



2016/17 ONCAT RFP Budget Form

Submission deadline: January 9, 2017

RFP Submissions should include the following components:

1. ONCAT RFP Submission form (as an MSWord document)
2. *This form* - ONCAT RFP Budget form (as an MSEXcel document)
3. ONCAT RFP Signature form (as a pdf or scanned image)

NOTE: CVs of project team members may be requested as part of the proposal evaluation process.

Please type your information directly into this Excel spreadsheet.

Title of Proposed Project:

Lead Institution:

1.1 Personnel and Release Time

Release time should be calculated in course releases.

Senior administration should be in kind (decanal level and above).

Names of Team Member	Titles of Team Member	Number of Days or Semesters	Course Release or Per Day or Semester Rate	ONCAT Funding Requested (Number of days or semesters x Rate)	In Kind Contribution (if applicable)
			Personnel and Release Time Subtotal	\$0.00	\$0.00

1.2 Direct Costs

ONCAT does not pay for communications or marketing.

ONCAT will only pay for costs specifically and solely related to the project, such as temporary software licences (i.e. fluid survey)

ONCAT does not fund the purchase of permanent fixtures.

Description of Direct Costs	ONCAT Funding Requested	In Kind Contribution (if applicable)
Direct Costs Subtotal	\$0.00	\$0.00

1.3 Travel and Accommodation

[Please ensure that travel and accommodation costs align with ONCAT's travel policy.](#)

Description of Travel and Accomodations	ONCAT Funding Requested	In Kind Contribution (if applicable)
Travel and Accomodations Subtotal	\$0.00	\$0.00

1.4 Total ONCAT Funding Requested

When calculating Total ONCAT funding requested please refer to your institutional regulations regarding charging of HST.

Total ONCAT Funding Requested	Amount
Personnel and Release Time Subtotal	
Direct Costs Subtotal	
Travel and Accomodations Subtotal	
Overhead (10% of above subtotals)	
ONCAT Funding Requested (total of above 4 rows)	\$0.00
HST (if applicable to your institution 13% of ONCAT total funding)	\$0.00
Total ONCAT Funding Requested	\$0.00

1.5 Total Project Costs

Total Project Costs	Amount
Total ONCAT Funding Requested	\$0.00
Total In Kind Subtotals	
Total Project Costs	\$0.00

Part 2 Final Report expected October 31, 2016