

# SM APPLY GUIDE

## RFPs Documents

Overview: [http://oncat.ca/index\\_en.php?page=news\\_1710](http://oncat.ca/index_en.php?page=news_1710)

Innovative Transfer: [http://www.oncat.ca/files\\_docs/content/pdf/en/2017-18\\_ONCAT\\_RFP-Innovative\\_Transfer\\_FINAL.pdf](http://www.oncat.ca/files_docs/content/pdf/en/2017-18_ONCAT_RFP-Innovative_Transfer_FINAL.pdf)


Pathway Development: [http://www.oncat.ca/files\\_docs/content/pdf/en/2017-18\\_ONCAT\\_RFP-Pathway\\_Development\\_FINAL.pdf](http://www.oncat.ca/files_docs/content/pdf/en/2017-18_ONCAT_RFP-Pathway_Development_FINAL.pdf)


Research: [http://www.oncat.ca/files\\_docs/content/pdf/en/2017-18\\_ONCAT\\_RFP-Research\\_FINAL.pdf](http://www.oncat.ca/files_docs/content/pdf/en/2017-18_ONCAT_RFP-Research_FINAL.pdf)

## Tips for a smooth application

 **Register your account early**

 **Get used to the system** ...you can always delete “test” applications if you want to simply get familiar with the system

 **Review the RFP criteria** ...detailed in the RFP documents PRIOR to submitting your application

 **Keep Calm** ...don’t worry, while the platform may be new, the information requested is similar to what has been required in the past

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NOTE: *The following illustrated guide uses the Innovative Transfer RFP as an example, but **the process is the same for each RFP***

## STEP 1: Application Links

Click one of the application links:

Innovative Transfer: [https://oncatapplication.smapply.io/prog/innovative\\_transfer/](https://oncatapplication.smapply.io/prog/innovative_transfer/)

Pathway Development: [https://oncatapplication.smapply.io/prog/pathway\\_development/](https://oncatapplication.smapply.io/prog/pathway_development/)

Research: <https://oncatapplication.smapply.io/prog/research/>

Or navigate from the oncat.ca website by clicking this link:

The screenshot shows the ONCAT website's news page. The main headline is "ONCAT releases Requests for Proposals (RFPs)". The article text states that ONCAT has issued RFPs for innovative transfer projects, pathway development, and research. A list of project types is provided, including blending micro-credentials, building bilingual pathways, and assessing ACE credits. A note mentions that proposals not in the listed categories will be considered equally. At the bottom, a link is provided to read the full RFP or to apply. An orange arrow points from the text "Or navigate from the oncat.ca website by clicking this link:" to the "click here" link in the article.

oncat  
Ontario Council on  
Articulation and Transfer

Student Looking to  
Transfer?

ontransfer.ca  
by oncat

Contact | Français

Home | About | Credit Transfer in Ontario | Projects | Research | Reports | News & Events | Student Pathways Conference

Home / News & Events / ONCAT releases Requests for Proposals (RFPs)

### ONCAT releases Requests for Proposals (RFPs)

**TORONTO, October 2, 2017** – The Ontario Council on Articulation and Transfer (ONCAT) has issued Requests for Proposals (RFPs) for new postsecondary Innovative Transfer Projects, Pathway Development Projects, and Research Projects on credit transfer in the province of Ontario.

2017-18 RFP – INNOVATIVE TRANSFER PROJECTS

ONCAT is seeking proposals for innovative projects that develop and implement system-wide solutions to enhance student mobility and reduce barriers for transfer students in the province of Ontario. In ONCAT's experience, the most innovative approaches to student mobility have emerged through institutional partners who have imagined and developed new models of academic collaboration. ONCAT wishes to build on the collaborative work in the sector by encouraging institutions to identify system-wide issues that impact mobility. A key outcome is exploring sustainable solutions aimed at addressing specific mobility issues and developing a model that can be shared with and replicated by other institutions. Any proposed solutions or models should be specific to the Ontario context.

