VLS Proposal **Submission Guide**

VLS Pre-Submission Checklist

Before starting the submission process, here is a list of information or items you will need on-hand to complete your application. The submission page will NOT save incomplete submissions.

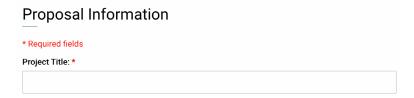
Review your "Project Category" and "Project Type/Rubric" as you will be asked to select these from a drop-down menu. You can find this information on the Expression of Interest (EOI) you are submitting under (i.e. Digital Content for category and Create a New Online Course for project type/rubric).
Identify your Project Title, Project Description (approximately 150 words or 1000 characters), Discipline, Subject, Lead Institution and Collaborating Institutions where applicable to complete fillable fields in the submission form.
Signed Proposal file(s) in machine-readable PDF maximum 50 MB
Lead contact information including name, position, email and phone to complete fillable fields in the submission form.
Total budget amount



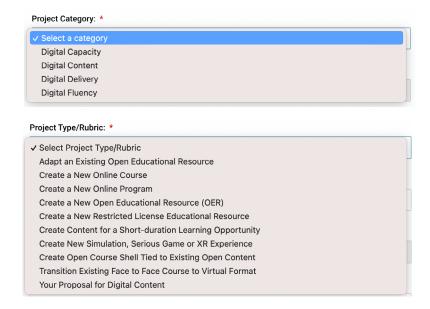


Submission Process

1. Fill project title field by typing out the name of your project



2. Choose project category and project type/rubric by clicking on the dropdown menu to select from the list. You can locate information about project category and project type/rubric on the Expression of Interest (EOI) you are submitting to.



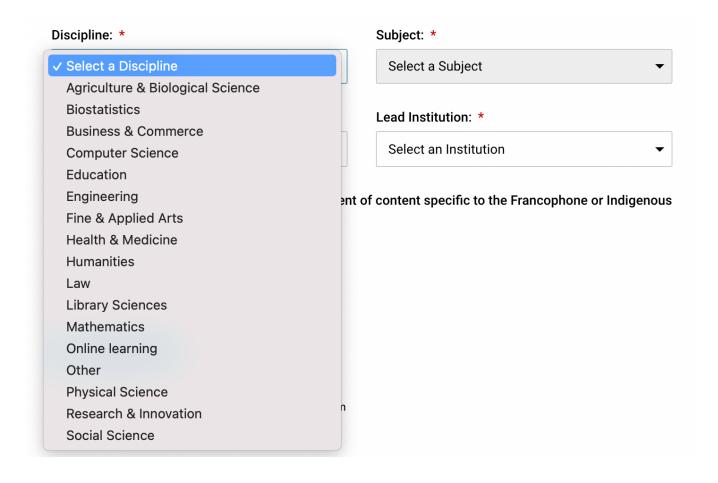


Some fillable forms in the submission process use drop-down menus. If there is a drop-down menu you will see a small triangle that you can click on to select your answer. If you do not see your answer in the drop-down menu, you can select "Other" and write-in your response if prompted.

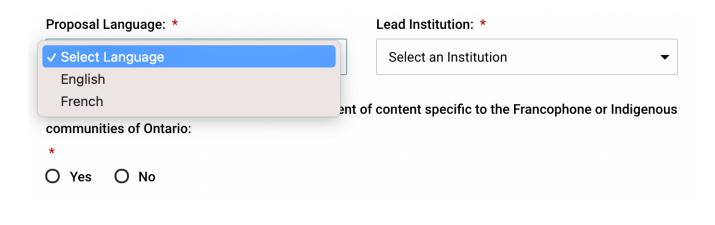




3. Choose the relevant discipline and subject of your proposal from the drop-down menu. You can also choose "Other" if you do not see your preferred answer in the drop-down list.



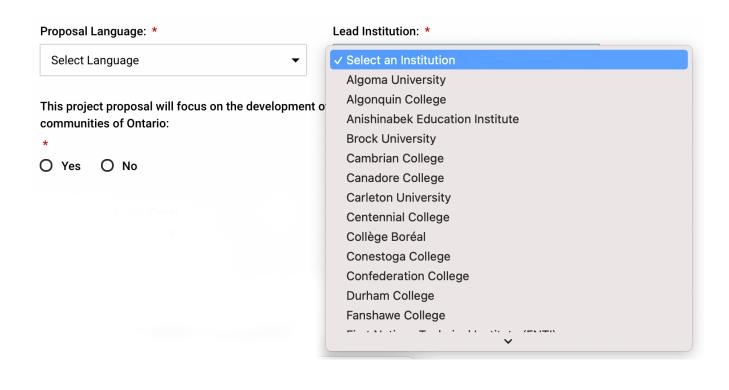
4. Choose proposal language by clicking the dropdown menu.







5. Choose lead institution by clicking on the dropdown menu.



6. Answer the question: "Does this project target the Francophone or Indigenous communities of Ontario?" by clicking Yes or No

This project proposal will focus on the development of content specific to the Francophone or Indigenous communities of Ontario:









- 7. Choose collaborating institutions on the drop down menu. You can choose multiple institutions by checking the boxes beside each institution's name.
- 8. Upload a signed machine readable PDF of your project proposal by selecting the "Upload" button. Files cannot exceed maximum 50 MB.
- Add a high-level description about your project if applicable. Project descriptions cannot exceed 1,000 characters.

10. Fill out lead contact information who will be the main point of contact for contract execution, project reporting and communications



- 11. Submit the total amount of your project budget by typing your total budget amount in the open form
- 12. Submit application!

