

## **Proposal Narrative Template Instructions.**

Attached are two Proposal Narrative templates; one for proposals to Conduct Collaborative Events (such as Round Tables, Workshops and Symposia), the other for the Development and Delivery of a Detailed R&D Business Plan.

Select and use only the template that applies to your proposal. Content requirements are different for each. Structure your proposal narrative according to the headings provided in each template. Proposals may not exceed seven pages in length. The minimum font size is 11 point. The minimum margin size is 1 inch on all sides. Though not required, it is strongly recommended to use Times New Roman or Arial.

Please remember to delete this cover page (and any unused template pages) before converting form to PDF and uploading to proposalCENTRAL.

## Proposal Narrative: Collaborative Events

The following is a proposal narrative template for proposals to Conduct Collaborative Events (such as round tables, workshops and/or symposia) that lead to novel methods or approaches for collaborative research. The collaborative event(s) must take place in Canada or California between July 1, 2009 and June 30, 2010. Please note that CCSIP will not consider support for events that are part of a series of workshops or regularly scheduled events with existing networking groups (business as usual); or events that are incorporated into another larger event (i.e. as one or more sessions) or organized “in parallel” to a large event on a similar topic. The organization of back-to-back events will be accepted.

Please structure your proposal narrative according to the headings below. **Proposals may not exceed seven pages in length.** The minimum font size is 11 point. The minimum margin size is 1 inch on all sides. Though not required, it is strongly recommended to use Times New Roman or Arial.

Please remember to delete these instructions (and any unused template pages) before converting form to PDF and uploading to proposalCENTRAL.

### **1. Objectives of the Collaborative Event(s)**

### **2. Novelty and Quality of the Proposed Idea or Concept for a Bilateral Initiative**

### **3. Benefits of the Proposed Bilateral Collaboration for both Canada and California**

*Articulate the value of bilateral collaboration over a unilateral approach, and the anticipated educational impacts (such as knowledge exchange, curriculum development, training of students or professional development of faculty).*

### **4. Scope of the Collaborative Event**

*This may include how the project addresses educational needs, leverages research resources, brings together researchers from different scientific disciplines and/or industrial sectors, and/or facilitates the physical exchange of students, faculty or other research talent between Canadian and Californian universities.*

### **5. Technology Transfer or Delivery to Market:**

*Articulate the downstream potential for technology transfer or delivery to market, for example: yield concrete outcomes, such as the development of highly qualified people, or other commercially-oriented outputs.*

### **6. Format of the Proposed Collaborative Event**

*Include target audience, number of participants, content outline and type of activities (panel discussions, presentations, demonstrations etc.) and the duration of the proposed event.*

### **7. Expertise of the Applicants and the Partners Involved**

*Highlight the participation of universities from both Canada and California. Describe the capability of the Principal Investigators to convene the collaborative event.*

# Proposal Narrative: Development and Delivery of a Detailed R&D Business Plan

The following is a proposal narrative template for proposals for Development and delivery of a detailed R&D business plan for early-stage bilateral initiatives that help to propel the concept to the next stage of development (following the conduct of workshops and associated research). This may include the establishment of new research networks, R&D consortia or Centers of Excellence. Please note that CCSIP will not consider support for the development of business plans that are part of an existing initiative or project (business as usual).

The business plan must be developed and submitted to the CCSIP Steering Committee by June 31, 2010.

Please structure your proposal narrative according to the headings below. Proposals may not exceed seven pages in length. The minimum font size is 11 point. The minimum margin size is 1 inch on all sides. Though not required, it is strongly recommended to use Times New Roman or Arial.

**Please remember to delete these instructions (and any unused template pages) before converting form to PDF and uploading to proposalCENTRAL.**

## **1. Objectives of the Bilateral Initiative**

## **2. Novelty and Quality of the Proposed Idea or Concept for a Bilateral Initiative**

## **3. Benefits of the Proposed Bilateral Initiative for both Canada and California**

*Articulate the value proposition of bilateral collaboration over a unilateral approach; and the anticipated educational impacts (such as knowledge exchange, curriculum development, training of students; professional development of faculty); and the potential for downstream technology transfer or delivery to market.*

## **4. Scope of the Proposed Initiative**

*This may include how the project addresses educational needs, leverages research resources, brings together researchers from different scientific disciplines and/or industrial sectors, and/or facilitates the physical exchange of students, faculty or other research talent between Canadian and Californian universities*

## **5. Technology Transfer or Delivery to Market:**

*Articulate the downstream potential for technology transfer or delivery to market, for example: yield concrete outcomes, such as the development of highly qualified people, or other commercially-oriented outputs.*

## **6. Proposed Approach to the Development and Delivery of the Business Plan**

*Include key activities or tasks to be performed by the project team and the associated schedule.*

## **7. Expertise of the Applicants and the Partners Involved**

*Articulate how each University will participate. Describe the capability of the Principal Investigators and collaborators to develop and deliver a detailed R&D business plan.*