other Information

### Support from Home Institution(s)

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

BCCAT will provide \$500 in funding to cover financial administration at the contractor's or project team leader's home institution (see "Contract Administration" below). BCCAT will not cover any other institutional overhead costs.

### Projects Involving Human Subjects

If a Research Ethics Board (REB) 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 should be issued by that institution. If a contractor's institution does not have a research ethics review process, the [BCIT REB](#) will be the board of review.

The REB certificate of approval 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 for its review and/or approval.

### **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.

Allowable expenses associated with the project (e.g., travel costs) will be reimbursed after submission of a completed BCCAT Expense Claim Form and documentation of the expenditures. These expenses must be included in the project budget and/or approved to BCCAT prior to the expenditure being made. 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, eligible expenses will be paid by BCCAT from the project account. The contractor is responsible for ensuring that these expenses fall within the allocated budget amounts and that BCCAT expense guidelines are followed.