Research Proposal Template

Please include the following elements in your proposal. Proposals should be no more than five pages long. Include CV(s) (three pages maximum for each researcher) as an addendum.

Proposal Title and Proponent
- □ Briefly identify the project, name of the principal researcher, and names of any other project team member. If the proposal involves a student researcher, and a candidate for that position has not yet been identified, please indicate that a student research position will be part of the project team, and describe the qualifications and experience that the student researcher will be expected to have.
- □ Indicate whether the contract will be with an individual, institution, agency, or company. If a research team will be carrying out the project, one member of the research team must be identified as the contractor. If the contractor is not the researcher or part of the research team, please provide a reason for this arrangement.

Background/ Context (150-300 words)
- □ Identify project goals and objectives.
- □ Define the scope of the research.
- □ If appropriate, provide a conceptual framework for the project.
- □ Explain how the proposed project fits the Council's mandate, and how it addresses research topics that are relevant to the Council and/or the BC Transfer System.

Methodology (300-500 words)
- □ Describe each step in the project process, including the methodologies that will be used for data collection and analysis.
- □ Explain why the proposed methodologies are appropriate for achieving the objectives of the project (including a brief explanation of why the proposed methodologies are preferred over other alternatives).
- □ Indicate whether Research Ethics Board (REB) approval is required for the project, and if so, what steps will be taken to obtain the approval. Please note that if multiple institutions are involved in the project, approval from each participating institution's REB may be required.

Tasks (70-150 words; use tabular format if preferred)
- □ Identify the roles and specific tasks assigned to each researcher. If the project includes s collaborating with other organizations or institutions, describe the plan for collaboration and the form that collaboration will take.
- □ Identify any potential or perceived conflicts of interest between this project and the researcher(s) current affiliations or other projects.

Timeline (150-300 words; use tabular format if preferred)
- □ Identify desired start and end dates for the research contract.
- □ Identify deliverables and due date for each deliverable (e.g., literature review, development of survey instrument, data collected, draft report, revisions of draft report, final report). Please note that BCCAT generally provides feedback on drafts and final reports; the due dates for these deliverables should incorporate sufficient time for revisions and editing of these reports.

Budget (150-300 words; use tabular format if preferred)
- □ Include hourly or daily rate for each researcher. If budgeting for course or teaching release time, include the total amount requested. Provide a justification for the amount of the hourly or daily rate.
- □ Provide an itemized list of budget components. This should include fees, travel, and expenses. Each budget item should be clearly linked to a part of the project methodology or to a deliverable. Please note that BCCAT does not pay for software licenses or for any equipment or item that will be retained by the contractor or their institution after the project is complete. A budget item for copyediting of the draft final report by a qualified editor is strongly encouraged.
- □ Identify whether GST is relevant for any budget items.
- □ Identify whether an institutional overhead charge will be applied to the value of the contract. BCCAT pays a maximum of $500 for institutional overhead costs.
- □ Identify, if applicable, any in-kind or monetary institutional support for the project.

Project Team's Experience (150-300 words for each researcher)
- □ Summarize each researcher's experience relevant to the project, clearly linking relevant experience to the goals, objectives, and tasks of the proposed project.

Addendum: CVs (maximum three pages for each researcher)
- □ Provide a CV for each researcher that will be part of the research team. Summaries of longer CVs should focus on experience and qualifications that are relevant to the proposed research project.

NOTES:

BCCAT may request revisions to a proposal before it is evaluated, if the proposal does not follow these guidelines. Researchers are encouraged to submit project proposals as soon as possible before the deadline, to allow time to complete any requested revisions.

The ranking of the proposals will be based on the project's goals and methodology (75% of the ranking), and the alignment of the budget with the proposed activities (25% of the ranking).

Approval of a project will be subject to the successful negotiation of a contract between the researcher and BCCAT.