A need drives your project idea…

You have identified a need and have a project idea

But you're unsure where to go for support

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CERIC Provides Support For…

- Practical and Academic Research
- Ongoing Learning and Professional Development

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Current Funding Priorities

- Early intervention to assist children's career decision making
- Career practitioning with social and economic impact
- Impact of career services on policy and programs
- New emerging career development theories and career management models
- Entrepreneurial education and career development

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Who Can Apply for CERIC Project Partnership Support?

- Individuals or organizations
  - Can be non-profit organization (need not be a charitable organization)
  - Can be an individual or group of individuals
  - Can be a private company
  - Can be a combination or collaboration of any of the above

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What are some Project Partnership Components?

- development
- delivery
- cost sharing
- sharing of intellectual property
- marketing

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What Types of Projects do you fund?

- ECaliber Group and Calience Research and Consulting **- Settlement Services Workers Profile**
- University of Calgary, Life Strategies, University of Queensland (Australia) **- Career Theories and Models at Work: Ideas for Practice**
- University of Winnipeg **- Bridging Two Worlds: Culturally Responsive Career Development to Meet the Needs of Newcomer and Refugee Children in Canada**
- Regroupement québécois des organismes pour le développement de l'employabilité (RQuODE) - **Reference Guide to Optimize Employability Interventions with Inuit Clients**
- Canada Career Counselling - **Making It Work! Managing Successful Maternity Leave Career Transitions**
- MixtMode, UBC, William & Mary University and Al Akhawayn University - **Hope-Centred Career Interventions**
- Others

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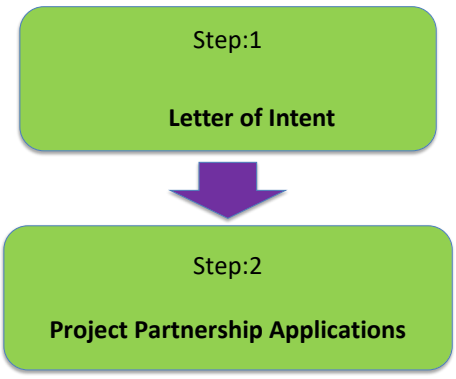
Application Process



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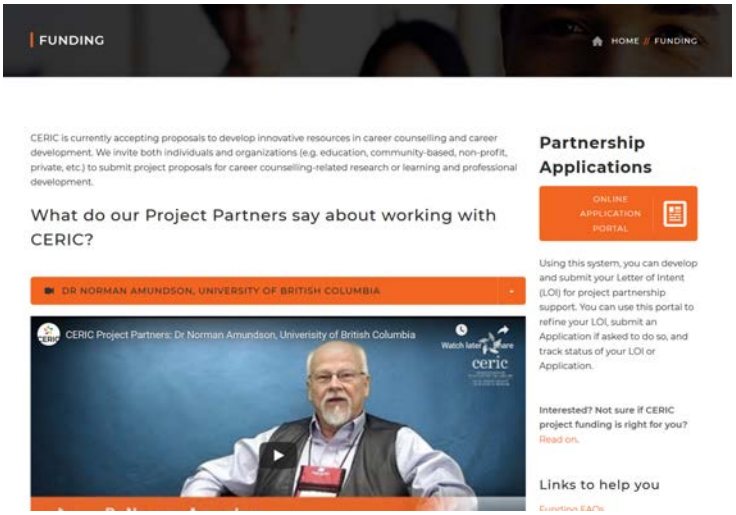
CERIC's Online Application Portal



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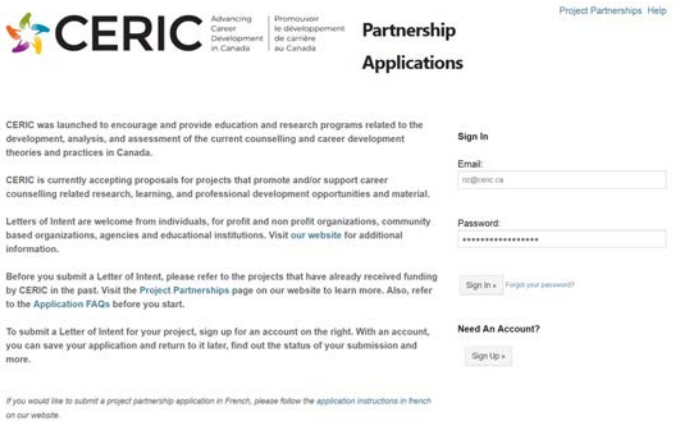
Portal Landing Page and Account Set-up Access



