



CERIC

Advancing
Career
Development
in Canada

Promouvoir
le développement
de carrière
au Canada

LEARNING **Project Partnership Application Package**

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It has been determined that your Letter of Intent (LOI) meets with our current guidelines. You are invited to submit a full proposal based on the guidelines in the following sections.

Please read each section carefully. If you have any questions contact:

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CERIC encourages, promotes and delivers education and research programs related to the development, analysis and assessment of the current counselling and career development field. It does this through a variety of means including nurturing Research Project Partnerships and Learning and Professional Development Project Partnerships with individuals and organizations.

Our Definition of a Project Partnership

Each partnership is a unique collaborative exercise in the development, delivery and evaluation of a clearly defined project with potential sharing of costs, outcomes and/or dissemination and marketing for the purpose of broad dissemination.

CERIC Partnership components may include (but are not limited to):

- a) development
- b) delivery
- c) cost sharing
- d) sharing of intellectual property
- e) marketing

The Anatomy of a CERIC Project Partnership:

1. CERIC is a key partner and consistent component of each partnership and may share the responsibility for the agreed upon outcomes and objectives to be achieved with the selected partner(s);
2. Each partnership is unique and will be treated as such;
3. Partnerships may be fostered between CERIC and a sole applicant or, for special projects, between CERIC and multiple applicants;
4. Applicants for partnership may be organizations or individuals;
5. All applicants must adhere to CERIC's ethical standards and project guidelines;
6. The duration of a partnership is project dependent;
7. Project partners may work or deliver their service(s) in the name of CERIC or can, under special circumstances and for special projects where there is more than one partner, deliver it under the auspices of one of the other applicant partners;
8. Multiple partners may share (not necessarily equally) in project responsibilities to ensure successful completion (see also first point);
9. Project responsibilities may or may not involve sharing of resources (i.e.: financial resources, etc.);
10. Partners may play different roles within the partnership (Sample scenarios: 1. CERIC identifies that there is a gap. Partner is identified to participate in or complete the research. CERIC then steps back for the part that has been assigned to the partner. CERIC is a partner within the design phase; 2. A gap is identified by an applicant. Research is completed by the applicant and the research is disseminated by CERIC. CERIC is a partner within the dissemination phase; 3. CERIC has identified a learning or professional development gap and might seek a partner in the development and/or delivery of a specific training, workshop or workplace conference.)
11. Rights related to intellectual property can be shared and are negotiated on a project by project basis.

Priority will be given to applicants committed to this form of collaboration, innovation and co-operation.

LEARNING Partnership – Application Checklist

Use this checklist when completing your LEARNING Partnership PROPOSAL PACKAGE

- | | |
|---|--------------------------|
| 1. Organization's name and address (if applicable) | <input type="checkbox"/> |
| 2. List of contact person(s), title(s), and explanation of title if necessary | <input type="checkbox"/> |
| 3. E-mail, telephone, and fax of contact person(s) | <input type="checkbox"/> |
| 4. Web link to the organization (if available) | <input type="checkbox"/> |
| 5. Organizational / Individual qualifications and personal profile | <input type="checkbox"/> |
| 6. Past projects and achievements | <input type="checkbox"/> |
| 7. Three References from individuals in the career development field and/or recommendation/letters-of-support from relevant institution (if applicable) | <input type="checkbox"/> |
| 8. Project title | <input type="checkbox"/> |
| 9. Executive Summary (outlining project objectives, methodology, overall timeframe and budget, anticipated impact) | <input type="checkbox"/> |
| 10. Abstract briefly describing how the project connects to the mission, vision and objectives of CERIC | <input type="checkbox"/> |
| 11. Description of how this project will fill a gap in the career counselling field | <input type="checkbox"/> |
| 12. Summary of the needs that will be addressed by this project | <input type="checkbox"/> |
| 13. Description of project goals and objectives | <input type="checkbox"/> |
| 14. Detail the project's proposed activities | <input type="checkbox"/> |
| 15. Description of how the initiative differs from services/programs already in place | <input type="checkbox"/> |
| 16. Details on whether this project has been funded previously by any other organization? | <input type="checkbox"/> |
| 17. Details on what other local/national agencies, organizations or individuals may be potential partners in developing this project | <input type="checkbox"/> |
| 18. Description of the individual or organization, and the project coordinator(s) and their ability to implement the proposal. | <input type="checkbox"/> |
| 19. Details on how the information regarding the project's outcomes and impact will be shared with the career counselling and development community | <input type="checkbox"/> |
| 20. Details on how the initiative will be promoted and marketed to its intended audience | <input type="checkbox"/> |
| 21. Details of what impact this research will have on the career counselling field/practice; clients; policy; research (longitudinal and ongoing); and, training/employment | <input type="checkbox"/> |
| 22. Details on how you will know if your project is successful - A description of processes and methods that will be used to measure outcomes | <input type="checkbox"/> |
| 23. Describe how issues related to intellectual property will be addressed | <input type="checkbox"/> |
| 24. Clearly stated, itemized budget that includes expenses, in-kind contributions and income from other sources is required. | <input type="checkbox"/> |
| 25. Details of a forecast of cash flow | <input type="checkbox"/> |
| 26. Overview of the timelines involved in this project | <input type="checkbox"/> |

