

## Proposal Template for Research Projects

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

<p><b>Proposal Title and Proponent</b></p> <ul style="list-style-type: none"> <li>• Briefly identify the project, and name(s) of the researcher(s).</li> <li>• Indicate whether the contract will be with an individual, institution, agency, or company. If a research team will be carrying out the project, a member of the research team must be identified as the contractor.</li> </ul>
<p><b>Background/ Context (150-300 words)</b></p> <ul style="list-style-type: none"> <li>• Identify project goals and objectives.</li> <li>• Provide a conceptual framework for the project, including the scope of the research.</li> <li>• Explain how the proposed project fits the Council's <a href="#">mandate</a> and relevant <a href="#">research areas</a>.</li> </ul>
<p><b>Methodology (300-500 words)</b></p> <ul style="list-style-type: none"> <li>• Provide a description of all steps/methods that will be used to complete the project.</li> <li>• Provide explanations of why the proposed methodology is appropriate for the project and its objectives.</li> <li>• Indicate whether Research Ethics Board (REB) approval is required for the project, and if so, what steps will be taken to obtain the approval.</li> </ul>
<p><b>Tasks (70-150 words; use tabular format if preferred)</b></p> <ul style="list-style-type: none"> <li>• Identify the roles and specific tasks of the researcher. For a team of researchers, identify tasks for each researcher on the team.</li> <li>• If the project requires collaborating with other organizations or institutions, describe the collaboration plan and format.</li> <li>• Identify any potential or perceived conflicts of interest between this project and the researcher(s) current affiliations or other projects.</li> </ul>
<p><b>Milestones (150-300 words; use tabular format if preferred)</b></p> <ul style="list-style-type: none"> <li>• Identify desired start and end dates for the research contract.</li> <li>• Identify deliverables and due dates for each deliverable (e.g., literature review, development of survey instrument, data collected, draft report, revisions of draft report, final report).</li> </ul>
<p><b>Budget (150-300 words; use tabular format if preferred)</b></p> <ul style="list-style-type: none"> <li>• Include hourly or daily rate for each researcher. If budgeting for release time, include the total amount requested.</li> <li>• Provide an itemized list of budget components including fees, travel, expenses, based on the projected hourly/daily rate. A budget item for copyediting of the draft final report by a qualified editor is strongly encouraged.</li> <li>• Identify whether GST is relevant for any budget items.</li> <li>• Identify whether an institutional overhead applies to the contract. Institutional overhead costs beyond \$500 will not be funded.</li> <li>• Identify, if applicable, any in-kind or monetary institutional support for the project.</li> </ul>
<p><b>Project Team's Experience (150-300 words for each researcher)</b></p> <ul style="list-style-type: none"> <li>• Summarize each researcher's experience relevant to the project.</li> </ul>

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. The procedures for BCCAT research contracts are described in the [Contractor Guide](#).