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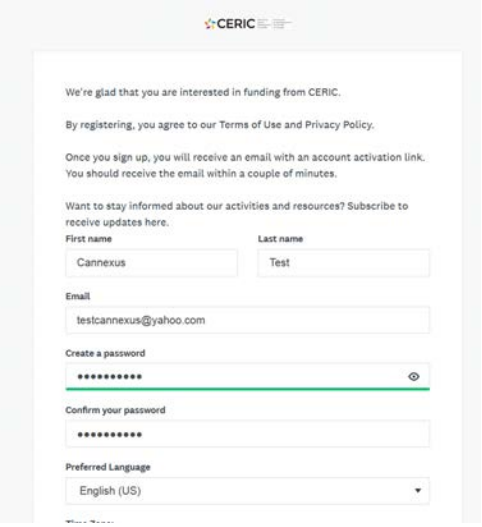
Your Account Set-up



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Account Verification

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Account Log In

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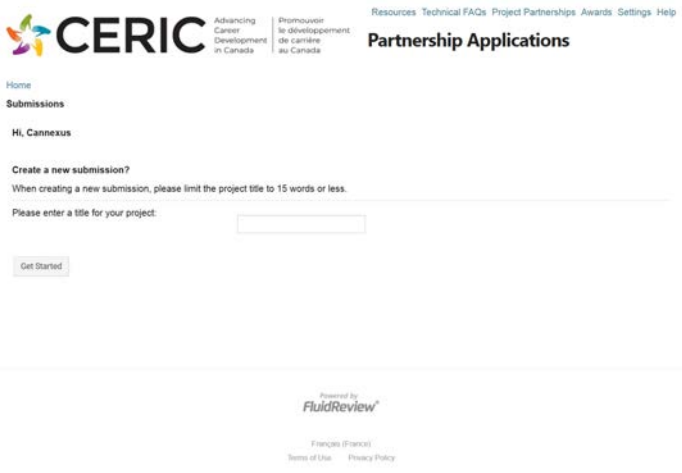
Start your LOI: Give your Project a Title



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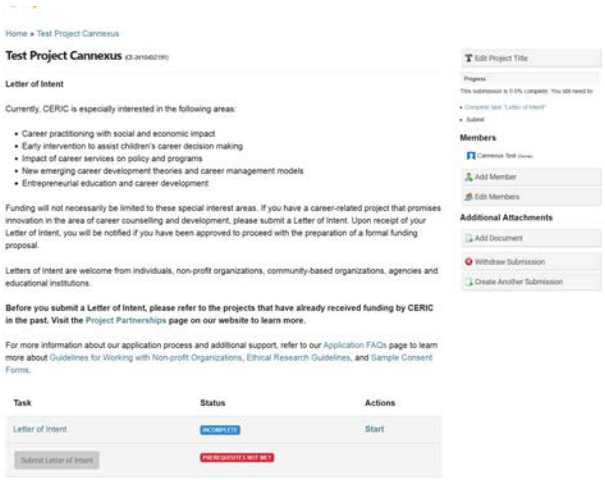
Your Account Page



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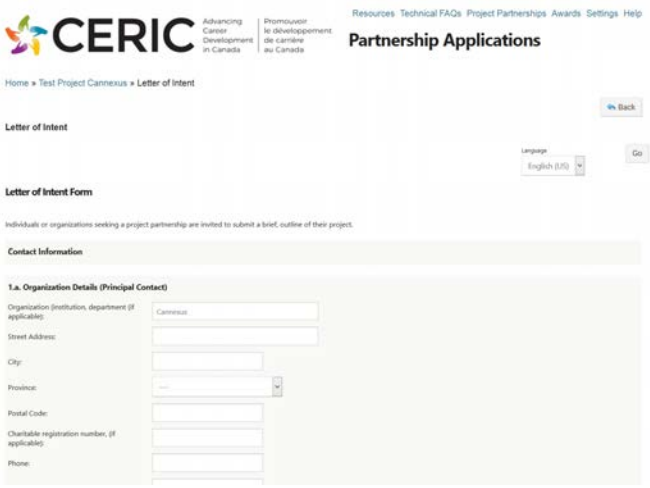
The LOI Application



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Step 1: Letter of Intent

- Your letter of intent should include:
  - Important contact information for the organization
    - List of all collaborators
  - Description of:
    - project or purpose for which resources are being requested (identify the need)
    - similar/related projects and how your project differs from these
    - project's objectives and activities
    - project's impact on career counselling / career development

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Letter of Intent (cont'd)

- Whether it is a Practical or Academic Research Project or Learning & Professional Development Project
- The type of resources requested (financial and other)
- An appropriate budget and time frame
- List of other groups/organizations approached for resources
  - Status of approach

