## Proposal Template and Evaluation Criteria for Projects

### Proposal Template

Please respond to the following elements in your proposal in no more than five pages. A CV can be attached as addendum.

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| Background* Provide background on the applicant.[[1]](#footnote-1)
* Clearly identify project goals and objectives.
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| Methodology * Provide a description of all steps/methods to complete the project.
* Provide an explanation for why the proposed methodology is appropriate for the project objectives.
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| Tasks * Identify the roles and responsibilities of the applicant.
* If the project requires collaborating with other organizations or institutions, describe communications plan and approach for collaboration.
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| Milestones * Identify deliverables and due dates for each deliverable (e.g., data collected or final report).
* Identify start and end dates for the contract.
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| Budget * Provide a list of budget components, including staffing, fees, travel, expenses, etc.
* Include hourly or daily rate for each team member being compensated for their work.
* If travel is required, detail the location, duration, and items to be covered.
* Provide a detailed payment schedule.
* Identify whether GST is relevant for any budget items. Besides fees, allowable expenses include travel, approved telecommunications, courier, postage, and other identifiable business expenses at cost.
* Identify whether an institutional overhead applies to the project.
* Indicate whether the contract will be with an individual, institution, or agency.
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| Experience * Summarize the applicant’s experience relevant to the project.
* Include CV of the applicant or each team member as an addendum.
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### Evaluation Criteria

Proposals will be evaluated using the following criteria:

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| Experience |
| * Instructional design experience with developing competencies and learning outcomes
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| * Demonstrated experience with similar assessment/evaluation projects
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| * Mental health and wellness knowledge and experience in the post-secondary context
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| * Project management experience
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| Project Plan |
| * Project activities/steps clearly articulated
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| * Milestones clearly identified
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| * Project dates/time lines clearly identified and reasonable
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| * Risk management plan included and relevant to the project deliverables
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| Methodology |
| * Proposed methodology for phase one to evaluate resources
 |
| * Understanding of project intention and the final product for this phase
 |
| Budget |
| * Reasonable cost for work proposed
 |
| * Clear, sufficient detail
 |

1. An applicant could be an individual, team, or institution. [↑](#footnote-ref-1)