**Virtual Learning Strategy |   
Expression of Interest**

# Appendix B – Submission Template

**ATTESTATION:**

To be completed, signed by an official who can bind the organization and included as the first page of application submission.

**Project Information**

|  |  |
| --- | --- |
| Project Title |  |
| Project Lead Institution |  |
| Project Lead Contact Information | First and Last Name: |
| Position at Lead Institution: |
| E-Mail: |
| Phone Number: |
| Project Description  250 words max. | [Insert text here – Section will expand to contents] |

**I attest that this application adheres to the requirements as set out in this Expression of Interest:**

* **Eligibility:** All Colleges of Applied Arts and Technology, Indigenous Institutes (the nine Indigenous Institutes in Ontario recognized in regulation under the Indigenous Institutes Act, 2017), Ontario publicly-assisted universities, and the Michener Institute are eligible to apply for VLS funding. Affiliates and Federates of Member Institutions are eligible to apply in partnership with a Member Institution. Please see Appendix A for a list of institutions who are eligible to apply. All funding decisions are subject to final approvals from the Ministry of Colleges and Universities. An individual with signing authority to bind the member institution must sign the attestation. This may also be the project lead and designate for reporting.
* **Licensing of Final Product:** Final product be released with the appropriate license which may allow others to freely retain, revise, reuse, remix and redistribute the content. For Open Educational Resources (OERs) applicants must ensure that all content (text, images, etc.) be free from copyright restrictions for inclusion in an openly licensed final product.
* **Retention of Final Product:** All final products will be submitted to the eCampusOntario Library. This includes all source files and/or editable files used in creating the resource (including any multimedia files) to easily enable further remixing and modification where permitted by the license.
* **Acknowledgement of Provincial Funding:** Acknowledge Government of Ontario and eCampusOntario in all communications regarding the project.
* **Evaluation of Project Outcomes:** Agree to participate fully in any evaluation process regarding the initiative (for example, reporting metrics, interview, survey).
* **Digital Standards:** All applications will prioritize use of tools and technology that are compliant with appropriate standards for openness and interoperability to support adoption and adaptation across multiple platforms that include W3C standards. Applicants will also prioritize use of tools and technology that demonstrate user-centered design; continuous evaluation and improvement; effective use of data; protection of security; and privacy of personal information.
* **Accessibility:** All content produced under this initiative must be in accessible formats in accordance with the requirements of the [**Accessibility for Ontarians with Disabilities Act, 2005 (Ontario).**](https://www.ontario.ca/laws/statute/05a11)
* **Adherence to Applicable Laws:** All products must be in compliance with all applicable legislation, including the Copyright Act (Canada).
* **Records of Expenditures:** Agree to maintain appropriate records of expenditures (e.g. records of salaries, expenses, etc.).
* **Collaborator Agreement:** All collaborating institution(s) listed have been notified of this submission. If successful, all collaborators have agreed to participate in the project. All collaborator(s) have provided any necessary permissions to the lead institution to be included in this submission.

|  |  |
| --- | --- |
| Signature (electronic only) |  |
| Name: |  |
| Position at Lead Institution: |  |
| E-mail: |  |
| Phone Number: |  |
| Date: |  |

I have the authority to bind the Institution

**SUBMISSION TEMPLATE:**

**5 PAGES MAXIMUM FOR ALL SUBMISSIONS**

|  |
| --- |
| **IMPACT (45%)** |
| Evidence of Need: Explain how the project objectives align with identified needs. |
| [Insert text here – Section will expand to contents] |
| Evidence of Impact: Provide a plan for sustaining and measuring project impact over time. |
| [Insert text here – Section will expand to contents] |
| Equity: Describe how the project will incorporate principles of equity, decolonization, diversity, and inclusion (i.e., AODA compliance) into project activities, outcomes, and/or outputs. |
| [Insert text here – Section will expand to contents] |
| **COLLABORATION (20%)** |
| For each team member, provide: First name, Last name; Institution(s), Organization(s), and/or Affiliation(s); Job(s) and/or Title(s); Project role(s) & contribution(s) to the project; Description of how their lived experience and/or expertise will contribute to the objectives of the project. |
| [Insert text here – Section will expand to contents] |
| **LOGISTICS (35%)** |
| Budget: Provide a detailed budget that explains itemized eligible expenses using the example provided. |
| [Insert text here – Section will expand to contents] |
| Project Plan: Outline project milestones using the example provided. |
| [Insert text here – Section will expand to contents] |

**BUDGET EXAMPLE:**

|  |  |  |
| --- | --- | --- |
| **Project Budget Example** | | |
| **Instructions**  Below is an example that can be referenced to draft your project budget. All proposed costs must be directly associated with the project proposed and justified appropriately. An itemized budget with detailed rationale helps us evaluate proposals and understand need.  *Note: You are encouraged to include additional costs by inserting new rows in the table, where appropriate.* | | |
| **Budget Item** | **Description** | **Total Cost** |
| List of itemized expense items | Details expressing rationale for the cost | All amounts in CAD ($) |
| Expense 1: Salary Costs for Project Coordinator | Annual salary of $65K for 1 week | $1,250.00 |
| Expense 2: Salary Costs for Instructional Designer | Annual salary of $65K for 5 weeks | $6,250.00 |
| Expense 3: VR Headset | Purchasing 1 unit | $1,150.00 |
| Expense 4: Microphone | Purchasing 3 units for the entire team | $600.00 |
|  | **Total Cost** | **$9,250.00** |

**PROJECT PLAN EXAMPLE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Plan Example** | | | |
| **Instructions**  Below is an example that can be referenced to draft your high level project plan. Plans are usually divided into phases that assist in categorizing and organizing project activities, deliverables and milestones. Each phase should achieve a specific milestone that progresses the overall project. Please note that phases may occur sequentially or in parallel.  *Note: You are encouraged to include additional phases by inserting new rows in the table, where appropriate. Final upload of open resources must be no later than* ***Feb 28, 2023.*** | | | |
| **ID #** | **Phase** | **Duration** | **Delivery Date** |
| Number ID | Describe major project milestones | Total estimated time to complete each milestone | Target date to reach milestone |
| 1.0 | New course outline designed | 9 weeks | <mm/dd/yyyy> |
| 2.0 | Online course developed | 13 weeks | <mm/dd/yyyy> |
| 3.0 | Online course ready for registration | 3 weeks | <mm/dd/yyyy> |
| 4.0 | Final evaluation report submitted | 3 weeks | <mm/dd/yyyy> |
| 5.0 | All final deliverables uploaded | 1 week | <mm/dd/yyyy> |
| **Variability planning** (maximum 150 words): Include a high-level summary of all project risks and impact mitigation efforts.  Example: Final project upload is expected to take 2 days, but we have budgeted a week for this task to mitigate unforeseen delays. | | | |

**Submission Format**

All application submissions must adhere to the following formatting rules:

* Margins: minimum 2.54 cm (1 in)
* Page size: 8.5 x 11
* Font: Calibri ONLY, black type, 11 point minimum
* Line spacing: 1.0 single-spaced minimum