

ecampus
Ontario

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VLS 2.0 Proposal Submission Guide

Virtual Learning Strategy

Funded by

Ontario 

VLS 2.0 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, so it is best to have everything ready before you begin.

- ✓ Project title.
- ✓ Description of your project (not to exceed 250 words or 2000 characters).
- ✓ Project Lay Summary which should describe your project for a public audience (not to exceed 150 words or 1200 characters).
- ✓ 5 keywords to help tag and label your project.
- ✓ Identify your discipline, subject area, and language(s) into which your project will be translated. Quantify the number of outputs anticipated for **each** of your project's language translations. Individual language specific outputs will be required on the submission form and include the numbers of educational content/resources, learning activities, assessment activities, instructor resources, and wraparound supports.
- ✓ Indicate if your project will engage with Indigenous communities (including Elders and Traditional Knowledge Keepers), Indigenous Ways of Knowing, Indigenous pedagogies, and/or Traditional Knowledge.
- ✓ Indicate if your project will focus on the development of content specific to the Francophone or Indigenous communities of Ontario.
- ✓ Determine your Project Category and Project Type as you will be asked to select these from a dropdown menu.
- ✓ **For Digital Content – RX projects only:** know your piloted technology's Technology Readiness Level (TRL 7, 8, or 9), as well as the dollar amounts of cash and/or in-kind contribution from your collaborating Ontario EdTech company.
- ✓ **For Digital Content projects only:** know your top-up type(s), if applicable.
- ✓ **For Digital Capacity – Targeted Supports projects only:** know the number of jobs you anticipate creating or saving with your project; specify student jobs if applicable.
- ✓ Total budget amount for your project.
- ✓ A list of your project collaborators (including Ontario postsecondary institutions, employers/industry partners, community organizations, and postsecondary institutions outside Ontario).
- ✓ Project Lead contact information including name, position, email, and telephone number.
- ✓ Authorized signing authority contact information including name, position, email, and telephone number. This must be an individual that has the authority to legally bind your institution.
- ✓ Signed proposal file in machine-readable PDF format. Applicants are restricted to one file submission.
The submission cannot exceed a total of 7 pages (2 page maximum for attestation and 5 page maximum for project submission).

All the above information is required for your application. Word counts and page maximums will be strictly enforced. Applications missing information or deviating from the guidelines will be removed from consideration.

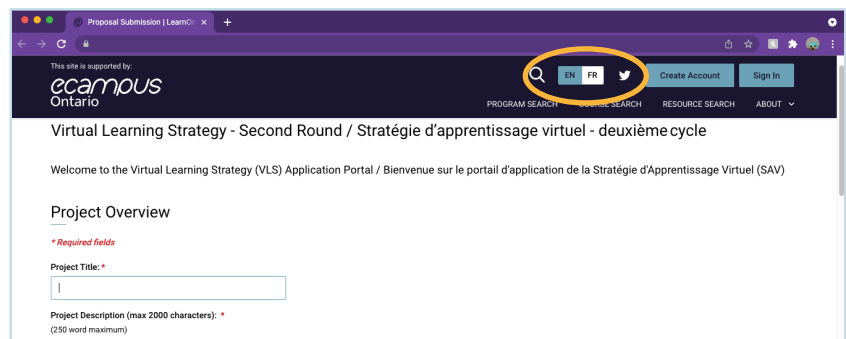
Step-by-Step Process for Submitting Your Application

You are now ready to begin your application. Please note that this is a dynamic form and additional fields may be added depending on your selections. The screen shots and accompanying descriptions below will help you navigate each section.

Go to <https://learnonline.ecampusontario.ca/proposal-submission/17>

Section 1: Project Overview

Select your webpage language preference from the EN/FR buttons located across the top of the webpage on the right side of the screen as shown in the picture. It is important to do this prior to starting your application. **Changing your language preference after starting the application will delete any information you have entered.**



Enter:

- Your project title.
- Description
- Lay description
- 5 keywords to make your project searchable.

Please note the maximum character counts.

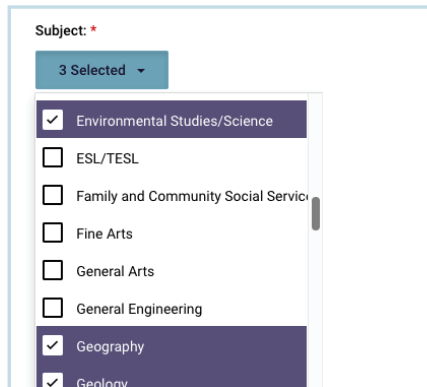
A screenshot of the 'Project Overview' form. It includes a 'Project Title' field, a 'Project Description' field (max 2000 characters, 250 word maximum), a 'Project Lay Summary' field (max 1200 characters, 150 word maximum), and a 'Project Keywords' field. A note at the bottom states: 'Note: Identify 5 keywords to help us tag and label your project'.