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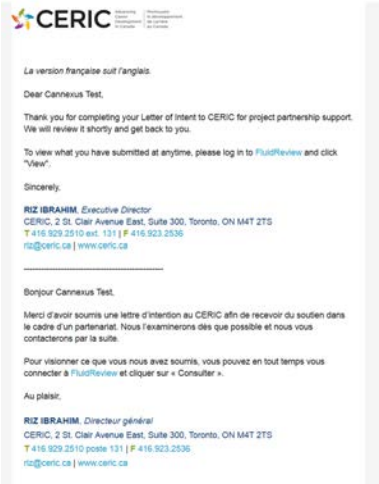
LOI Confirmation



CERIC

La version française suit l'anglais.

Dear Cannexus Test,

Thank you for completing your Letter of Intent to CERIC for project partnership support. We will review it shortly and get back to you.

To view what you have submitted at anytime, please log in to FluidReview and click "View".

Sincerely,

RIZ IBRAHIM, *Executive Director*
CERIC, 2 St. Clair Avenue East, Suite 300, Toronto, ON M4T 2T5
T 416.929.2510 ext. 131 | F 416.923.2536
riz@ceric.ca | www.ceric.ca

Bonjour Cannexus Test,

Merci d'avoir soumis une lettre d'intention au CERIC afin de recevoir du soutien dans le cadre d'un partenariat. Nous l'examinerons dès que possible et nous vous contacterons par la suite.

Pour visionner ce que vous nous avez soumis, vous pouvez en tout temps vous connecter à FluidReview et cliquer sur « Consulter ».

Au plaisir,

RIZ IBRAHIM, *Directeur général*
CERIC, 2 St. Clair Avenue East, Suite 300, Toronto, ON M4T 2T5
T 416.929.2510 poste 131 | F 416.923.2536
riz@ceric.ca | www.ceric.ca

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TIP

CERIC supports projects / models that are **replicable** and **transferrable**

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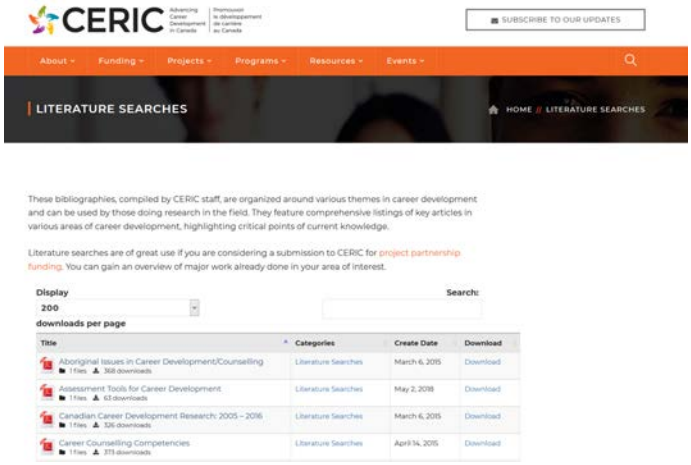
Use CERIC Literature Searches



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SIDEBAR

RESEARCH AND MITACS

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Moving from the Letter of Intent to the Application Stage

- Following the review and APPROVAL of a Letter of Intent (Step 1), CERIC will invite selected potential partners to submit a full proposal (Step 2)

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Confirmation to Step 2

CERIC

La version française suit l'anglais.

Dear Cannexus Test,

Having reviewed your Letter of Intent, I would encourage you to complete a full application for a Research Project Partnership.

Please log in to [ceric.fluidreview.com]FluidReview and complete the full application process.

The following notes may be of use to you in completing your application:

Sincerely,

RIZ IBRAHIM, *Executive Director*
CERIC, 2 St. Clair Avenue East, Suite 300, Toronto, ON M4T 2T5
T 416.929.2510 ext. 131 | F 416.923.2536
riz@ceric.ca | www.ceric.ca

Bonjour Cannexus Test,

Ayant passé en revue votre lettre d'intention, j'aimerais vous inviter à soumettre une application complète pour un partenariat de projet de recherche.

Veuillez vous connecter à FluidReview et compléter le processus d'application.

Les renseignements suivants pourraient vous être utiles lorsque vous compléterez votre application :

Cordialement,
RIZ IBRAHIM, *Directeur général*
CERIC, 2 St. Clair Avenue East, Suite 300, Toronto, ON M4T 2T5
T 416.929.2510 poste 131 | F 416.923.2536
riz@ceric.ca | www.ceric.ca

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Letter of Intent FAQs

1. How will I know my Letter of Intent has been received?
2. How often do you review Letters of Intent?
3. Can I submit my Letter of Intent in either language?
4. Who reviews Letters of Intent?
5. How will I know to submit a full application?

