Proposal Format

Question	Response

Please clarify what maximum length the submission can be?	The maximum length of the submission without identifying information is 15 pages, while the maximum length of submission with identifying information has been **updated to be 22 pages**. Please refer to the "Proposal Response Format" section on page 11 of the Request for Proposal
	
	If an ethics approval letter is received and included with your submission, one additional page can be included in the submission.
	
	We have also updated Appendix B to include the following information:
	
	Applicant to check the primary recipient of the funds is:
	  o *NPO*
	  o *non-government agency*
	  o *academic organization/individual*
	  o *charitable organization*
	  o *community group*
	Submit confirmation of applicant's status for NPO, non-government agency, charitable organization or community group.
	
	Therefore, Appendix B could have a maximum of 2 pages. Check the updated Request for Proposal here.

How to address the 10-page maximum for the entirety of the Project/Initiative/Work plan when several people/organizations are collaborating, and we need to account for everyone's curriculum vitae?	Please highlight the significant and relative experience for your key personnel who shall be assigned to deliver the services, and include a professional biography/curriculum vitae.

	The project/initiative/workplan section also must contain an outline of the methodology and workplan for the project.
Do you have a grant form or format you want us to adhere to that we can look at? Or are there prior examples of successful grants?	No, we don't have a sample grant form or prior examples. We also don't have a preferred template for the submission.
Can you please clarify if there are spacing or margin size requirements in addition to font size?	Allow margins of 2.5 cm on your submission. This has also been added to the Request for Proposal.
Is there a requirement for both soft and hard copies to be sent in?	All submissions are to be emailed to grants@cpsa.ab.ca.
Who should submit the proposal? The principal investigator or the organization?	The principal investigator should submit the proposal.
For the signature page, can you please confirm that "reproduction of that handwritten signature by way of electronic submission" indicates that an e-signature is acceptable?	E-Signatures will be accepted.
Is there a template for submitting the proposal or any specific section in the proposal?	There is no template for the grant submission other than the page limit for each section.
Can we include appendices as part of the grant? If yes, would they be included in the official page limit?	Appendices can be included; however, they will be included in the official page limit.
Can we include the letters of support from collaborators for our proposal?	You may include letters of support; however, they will be included in the official page limit.
What's an organizations profile? Would a pitch deck be sufficient or should it be a full business plan?	The "Applicant Experience and Qualifications" section should describe your organization's expertise, qualifications and experience with respect

	to each aspect of the activities described in your project description.
What does the "history of the organization" entail?	The "Applicant Experience and Qualifications" can include a history of similar projects or endeavors undertaken. The history can provide information on how long the organizations/community groups have been operating.
What details about partners and collaboration can be included in the submission without identifying information?	The submission without identifying information should describe the project's objectives, expected activities and outcomes. The submission can list the names of organizations or community groups you will be partnering with to achieve your objectives.
What is a "Statement of Qualification"?	The "Applicant Experience and Qualifications" can include an overview of the experience of your organization/community group to achieve the objectives outlined in your project. We recognize that some submissions may be focused on community projects and others may be more research-focused.
Is the methodology and workplan meant to be an overview or should it include all the details?	The workplan should include a detailed timeline that identifies how you intend to undertake the work, the activities involved in the project, any phasing and steps involved, and associated timelines with each. This summary can also include the statistical considerations.
Is the conflict of interest page for all key personnel and is there a specific format?	Yes, the conflict of interest section refers to all key person personnel. There is no template for it.

If we use less space for one section, would this give us more space for other sections?	There is a set maximum page limit for each section in the proposal. For example, if a section has a six-page limit and you only use three pages, you cannot use those three leftover pages in another section of the proposal.
We see there is one page of text permitted for the study budget. Is it possible to request additional space for the budget justification?	One page is provided for the budget. Please use it wisely to provide key details of an acceptable budget.
Is it accurate that no CV is required for any team member, including the principal applicant? We have carefully reviewed the documents requested of applicants and do not see this listed.	A Curriculum Vitae (CV) or professional biography is required for each applicant. In the "Submission with Identifying Information" section of the [Request for Proposal](#), the second bullet of section "3. Project/Initiative/Research Workplan" indicated "each applicant should identify key personnel who shall be assigned to deliver services and include a professional biography/curriculum vitae identifying years and types of experience that is relevant to the activities described in your project."
Does the appendix count as part of the page limit?	Yes, Appendix B would count as part of the page limit. This is considered the Submission Form and has a 2-page maximum page limit.
Are there any particular details required to be included as part of the organizational profile?	The applicant experience and qualifications section should describe your organization's expertise, qualifications and experience with respect to each aspect of the activities described in your project description.
Are there particular reporting templates we can use for the assessment/evaluation plan?	A template is not provided, and it is the organization's responsibility to write the project up with well-constructed ideas and thought.

Do you expect a logic model included with the proposal as part of the evaluation plan?	It is the responsibility of the organization to submit what they think is important to meet the criteria for winning the grant.
Our projects work alongside indigenous communities. Do you need a letter of support from community leadership from the participating communities?	The degree of collaboration should identify whether the collaborating relationships are already established or whether they will be established through completion of the project. A letter of support is not required.
Where can we indicate the amount of funding in the proposal?	Please document the amount of funding sought in the "Budget" section of the submission.
What level of details is expected for the evaluation plan at the application stage?	The evaluation plan should clearly describe how data will be collected and used to demonstrate the degree to which outcomes are met.
Would becoming a business entity be an issue for the long-term sustainability of the project? If our intention is to incorporate both a corporation and non-profit foundation, should we only focus on the latter at this stage?	The application must include how the project is sustainable beyond the CPSA funding. The primary recipient of the funds must be a NPO, non-government agency, academic organization/individual, charitable organization or community group. Therefore, funding will not be provided to a for-profit organization.
Are you looking for how the services would be provided and by whom in our proposal?	Yes, the "Applicant Experience & Qualifications" section should outline how the services would be provided in your project.
In the Project/Initiative/Research Workplan section of the RFP, can you please confirm that as an organization, we would only respond to bullet #1 and #3?	Each applicant should identify the key personnel who will be assigned to deliver the services as described in your proposal.