Select the discipline(s) that best describe your project from the dropdown menu. If none are appropriate, use "Other".

A screenshot of a 'Discipline' dropdown menu. The menu is open, showing a list of disciplines with checkboxes. Two disciplines are selected: 'Education' and 'Fine & Applied Arts'. The other disciplines listed are 'Computer Science', 'Engineering', 'Health & Medicine', 'Humanities', 'Law', and 'Library Sciences'.

Section 1: Project Overview (cont.)

Select the subject(s) that best fit your subject from the dropdown menu. If none are appropriate, use "Other".

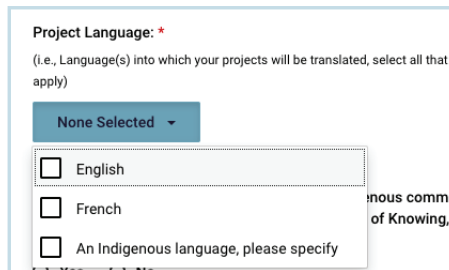


Subject: *

3 Selected ▾

- Environmental Studies/Science
- ESL/TESL
- Family and Community Social Services
- Fine Arts
- General Arts
- General Engineering
- Geography
- Geology

Make at least one selection from the language(s) dropdown menu. If you select "An Indigenous language" then a field requiring you to specify the language will open immediately below the "Proposal Language" field. Additionally, you will be required to specify the output(s) anticipated for each language selection. These fields will appear later in the application.



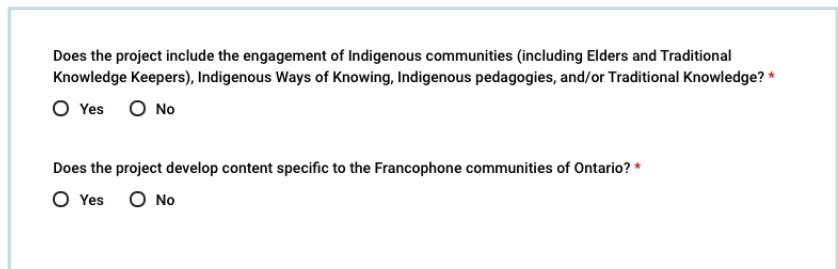
Project Language: *

(i.e., Language(s) into which your projects will be translated, select all that apply)

None Selected ▾

- English
- French
- An Indigenous language, please specify

Please indicate if your project will engage with Indigenous or Francophone communities by selecting yes or no for each question.



Does the project include the engagement of Indigenous communities (including Elders and Traditional Knowledge Keepers), Indigenous Ways of Knowing, Indigenous pedagogies, and/or Traditional Knowledge? *

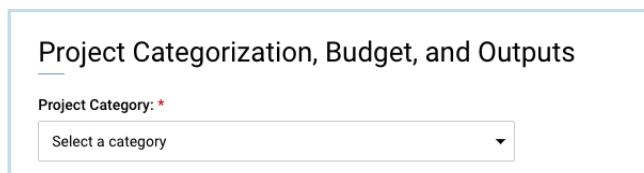
Yes No

Does the project develop content specific to the Francophone communities of Ontario? *

Yes No

Section 2: Project Categorization, Budget, & Outputs

From the dropdown menu please select one project category: Digital Capacity – International Marketing, Digital Capacity – Targeted Supports, Digital Content, or Digital Content XR.

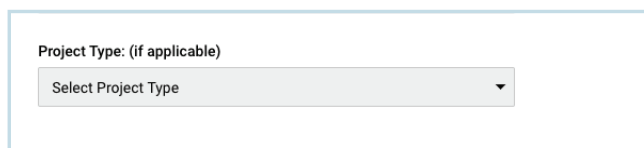


Project Categorization, Budget, and Outputs

Project Category: *

Select a category ▾

If applicable, select your project type. Project Type only applies to Digital Content or Digital Content XR project categories.

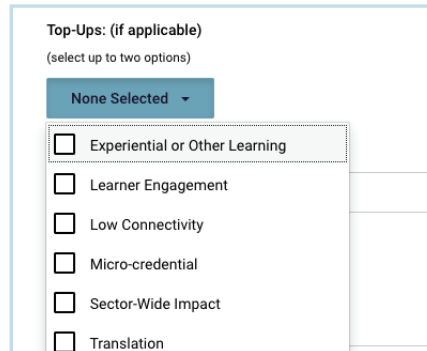


Project Type: (if applicable)

Select Project Type ▾

Section 2: Project Categorization, Budget, & Outputs (cont.)