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Letter of Intent FAQs (Cont'd)

6. If there are multiple collaborators, who's contact information should we include?
7. If my project idea is different from your Funding Priorities, will you still consider it?
8. Do you have funding levels? ie. maximum amount that can be requested?

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LOI Reminders

- Include your FULL contact information
- Title your project, even if it is a working title
- Identify the need and describe the project, objective and activities
- State the impact your project will have
- Be specific about what supports you are asking for (funding, marketing, etc.)
- Be realistic about your budget and timelines
- Don't forget to mention additional supports
- Ask for assistance/clarification if you need it

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Step 2: Application Package

Summary Information:

A – Contact / Organizational Information

- Include: CVs, if appropriate
- Include: 3 signed Letters of Support on Letterhead

B - Introduction / Executive Summary

C - Abstract

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Step 2: Application Package (cont'd)

Project Details:

D - Describe the need for the project

E - Describe the Project

F - Assessment

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Step 2: Application Package (cont'd)

Budget and Timelines:

G - Budget and cashflow

H - Timeline

For some larger Research Projects:

I - Ethical Review Committee Report

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TIP

CERIC supports projects that are **collaborative**

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Application FAQs

1. How often are Applications reviewed?
2. How long is the review process?
3. What kinds of Letters of Support are you looking for?
4. When asked for clarification, do we need to resubmit our application?
5. What do you do when you receive applications for similar or complementary projects?

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Application FAQs (cont'd)

6. We are bringing previously developed materials into the project. How can we deal with the IP around this?
7. Our project is expected to generate some revenue. How can we treat this within our proposal?
8. How will I know if my application is accepted or declined?
9. What happens to my application if it is declined?

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SIDEBAR

LEGAL AGREEMENT

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Helpful Hints

1. Ensure that your Executive Summary can stand on its own
2. Be clear about how the need was determined
3. Review existing literature, programs or products
4. Be specific about stakeholders
5. Be clear about your methods
6. Measure your outcomes

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Helpful Hints (cont'd)

7. Tell us about your data
8. Consider any ethical concerns, and how you will deal with these
9. Be clear about the deliverables for the project
10. Be specific about how and where you will disseminate findings
11. Detail how you will market your project/deliverables
12. Ensure that your budget reflects your marketing/ dissemination efforts

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SIDEBAR

MIDSTREAM SUPPORT
AND INTERIM REPORTING

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TIP

Leverage CERIC's Programs for marketing and dissemination

- **Cannexus**
- **CareerWise / OrientAction**
- **Careering Magazine**
- **Canadian Journal of Career Development**

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Ensure that you…

- Give your project a title
- Provide full and correct contact details
- Use the checklist in the application package
- Provide all supporting materials (such as signed letters of support on letterhead and CVs)
- Check your submission for spelling (eg. "counselling" not "counseling")
- Verify the totals in your budget

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SIDEBAR

CERIC SUPPORTS AND YOUR PROJECT

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Final Reporting

- All CERIC funded Project Partnerships are required to provide a project final report as part of the overall set of project deliverables.
- Project partners are encouraged to read the requirements in this template **prior to** commencing the project. This will allow you to collect and note the necessary details over the project life cycle. The receipt and approval by CERIC of the project final report are a condition of project closure.

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Final Reporting

The final report's objective is to inform the reader of the implementation of the project; that is, to document what was intended, what was actually carried out and to give a concise explanation of the differences, positive and negative.

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Final Reporting

Project End Reporting consists of two components:

- 1. Final report of the project proceedings connecting the project intent, as specified in the proposal, with the project outcome(s); and,
- 2. Financial reporting.

#1 is a public facing component; #2 is only reviewed by the CERIC Board of Directors along with the approved final report and should be submitted as a separate document.

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Final Reporting

- **Cover Page**
- **The Project Team**
- **Executive Summary**
- **The Need for the Project**
- **Purpose, goals or objectives**

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Final Reporting

- Partnerships and collaborations
- Activities and/or Research Methods
- Timelines
- Deliverables
- Marketing and Dissemination
- Revenue Generation / Cost Recovery

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Final Reporting

- Monitoring and Evaluation
- Impact Assessment/Outcomes
- Key findings / Insights
- Next Steps and Recommendations
- Appendices
- Financial Reporting

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Need Clarification?

- Refer to Application FAQs at www.ceric.ca
- Peruse our Projects Page at www.ceric.ca
- Contact Riz Ibrahim, Executive Director, at riz@ceric.ca

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