Application Framework

Please use the following framework for your proposal

A – Contact / Organizational Information

1. Name and address of organization(s) or individual(s)
2. Contact person(s), title(s), and explanation of title if necessary
3. Email, telephone, and fax of contact person(s)
4. Web link to the organization (if available)
5. Organizational / individual qualifications and personal profile
6. Past projects and achievements / letters of support

B - Introduction

- Executive Summary – What does the project entail (provide an overview of the project objectives, methodology, overall timeframe and budget, marketing/dissemination plan, anticipated impact etc.)

C - Abstract

- Describe how the project connects to the mission, vision and objectives of CERIC (www.ceric.ca) and your organization.

D - Describe the need for the project

1. How does this project fill a 'gap' in the career counselling field?
2. Summarize the needs that will be addressed by this project.
3. What information was used to determine the need(s)?
4. Who are the stakeholders? Who is the target audience?

E - Describe the Project

1. List the specific goals and objectives for the project and how they can be measured. (outcomes)
2. Detail the project's proposed activities.
3. Describe how the initiative differs from services/programs already in place.
4. Has this project been funded previously by any other organization? If so, discuss the results of that effort and how this request builds on or continues the previous work.
5. Besides CERIC, what other local/national agencies, organizations or individuals may be potential partners in developing this project?
6. Describe the individual or organization, and the project coordinator(s) and their ability to implement the proposal. Include 3 references from individuals in the career development field and/or recommendation/letters-of-support from relevant institution if applicable.

7. Clearly articulate what impact(s) this project will have for the career counselling field/practice; clients; policy; research (longitudinal and ongoing); and, training/employment
8. How will information regarding the project's outcomes and impact be shared with the career counselling and development community?
9. How will the initiative be promoted and marketed to its intended audience?

F - Assessment

1. Explain how you will know whether the project has achieved success.
2. Explain how outcomes will be measured. Please explain what quantitative and/or qualitative measurement tools (eg. interviews, surveys, focus groups, access/usage analytics, etc.) you will use to gather information to assess the project's effectiveness
3. If you plan to undertake a formal developmental, formative and/or summative evaluation, please explain your process (ie. who will be responsible for undertaking the evaluation, the evaluation process timelines, and how evaluation results will be documented and disseminated)
4. Describe how issues related to intellectual property will be addressed.

G - Budget (SEE SAMPLE BUDGET IN APPENDIX B)

1. Show how funds will be allocated and utilized. A clearly stated, itemized budget that includes expenses, in-kind contributions (e.g. staff time, organizational resources) and income from other sources is required.
2. Detail any additional sources of funding (if appropriate). Is this project contingent on receiving this additional funding?
3. Provide a forecast of cash flow

H - Timeline

1. Provide an overview of the timelines involved in this project. Please note any dates or timeframes that must be adhered to in order for the project to proceed.
2. Show follow-up period

I - Ethics Review Committee Report

- Provide a report from your organization's Ethics Review Committee (for larger Learning Project Partnerships)

Proposals may be submitted in English or French.

Once submission of your full proposal is received, you will be informed about the timelines for evaluation and acceptance process steps.

Where to submit your Project Partnership Proposal

Individuals or organizations seeking a project partnership will be invited (if their Letter of Intent is approved) to complete their project application through our portal:
<https://ceric.fluidreview.com/>.

For more information, please visit www.ceric.ca

Assessment and Review Process

Letters of intent and proposals are reviewed regularly and are considered on the basis of merit, degree of alignment with CERIC's goals and availability of CERIC resources. The assessment and review process for proposals may take up to 16 weeks, if no further details are required. If revisions or clarification are required, the process could take longer.

Appendix A: Ethical Guidelines

Partners must describe how ethical standards will be met, especially those relating to informed consent, confidentiality, privacy, use of intellectual property and reporting of results.

If the project involves research with human subjects, or requires the collection of personal information, partners must outline how they intend to address ethical issues of informed consent and confidentiality.

