



Full Proposal Template for Research Projects

Please respond to the following elements in your proposal in no more than five pages, not including CV.

Background/ Context <ul style="list-style-type: none">• Clearly identify project goals and objectives• Provide a conceptual framework for the project including the scope of the research
Methodology <ul style="list-style-type: none">• Provide a description of all step/ methods to complete the project• Provide explanation why the proposed methodology is appropriate for the project objectives• State whether Research Ethics Board approval is required for the project, and if yes, what steps will be taken to obtain the approval
Tasks <ul style="list-style-type: none">• Identify the roles and responsibilities of researcher• If the project requires collaborating with other organizations or institutions, describe communications plan and format
Milestones <ul style="list-style-type: none">• Identify deliverables and due dates for each deliverable (e.g., survey instrument, data collected, or final report)• Identify start and end dates for the research contract
Budget <ul style="list-style-type: none">• Provide a list of budget components including fees, travel, expenses, etc.• Include hourly or daily rate for each researcher• Identify whether GST is relevant for any budget items (besides researcher fees, allowable expenses include any pre-approved travel expenses, approved telecommunications, courier, postage, and other identifiable business communication expenses at cost)• Identify whether an institutional overhead applies to the project• Indicate whether the contract will be with an individual, institution, or agency. If the contract is with an institution, indicate whether payment is for release time or direct payment
Experience <ul style="list-style-type: none">• Summarize researcher(-s) experience relevant for the project• Include CV(-s) of the research team as an addendum