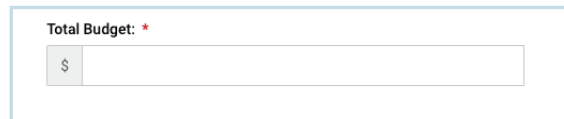
The Top-Ups field only applies to the Digital Content project category and is only available after you have made a Project Type selection. If applicable, you may **select up to two** Top-Ups from the dropdown menu.



The screenshot shows a dropdown menu titled "Top-Ups: (if applicable)" with the instruction "(select up to two options)". The current selection is "None Selected". The dropdown is open, showing a list of options with checkboxes:

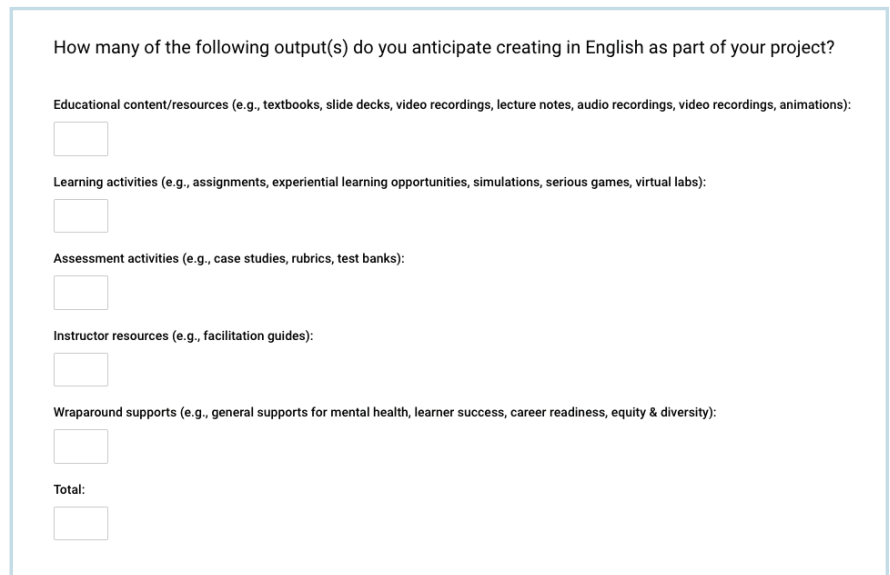
- Experiential or Other Learning
- Learner Engagement
- Low Connectivity
- Micro-credential
- Sector-Wide Impact
- Translation

Enter your Total Budget in the field provided.



The screenshot shows a form field labeled "Total Budget: *". The field contains a dollar sign (\$) and a text input area.

Output fields will only be visible after you have selected your Proposal Language detailed previously. These fields will repeat for each language selection you made. For example, if you selected English and an Indigenous Language, you would see these questions twice repeated. In the spaces provided, please **indicate** the anticipated outputs in each language.



The screenshot shows a section titled "How many of the following output(s) do you anticipate creating in English as part of your project?". It contains five questions, each with a text input field:

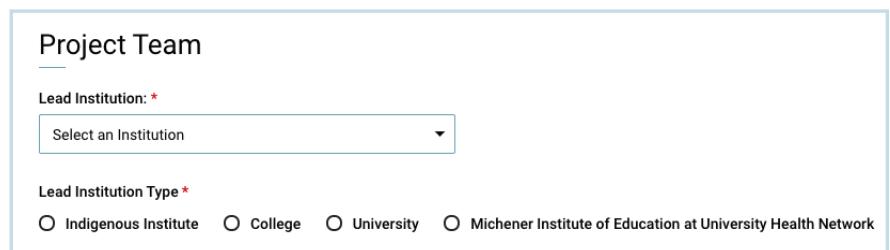
- Educational content/resources (e.g., textbooks, slide decks, video recordings, lecture notes, audio recordings, video recordings, animations):
- Learning activities (e.g., assignments, experiential learning opportunities, simulations, serious games, virtual labs):
- Assessment activities (e.g., case studies, rubrics, test banks):
- Instructor resources (e.g., facilitation guides):
- Wraparound supports (e.g., general supports for mental health, learner success, career readiness, equity & diversity):

Below these is a "Total:" label and a text input field:

Section 3: Project Team

Select the Lead Institution from the dropdown list.

Indicate the Lead Institution type from the options provided.