In consultation with the sector, ONCAT has identified some projects that may be of interest, including:

- Blending micro-credentials into transfer initiatives;
- Building pathways between French-Language Institutions/Bilingual Institutions and English institutions for the purposes of bilingual pathways between French and English programs;
- Assessing the compatibility, consistency and transferability of Academic and Career Entrance (ACE) credits across postsecondary institutions in Ontario;
- Ensuring developed pathways lead to job opportunities and long term economic outcomes for transfer students; or
- Exploring innovative tools/methods of gathering data on transfer rates and student mobility in Ontario.

NOTE: Proposals that do not fall into the above-mentioned categories will be considered equally. The list of projects included above is not exhaustive; additional project types that explore student mobility in Ontario are encouraged.

To read the full 2017-18 RFP – INNOVATIVE TRANSFER PROJECTS or to apply, please [click here](#).

Stay informed of current news and announcements via email.  
**ONCATnews**  
Subscribe »

## STEP 2: Download Materials

EN Log In Register

oncat caton  
Ontario Council on Articulation and Transfer

Ontario Council on Articulation and Transfer Application Portal

**Innovative Transfer**

2017/18 Request for Proposals for Innovative Transfer

Reference: ONCAT 17/18 RFP — Innovative Transfer

Submission deadline: November 26, 2017 at 11:59 pm

To download this complete document, please [click here](#).

**Overview**

ONCAT is seeking proposals for innovative projects that develop and implement system-wide solutions to enhance student mobility and reduce barriers for transfer students in the province of Ontario. In ONCAT's experience, the most innovative approaches to student mobility have emerged through institutional partners who have imagined and developed new models of academic collaboration. ONCAT wishes to build on the collaborative work in the sector by encouraging institutions to identify system-wide issues that impact mobility. A key outcome is exploring sustainable solutions aimed at addressing specific mobility issues and developing a model that can be shared with and replicated by other institutions. Any proposed solutions or models should be specific to the Ontario context.

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3. Assessing the compatibility, consistency and transferability of Academic and Career Entrance (ACE) credits across postsecondary institutions in Ontario;
4. Ensuring developed pathways lead to job opportunities and long term economic outcomes for transfer students; or
5. Exploring innovative tools/methods of gathering data on transfer rates and student mobility in Ontario.

**APPLY**

Opens  
Sep 11 2017 12:00 AM (UTC)

Deadline  
Nov 26 2017 11:59 PM (UTC)

Page includes full details on the selected RFP, such as:

- Overview
- Eligibility
- Submission criteria
- Budget
- Timelines
- Deliverables and expectations

It is recommend that applicants download this document and review this information carefully before submitting an application.

# STEP 3: Register

EN ▾ Log In **Register** ⓘ



Ontario Council on Articulation and Transfer Application Portal

## Innovative Transfer

[2017/18 Request for Proposals for Innovative Transfer](#)

**Reference:** ONCAT 17/18 RFP — Innovative Transfer

**Submission deadline:** November 26, 2017 at 11:59 pm

To download this complete document, please [click here](#).

### Overview

ONCAT is seeking proposals for innovative projects that develop and implement system-wide solutions to enhance student mobility and reduce barriers for transfer students in the province of Ontario. In ONCAT's experience, the most innovative approaches to student mobility have emerged through institutional partners who have imagined and developed new models of academic collaboration. ONCAT wishes to build on the

**APPLY**

Opens

Sep 11 2017 12:00 AM (UTC)

Deadline

Nov 26 2017 11:59 PM (UTC)

## REGISTER well in advance of applying!

All applications that you submit are tied to your login credentials, allowing you to:

- Review & Edit
- Save
- Submit
- Track application status through review process

## STEP 3: Register *cont'd*



Register for an applicant account

Register with

Facebook    Google    Twitter

OR

First name     Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)

I'm not a robot

**CREATE ACCOUNT**

1) Enter preferred login credentials

**DO NOT use your Institution/organization** as your first or last name *(even if the account is shared with multiple people)*

