**Intellectual Property Advanced Curriculum|Call for Proposals**

# Submission Template

**ATTESTATION:**

To be completed, signed by an official who can bind the organization and included as the first page of application submission.

**Project Information**

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| --- | --- |
| Project Title |       |
| Project Lead Institution |       |
| Project Lead Contact Information | First and Last Name:     |
| Position at Lead Institution:       |
| E-Mail:       |
| Phone Number:       |
| Project Description 250 words max. | [Insert text here – Section will expand to contents] |

**I attest that this application adheres to the requirements as set out in this Call for Proposals:**

* **Licensing of Final Product:** Final product will be assigned to eCampusOntario for distribution to Ontario learners. Applicants must ensure that all content (text, images, etc.) be free from copyright restrictions for inclusion in the final product.
* **Retention of Final Product:** All final products will be submitted to the eCampusOntario Library. This includes all source files and/or editable files used in creating the resource (including any multimedia files).
* **Acknowledgement of Provincial Funding:** Acknowledge Government of Ontario and eCampusOntario in all communications regarding the project.
* **Evaluation of Project Outcomes:** Agree to participate fully in any evaluation process regarding the initiative (for example, reporting metrics, interview, survey).
* **Digital Standards:** All applications will prioritize use of tools and technology that are compliant with appropriate standards for openness and interoperability to support adoption and adaptation across multiple platforms that include W3C standards. Applicants will also prioritize use of tools and technology that demonstrate user-centered design; continuous evaluation and improvement; effective use of data; protection of security; and privacy of personal information.
* **Accessibility:** All content produced under this initiative must be in accessible formats in accordance with the requirements of the [**Accessibility for Ontarians with Disabilities Act, 2005 (Ontario).**](https://www.ontario.ca/laws/statute/05a11)
* **Adherence to Applicable Laws:** All products must be in compliance with all applicable legislation, including the Copyright Act (Canada).
* **Records of Expenditures:** Agree to maintain appropriate records of expenditures (e.g., records of salaries, expenses, etc.).
* **Collaborator Agreement:** All collaborating institution(s) listed have been notified of this submission. If successful, all collaborators have agreed to participate in the project. All collaborator(s) have provided any necessary permissions to the lead institution to be included in this submission.

|  |  |
| --- | --- |
| Signature (electronic only) |  |
| Name:       |  |
| Position at Lead Institution:       |  |
| E-mail:       |  |
| Phone Number:       |  |
| Date:       |  |

I have the authority to bind the Institution

**SUBMISSION TEMPLATE:**

Instructions: Please use this template for applications to the Advanced IP Curriculum Call for Proposals. You are free to use as much or as little text to meet each section **as long as the total submission is not longer than 6 pages**. This **includes** the budget and project plan templates.

**6 PAGES MAXIMUM FOR ALL SUBMISSIONS (including budget and project plan)**

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| **Viability of the Proposal in Meeting Learning Objectives and Timeliness (30%)**  |
| Explain how the finished course will align with the eight identified learning objectives. |
| [Insert text here – Section will expand to contents]  |
| Details about content delivery formats that meet the learning objectives |
| [Insert text here – Section will expand to contents] |
| Confirmation that the course will be available in English and French.  |
| [Insert text here – Section will expand to contents] |
| Confirmation that the course will be compliant with the Accessibility for Ontarians with Disability Act (AODA) and conform to the Web Content Accessibility Guidelines (WCAG) 2.0  |
| [Insert text here – Section will expand to contents] |
| Confirmation that the course can be made publicly available at no cost |
| [Insert text here – Section will expand to contents] |
|  |
| **Impact (30%)**  |
| Metrics for determining whether learners have achieved the learning outcomes as planned |
| [Insert text here – Section will expand to contents] |
| Provide a plan for sustaining and measuring project impact over time. |
| [Insert text here – Section will expand to contents] |
| **Project Management & Governance (20%)**  |
| For each team member, provide: First name, Last name; Institution(s), Organization(s), and/or Affiliation(s); Job(s) and/or Title(s); Project role(s) & contribution(s) to the project; Description of how their lived experience and/or expertise will contribute to the objectives of the project. Additional relevant information such as CVs may be attached as appendices to the completed application, if required. |
| [Insert text here – Section will expand to contents] |
| **Project Plan:** Outline project milestones using the template provided.  |
| **Budget (20%)**  |
| Provide a detailed budget that explains itemized eligible expenses using the template provided.  |

**PROJECT PLAN EXAMPLE:**

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| **Project Plan Example** |
| **Instructions *(can be deleted for space)***Below is an example that can be referenced to draft your high-level project plan. Plans are usually divided into phases that assist in categorizing and organizing project activities, deliverables and milestones. Each phase should achieve a specific milestone that progresses the overall project. Please note that phases may occur sequentially or in parallel.*Note: You are encouraged to include additional phases by inserting new rows in the table, where appropriate. Final upload of deliverables must be no later than* ***February 28, 2023.*** |
| **ID #** | **Phase** | **Duration** | **Delivery Date** |
| Number ID | Describe major project milestones | Total estimated time to complete each milestone | Target date to reach milestone |
| 1.0 | Program outline designed | 9 weeks | <mm/dd/yyyy> |
| 2.0 | Instructional Designers, Multimedia Specialists, and Content Editors onboarded | 6 weeks | <mm/dd/yyyy> |
| 3.0 | Program development and content writing complete | 15 weeks | <mm/dd/yyyy> |
| 4.0 | User testing, feedback, iteration | 9 weeks | <mm/dd/yyyy> |
| 5.0 | Evaluation and validation complete | 4 weeks | <mm/dd/yyyy> |
| 6.0 | Upload of final deliverables to eCampusOntario | 1 week | <mm/dd/yyyy> |
| **Variability planning** (maximum 150 words): Include a high-level summary of all project risks and impact mitigation efforts. Example: Final project upload is expected to take 2 days, but we have budgeted a week for this task to mitigate unforeseen delays. |

**BUDGET EXAMPLE:**

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| **Project Budget Example** |
| **Instructions *(can be deleted for space)***Below is an example that can be referenced to draft your project budget. All proposed costs must be directly associated with the project proposed and justified appropriately. An itemized budget with detailed rationale helps us evaluate proposals and understand need. *Note: You are encouraged to include additional costs by inserting new rows in the table, where appropriate.* |
| **Budget Item** | **Description** | **Total Cost** |
| List of itemized expense items | Details expressing rationale for the cost | All amounts in CAD ($) |
| Expense 1: Salary Costs for Project Manager | Annual salary of $85K for 40 weeks | $65,384.62 |
| Expense 2: Salary Costs for Instructional Designer | Annual salary of $75K for 35 weeks | $50,480.77 |
| Expense 3: User design audit | Consultant rate $100/hour for 100 hours | $10,000.00 |
| Expense 4: Software licenses | 2 licenses at $300/year | $600.00 |
|  | **Total Cost** | **$126,465.39** |

**Attachments**

Any additional relevant information (such as CVs) may be attached as appendices to the completed application, if required.

**Submission Format**

All application submissions must adhere to the following formatting rules:

* Margins: minimum 2.54 cm (1 in)
* Page size: 8.5 x 11
* Font: Calibri ONLY, black type, 11 point minimum
* Line spacing: 1.0 single-spaced minimum