## 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. |
| 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. |
| 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. |
| Milestones   * Identify deliverables and due dates for each deliverable (e.g., data collected or final report). * Identify start and end dates for the contract. |
| 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. |
| Experience   * Summarize the applicant’s experience relevant to the project. * Include CV of the applicant or each team member as an addendum. |

### Evaluation Criteria

Proposals will be evaluated using the following criteria:

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| Experience |
| * Instructional design experience with developing competencies and learning outcomes |
| * Demonstrated experience with similar assessment/evaluation projects |
| * Mental health and wellness knowledge and experience in the post-secondary context |
| * Project management experience |
| Project Plan |
| * Project activities/steps clearly articulated |
| * Milestones clearly identified |
| * Project dates/time lines clearly identified and reasonable |
| * Risk management plan included and relevant to the project deliverables |
| 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)