2) Check this off *(added security measure for your account)*

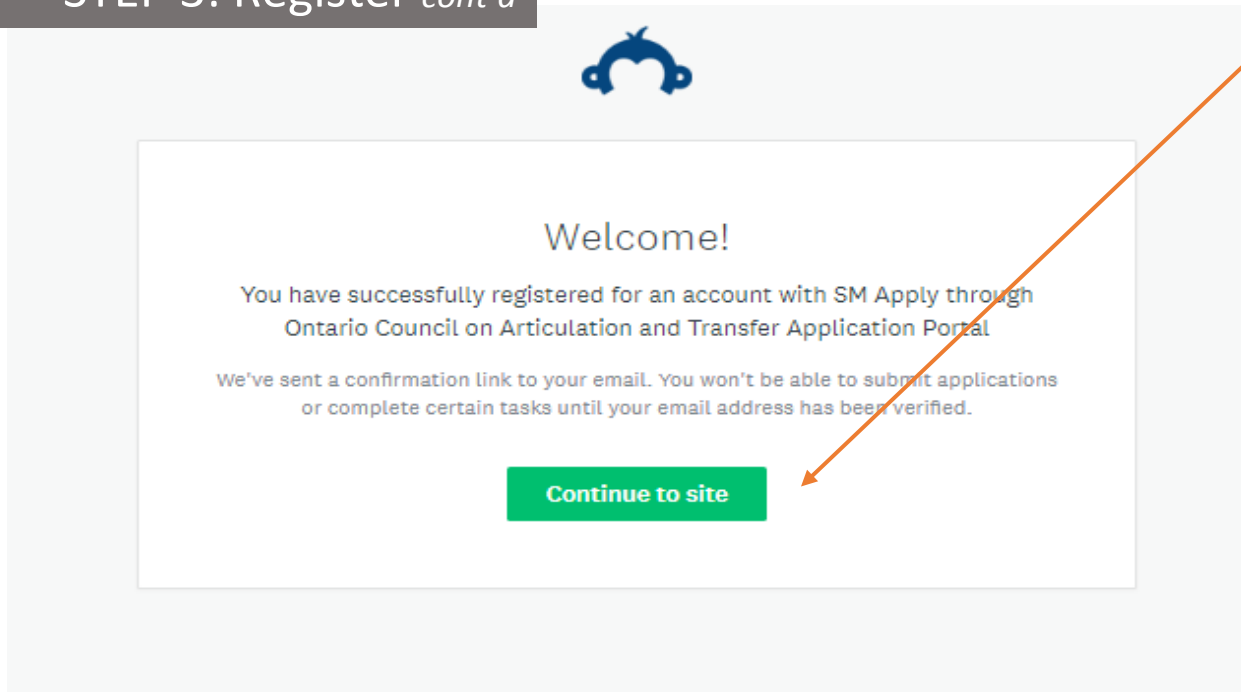
3) Click "Create Account"

Powered by



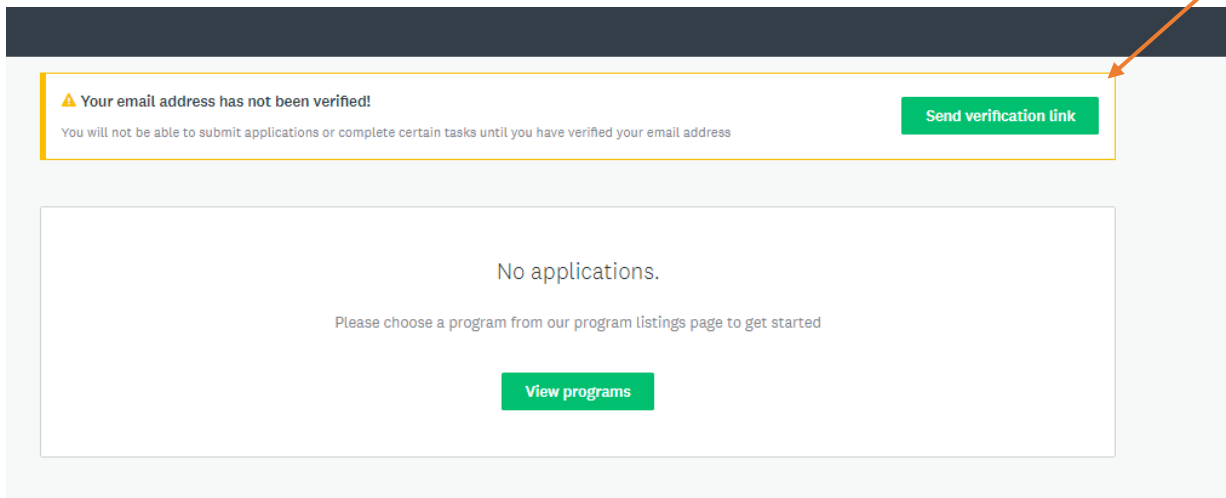
Already have a SurveyMonkey Apply account? [Log in here](#)