The screenshot shows a form titled "Project Team". It contains two main sections:

- Lead Institution: ***: A dropdown menu with the text "Select an Institution" and a downward arrow.
- Lead Institution Type ***: A row of radio buttons with the following options: Indigenous Institute, College, University, and Michener Institute of Education at University Health Network.

Section 3: Project Team (cont.)

If applicable, select the name(s) of any collaborating Ontario Indigenous Institutes, colleges, or universities from the dropdown menu.

Collaborating Institutions:

None Selected ▾

- Algoma University
- Algonquin College
- Anishinabek Education Institute
- Brock University
- Cambrian College
- Canadore College
- Carleton University
- Centennial College

Please tell us about your collaborating partners by answering these questions. These are required fields. If you do not have any collaborating partners, then select no to all three questions.

Does the project include collaboration with at least one Ontario Indigenous Institute? *

Yes No

Please note: collaboration with an Indigenous Institute is not required for submission.

Does the project include collaboration with at least one Ontario College? *

Yes No

Please note: collaboration with a college is not required for submission.

Does the project include collaboration with at least one Ontario University? *

Yes No

Please note: collaboration with a university is not required for submission.

If applicable, enter names of employer/industry partners, community organizations, or postsecondary institutions outside of Ontario.

Other collaborators or partnerships

Note: (e.g., employers/industry partners, community organizations, postsecondary institutions outside Ontario)

Section 4: Lead Contact Information

Provide the contact information for the project lead: name, position, email, and phone number.

Indicate if you would like your name and email address shared with other Virtual Learning Strategy teams by checking the box provided. We are committed to providing the option for project teams to share their contact information to encourage further collaboration across the sector.

Lead Contact Information

First Name: *

Last Name: *

Position: *

Email: *

Phone: *

I consent to sharing my name and e-mail address with other VLS project teams through a public portal.

Section 5: Signing Authority Contact Information

Provide the contact information for the lead institution's signing authority. This must be someone who has the authority to legally bind the institution.

Signing Authority Contact Information

First Name: *	Last Name: *	
<input type="text"/>	<input type="text"/>	
Position: *	Email: *	Phone: *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 6: Upload your Proposal File

Upload your proposal file. Click Upload. Your computer's file system will open. Navigate to where you have stored your file. Click Open. Your file will then be uploaded to the web portal. Please note that file uploads are restricted to PDF files and that proposals cannot exceed 7 pages (2-page attestation maximum and 5-page proposal maximum). Files exceeding these limits will not be considered for funding.

Proposal File(s): *

Only PDF files are allowed Maximum file size 50mb

Section 7: Submission Checklist

Carefully review the Submission Checklist and confirm each item by checking each box.

Submission Checklist

Please review your attachment carefully against the following checklist to ensure that your submission is considered.

By clicking "submit," I acknowledge that:

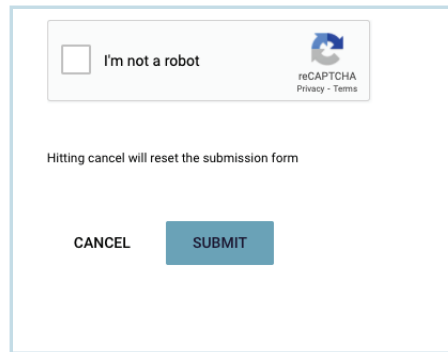
- My attestation has been signed by an individual with signing authority to bind my institution. *
- My proposal is no more than 7 pages in total length (attestation maximum 2 pages, submission maximum 5 pages). *
- The total budget of my proposal does not exceed the maximum budget (and a maximum of two top-ups, where applicable) allotted for my project type. Please check the Description section of the EOIs for maximum budget information. *
- My proposal adheres to the formatting requirements specified in Appendix B – Submission Template. *
- I understand that each submission is a unique project and bundled applications will not be accepted. *

Section 8: Submit

Confirm that you are a real person by clicking the “I’m not a robot” box.

Click Submit

Caution: Do not hit cancel as it will reset and clear your form entries.



The screenshot shows a form submission interface. At the top, there is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo with "reCAPTCHA Privacy - Terms" below it. Below the widget, a warning message reads "Hitting cancel will reset the submission form". At the bottom, there are two buttons: "CANCEL" and "SUBMIT".

You should be brought to a page confirming successful receipt of your submission, as well as a unique identifier in the format **XXXX-####**. Save this information. A confirmation email containing the identifier will be sent to the Project Lead email.

Congratulations, you have submitted your proposal for the Virtual Learning Strategy!

vls.ecampusontario.ca