Additionally, CERIC requires that partners adhere to the Personal Information Protection and Electronic Documents Act (PIPEDA), by disclosing how they will collect, use, and disclose personal information in the course of a project.

In researching and reporting information, partners also agree to:

- make available the results of the study;
- be clear on original ideas and give appropriate acknowledgement to others whose work is used;
- respect the intellectual property agreement set out at the onset of the project;
- take care to report results in an accurate way to minimize the possibility of the results being misleading or misinterpreted; and
- make available the results to qualified parties who might want to replicate the study.

Guidelines to assist partners in designing a project that adheres to ethical guidelines may be found on most university web sites. For example, The Introductory Tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS) <http://www.pre.ethics.gc.ca/english/tutorial/>.

The American Psychological Association (APA) website addresses key ethical issues for working with individuals in a counseling relationship. More information may be obtained at www.apa.org or at <http://apa.org/ethics/code/index.aspx> and through Imagine Canada.

Information on PIPEDA may be found through www.priv.gc.ca or www.privacyinfo.ca.

CERIC POLICY STATEMENT ON HUMAN PARTICIPANT RESEARCH

CERIC adheres to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS). The purpose of the Tri-Council guidelines is to ensure that the dignity and well-being of human participants is fully respected.

Key Principles from “The Tri-Council Statement on Ethical Conduct for Research Involving Humans”:

Respect for Human Dignity: This overarching principle forms the basis for all principles including respect for the many personal interests including social, psychological and cultural integrity.

Respect for Free and Informed Consent: Consent includes a discussion of participants' rights, expectations of participant's contributions **and** the researcher's duties and responsibilities to ensure free and informed consent by the research participant.

Respect for Vulnerable Persons: Vulnerable persons such as children, institutionalized persons, will be provided with special procedures to protect their interests.

Respect for Privacy and Confidentiality: The protection of identity, the control of data and sharing of personal information need to follow TCPS standards.

Respect for Justice and Inclusiveness: Segments of the population should not be burdened with the potential harms of research nor should those who benefit be discriminated against.

Balancing Harms and Benefits: This is a recognition that harms and benefits must be balanced and that some harms may be unforeseen. In human service organizations, the reputation of communities and individuals should be considered.

Minimizing Harm / Maximizing Benefit: Participants should not be exposed to unnecessary risk and their participation must be key to the social relevance of the research and the advancement of knowledge.

Further details of these guidelines are available at the website:

<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>

If dealing with Aboriginal populations, please check the guidelines at the website:

<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter9-chapitre9/>

Applicants' proposed research involving any kind of data collection and analysis involving human participants must adhere to these guidelines. All funded research that is supported by CERIC must adhere to these policies. If an applicant's organization has its own ethical guidelines for research, evidence of the consistency of these guidelines with the Tri-Council guidelines must be included in a CERIC project application.

Appendix B: Sample Budget and Cash Flow Forecast

All costs must be detailed including administrative and in-kind costs. In-kind contributions are encouraged. Projects will be assessed on a case by case basis. Researchers are encouraged to be collaborative.

Sample Budget for the development and implementation of a 1 day workshop for 30 people, delivered by a qualified trainer, with registration at \$100 (incl. meals and materials).*

Revenue

CERIC Partnership Support	8,300
Workshop Fees	3,000
Other Funding Sources	2,000
Total Revenue	13,300

- List all sources of funds including in-kind

Expenses

Workshop Development (per diem: \$250)	7,000
Trainer/Facilitator Fees (per diem: \$500)	1,000
Office Supplies	100
Telecom: Internet/ Telephone / Fax	300
Postage / Courier	300
Printing / Copying	700
Advertising / Marketing / Promotion	2,000
Workshop Venue	1,000
AV & Equipment Rental	300
Food and Refreshments	500
Sundries	100
Total Expenses	13,300

- Articulate all expenditures by type relevant to the specific project

- Identify per diem rate or hourly rate, if applicable

Net Surplus/Deficit 0.00

Sample Cash flow for the development and implementation of a 1 day workshop to be held in April 2019:

Expenditures	Jan	Feb	Mar	Apr	Total
Workshop Development	5,000	2,000			7,000
Venue Expenses		500		1,000	1,500
Workshop Delivery			500	800	1,300
Marketing & Promotion		600	1,500	600	2,700
Misc. Administration	200	200	200	200	800
Total	\$5,200	\$3,300	\$2,200	\$2,600	13,300

* NOTE: Figures provided in the sample budget are not an indication of actual level of CERIC Partnership Support.