### STEP 3: Register *cont'd*



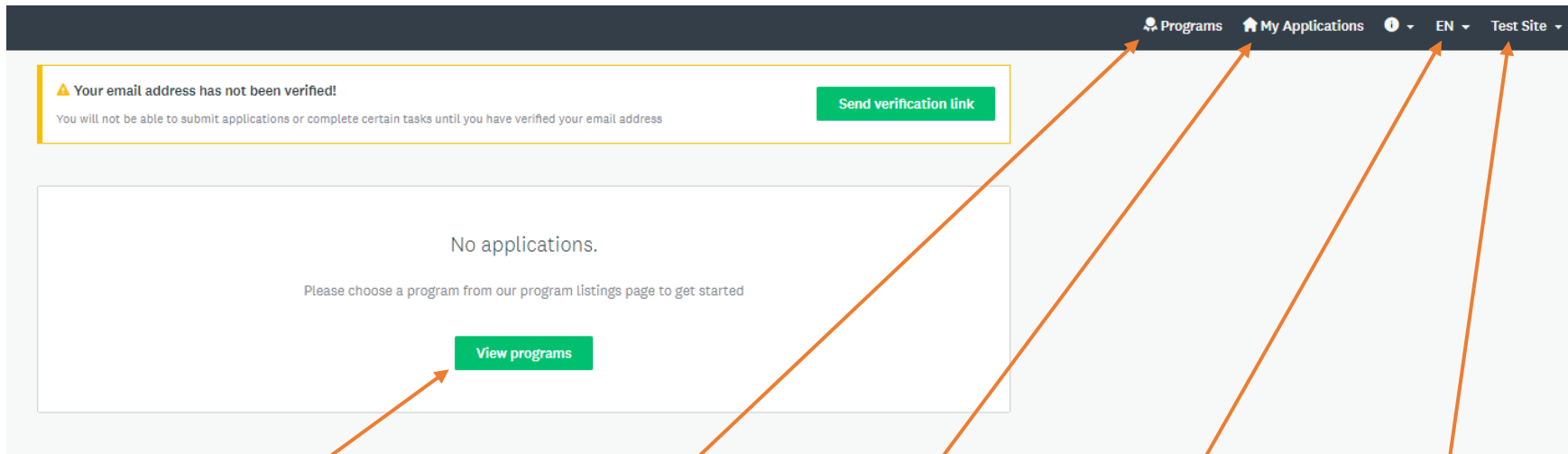
Click this link

### STEP 4: Account Verification



Click this link  
*(an email will be sent asking you to verify the account)*

# Account Overview



*Click here to begin your application*

*Click here to go back to the main page and select your program*

*Click here to view, edit, and delete any of your applications*

*Click here to switch language*

*Your name will appear here*  
*Click here to edit account settings*

STEP 5: Select Program

Programs



Programs

Search programs..



**Pathway Development**

Accepting applications from Sep 11 2017 12:00 AM (UTC) to Nov 26 2017 11:59 PM (UTC)

MORE >

**Innovative Transfer**

Accepting applications from Sep 11 2017 12:00 AM (UTC) to Nov 26 2017 11:59 PM (UTC)  
2017/18 Request for Proposals for Innovative Transfer

MORE >

**Research**

Accepting applications from Sep 11 2017 12:00 AM (UTC) to Nov 26 2017 11:59 PM (UTC)

MORE >

1 - 3 of 3 Programs

“Programs” tab at the top, will always redirect you to this Programs page.

