

# 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

## Proposal Information

\* Required fields

Project Title: \*

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.

Project Category: \*

✓ Select a category

- Digital Capacity
- Digital Content
- Digital Delivery
- Digital Fluency

Project Type/Rubric: \*

✓ Select Project Type/Rubric

- Adapt an Existing Open Educational Resource
- Create a New Online Course
- Create a New Online Program
- Create a New Open Educational Resource (OER)
- Create a New Restricted License Educational Resource
- Create Content for a Short-duration Learning Opportunity
- Create New Simulation, Serious Game or XR Experience
- Create Open Course Shell Tied to Existing Open Content
- Transition Existing Face to Face Course to Virtual Format
- Your Proposal for Digital Content



### Quick Tip

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.

Discipline: \*

✓ Select a Discipline

- Agriculture & Biological Science
- Biostatistics
- Business & Commerce
- Computer Science
- Education
- Engineering
- Fine & Applied Arts
- Health & Medicine
- Humanities
- Law
- Library Sciences
- Mathematics
- Online learning
- Other
- Physical Science
- Research & Innovation
- Social Science

Subject: \*

Select a Subject ▼

Lead Institution: \*

Select an Institution ▼

ent of content specific to the Francophone or Indigenous

4. Choose proposal language by clicking the dropdown menu.

Proposal Language: \*

✓ Select Language

- English
- French

Lead Institution: \*

Select an Institution ▼

ent of content specific to the Francophone or Indigenous

communities of Ontario:

\*

Yes  No

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

Proposal Language: \*

Select Language ▼

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

\*

Yes  No

Lead Institution: \*

▼ Select an Institution

- Algoma University
- Algonquin College
- Anishinabek Education Institute
- Brock University
- Cambrian College
- Canadore College
- Carleton University
- Centennial College
- Collège Boréal
- Conestoga College
- Confederation College
- Durham College
- Fanshawe College

▼

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:

\*

Yes  No

7. Choose collaborating institutions on the drop down menu. You can choose multiple institutions by checking the boxes beside each institution's name.

Collaborating Institutions:

None Selected ▾

8. Upload a signed machine readable PDF of your project proposal by selecting the "Upload" button. Files cannot exceed maximum 50 MB.

Proposal File(s): \* Only PDF files are allowed Maximum file size 50mb

Upload

9. Add a high-level description about your project if applicable. Project descriptions cannot exceed 1,000 characters.

Description (max 1000 characters):

[Empty text area for description]

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

### Lead Contact Information

First Name: \*

[Input field for First Name]

Last Name: \*

[Input field for Last Name]

Position: \*

[Input field for Position]

Email: \*

[Input field for Email]

Phone: \*

[Input field for Phone]


11. Submit the total amount of your project budget by typing your total budget amount in the open form

### Budget Information

Total Budget: \*

\$ [Input field for Total Budget]

12. Submit application!

I'm not a robot  reCAPTCHA  
Privacy - Terms

Hitting cancel will reset the submission form

CANCEL

SUBMIT