Programs:

- Pathway Development
- Innovative Transfer
- Research

Click “MORE” to apply (you can submit multiple applications for the same Program)



## STEP 6: Begin Application

The screenshot shows the ONCAT application portal. At the top, there is a navigation bar with 'Programs', 'My Applications', 'EN', and 'Test Site'. Below the navigation bar are the logos for 'oncat' (Ontario Council on Articulation and Transfer) and 'caton' (Conseil pour l'articulation et le transfert - Ontario). The main content area displays the 'Innovative Transfer' RFP details, including the title '2017/18 Request for Proposals for Innovative Transfer', the reference 'ONCAT 17/18 RFP — Innovative Transfer', and the submission deadline 'November 26, 2017 at 11:59 pm'. A green 'APPLY' button is prominently displayed. A 'click here' link is provided for downloading the complete document.

Ensure you are logged-in.  
(your name should appear here)

Click "APPLY" to begin application

**\*\*Reminder\*\***  
Read the RFP description thoroughly

This title will identify the application. This can be edited at a further date.

**Ensure this title matches the title on the submission/budget forms once you submit**

Once title is entered, click "CREATE APPLICATION"

## STEP 7: Name Your Application

The screenshot shows a dialog box titled 'Name your application'. It contains a text input field labeled 'Title of Project'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'CREATE APPLICATION'. The 'CREATE APPLICATION' button is highlighted in green.

# Application Home

0 of 4 required tasks complete

Last edited: Oct 4 2017 01:00 PM (EDT)

**REVIEW & SUBMIT**

Deadline: Nov 26 2017 06:59 PM (EST)

Innovative Transfer

**test**

ID: 0000000009

Preview ...

Rename

Download

Delete

APPLICATION ACTIVITY

Your tasks

- Innovative Transfer Submission Form >
- Innovative Transfer Budget Form >
- Upload Project Team Member(s) Resume >
- Upload Additional Documents(optional) >
- Upload Signature Form >

Track the progress of task completion

The Program you are apply for

Title of your application

Here you can:  
1) Rename your application title.  
2) Download your application.  
3) Delete your application.

These tasks must be completed before final submission

*Please start with "Submission Form" click the ">"*

STEP 8: Task Completion

Back to application

Innovative Transfer  
test  
ID: 0000000009

Innovative Transfer Submi...  
Innovative Transfer Budge...  
Upload Project Team Mem...  
Upload Additional Docum... (optional)  
Upload Signature Form

0 of 4 required tasks complete  
Last edited: Oct 4 2017 01:30 PM (EDT)  
REVIEW & SUBMIT  
Deadline: Nov 26 2017 06:59 PM (EST)

Innovative Transfer Submission Form

ONCAT RFP Submission Form  
Submission deadline: November 26, 2017 at 11:59 pm

0%

1.0 Title of Proposed Project

1.1 Please select your institution

- Algoma University
- Algonquin College of Applied Arts and Technology
- Anishinabek Education Institute
- Brock University
- Cambrian College of Applied Arts and Technology
- Canadore College of Applied Arts and Technology
- Carleton University
- Centennial College of Applied Arts and Technology
- George Brown College of Applied Arts and Technology
- Georgian College of Applied Arts and Technology
- Humber College Institute of Technology and Advanced Learning
- Iohahio Akwesasne Adult Education Centre
- Kenjgewin Teg Educational Institute
- La Cité Collégiale
- OCAD University
- Ogweheweh Skills and Trades Training Centre
- Oshki-Pimache-O-Win Education & Training Institute
- Queen's University
- The Royal Military College of Canada
- Ryerson University
- Sault College of Applied Arts and Technology
- Seneca College of Applied Arts and Technology
- Trent University
- Université de Hearst
- Université Saint-Paul
- Université de Sudbury
- University of Guelph
- University of Ontario Institute of Technology
- University of Ottawa
- University of Toronto
- University of Waterloo

These titles should be identical

Track the progress of form completion

**\*\*Reminder\*\***  
Read the RFP criteria carefully. For example, section "1.2 Please select a participating institution(s)" is not required for an Innovative Transfer application. However, this may be required by another program.

STEP 8: Task Completion *cont'd*

5.0 Methodology/Project Management

Provide a clear and comprehensive explanation of all steps that will be required to complete the project. In describing your methodology/project management for this project, please address the following points:

1. Should your application require an external evaluator, please outline a plan for how the evaluator will be integrated into the process over the life of the project in order to meet the criterion of the RFP.
2. Should your project require research with human participants, please account for Research Ethics Board approval in your timelines/milestones.

Maximum 300-500 words lol

Words entered: 3. Max: 500

Please enter your timeline below. Clearly indicate the key milestones of the project as it moves from conception to completion/implementation.

Timeline

	Milestones	Date	Notes (if none, please
1	1	2016/04/16	123
2	2	2016/04/16	456
3	3	2016/04/16	789
4	4	2016/04/16	123
5	5	2016/04/16	456
6			
7			
8			
9			

**\*\*Reminder\*\***  
 Scroll to the right anywhere a table appear, to ensure fields have been completed

Timeline Table under section 5.0

If submitting less than 10 Milestones: ensure that the fields under the date columns are clear for the empty lines

*Ex. You have completed lines 1 through 5, date fields should be clear for lines 6 to 10.*

STEP 8: Task Completion *cont'd*

ONCAT RFP Submission Form

Submission deadline: November 26, 2017 at 11:59 pm

Is this the first time you are submitting an application for this project in the 2017-18 round of RFPs?

Please select "no" if you have been instructed by ONCAT to amend and resubmit your application.

Yes

No

Clear

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

**YES:** you have not yet/before submitted the application

**NO:** **only** if your application has been reviewed by ONCAT and you have been requested to make edits.

Click "MARK AS COMPLETE" when task is complete  
*Once selected, the progress bar and task list will update accordingly*

**\*\*Reminder\*\***  
*Prior to submitting your full application to ONCAT, you can edit this form at any time.*

STEP 8: Task Completion *cont'd*

The screenshot displays the ONCAT RFP Submission Form interface. On the left, a sidebar shows a list of tasks: 'Innovative Transfer test' (ID: 0000000009), 'Innovative Transfer Submi...' (checked), 'Innovative Transfer Budge...', 'Upload Project Team Mem...', 'Upload Additional Docum...' (optional), and 'Upload Signature Form'. A progress bar indicates '1 of 4 required tasks complete' and shows the last edited time as 'Oct 4 2017 02:16 PM (EDT)'. A 'REVIEW & SUBMIT' button is visible with a deadline of 'Nov 26 2017 06:59 PM (EST)'. The main content area shows the 'Innovative Transfer Submission Form' (Completed Oct 4 2017 02:16 PM (EDT)). The form includes sections for '1.0 Title of Proposed Project', '1.1 Please select your institution' (Algoma University), '1.2 Please select a participating institution(s)' (No responses selected), 'Contact Information', '2.0 Project Lead and Co-Lead', and 'Project Lead (Primary Contact)' (with fields for First Name, Last Name, Title, Full Mailing Address, Email Address, and Phone Number & Extension). The 'Project Co-Lead' section is partially visible.

Page appears once  
"MARK AS  
COMPLETE" has  
been clicked:

1) Overview of  
Submission

2) Check mark on  
completed task

Click here to  
complete next task

STEP 8: Task Completion *Budget Form*

The screenshot displays the application interface for completing the budget form. On the left, a sidebar shows a list of tasks: 'Innovative Transfer test' (ID: 0000000013), 'Innovative Transfer Submi...', 'Upload Completed Innova...', 'Upload Project Team Mem...', 'Upload Additional Docum...' (optional), and 'Upload Signature Form'. A progress bar indicates '1 of 4 required tasks complete' and shows the last edited time as 'Oct 12 2017 04:44 PM (EDT)'. A 'REVIEW & SUBMIT' button is visible with a deadline of 'Nov 26 2017 06:59 PM (EST)'. The main content area is titled 'Upload Completed Innovative Transfer Bud...' and contains 'Task instructions Hide' and '2017/18 ONCAT RFP Budget Guidelines'. The submission deadline is 'November 26, 2017 at 11:59 pm'. Under 'Budget Criteria', there is a list of requirements:
 

- Please confirm with your finance department that HST is required. For more information on HST for education-related projects, please see Part III of the following link: <http://laws-lois.justice.gc.ca/eng/acts/E-15/page-172.html#h-160>.
- Institutions are encouraged to present comparable in-kind contributions. Section 1.1 Personnel and Release Time should include all persons that will contribute to the project.
- Senior project members (those that will have the most time dedicated to the project) must be confirmed at the time of application, External Evaluator and other resourcing excepted. Changes may be submitted to ONCAT for approval at a later date.
- Senior administration (decanal or above) should be considered in-kind contributions.
- All faculty release time should be expressed as course releases, at a maximum of \$8,500/semester.
- Researcher salary capped at \$70,000.
- Please ensure that you include all tasks assigned to specific project members.
- Should your project require an External Evaluator (please refer to the specific RFP Criteria stream that you are applying for), the External Evaluator should account for 8% of the total project cost.
- Should your project require an External Evaluator (please refer to the specific RFP Criteria stream that you are applying for), the External Evaluator should account for 5-10% of the total project cost.
- Institutional staff/personnel released for the purposes of the project, should be released at their institution's per day rate. Please consult with your finance department for this information.
- Total project management costs should not exceed \$10,000, regardless of partner.

 Below the criteria, there is a section for 'Examples of Eligible Costs/Expenses for ONCAT Funding, does not include in-kind. Please note that this list is not exhaustive. You may submit other costs/expenses not included on this list.' with a list:
 

- Instructional Designers
- Subject Matter/Content Experts
- Researcher/Research Assistants
- Faculty
- Meetings (includes travel, food, supplies, room rentals)
- Project Manager
- Travel and Accommodations
- Curriculum Consultants/Developers
- Honouraria
- Facilitators

 A note states: 'ONCAT will only pay for costs specifically and solely related to the project, such as temporary software licences (i.e. fluid survey)'. Below this, it says 'Please download [Innovative Transfer Budget Form](#), fill in, and re-upload.' At the bottom, there is an 'ATTACH FILE' button with a link to 'Show accepted formats' and a 'MARK AS COMPLETE' button. Two orange arrows point from the right-side text to these buttons.

**\*\*Reminder\*\***  
 Review this page carefully before submitting your budget form. This details budget criteria, & examples of eligible/ineligible expenses.

Please download Innovative Transfer Budget Form, fill in, and re-upload.

Click "MARK AS COMPLETE" when task is complete

## STEP 9: Final Submission

The screenshot displays the application submission interface. On the left, a sidebar lists tasks: 'Innovative Transfer test' (ID: 0000000013), 'Innovative Transfer Submi...', 'Upload Completed Innova...', 'Upload Project Team Mem...', 'Upload Additional Docum...' (optional), and 'Upload Signature Form'. The 'Upload Signature Form' task is highlighted with a green checkmark and a right-pointing arrow. Below the list, a progress bar shows '4 of 4 required tasks complete', the last edited time 'Oct 13 2017 08:45 AM (EDT)', and a 'REVIEW & SUBMIT' button. The deadline is 'Nov 28 2017 06:59 PM (EST)'. On the right, the 'Upload Signature Form' task details are shown, including a green checkmark, completion time 'Oct 13 2017 08:45 AM (EDT)', task instructions to download the 'ONCAT Signature Form', and a file upload area with a 'TEST' file added on Oct 13 2017.

**\*\*Reminder\*\***  
At this point, review once again the specific RFP criteria for the program of your application. Requirements will differ among the three programs.

Once all tasks are completed, **review** your application in full, and then **submit** to ONCAT!