



Canada-California Strategic Innovation Partnership (CCSIP) Proposal Submission Instructions March 19, 2009

The Canada-California Strategic Innovation Partnership (CCSIP, www.ccsip.org), a catalyst for collaborative Research, Development and Delivery (RD&D) between two innovation-intensive jurisdictions, together with the University of California Office of the President (UCOP) and ISTPCanada is pleased to provide **applicant instructions for submission of proposals** to the university-led *Call for Proposals for Collaborative Initiatives between Canada and California*.

Proposal submissions must be complete **by Friday, May 1, 2009 before 2 p.m. Pacific Time/ 5 p.m. Eastern Time**. We encourage early submission of proposals. Plan to submit at least 2 hours before the deadline to ensure successful submission. **Do not wait until the application deadline to submit, or you may be logged out of the system.** Proposals will not be accepted after the deadline.

For a summary of CCSIP award types, funding caps, and other information, see our [Call for Proposals](#).

Please note: Awards are contingent on the availability of funding committed from participating sponsors. Recipients are required to meet all institutional, state and federal regulatory requirements for their proposed activity.

A. Online Proposal Submission

The proposal must be submitted using the online system, proposalCENTRAL at <https://proposalCENTRAL.altum.com/>.

For technical help with proposalCENTRAL, please email pcsupport@altum.com or call 800-875-2562 (Toll-free U.S. and Canada) or +1-703-964-5840 (Direct Dial International). ProposalCENTRAL customer support is available Monday – Friday from 8:30am - 5:00pm (EST).

B. Overview of Proposal Submission Process

This section provides a brief overview of the application process. Detailed instructions are available in [Section C “Application Instructions”](#).

Prior to beginning your full application, your letter of intent must be approved. Access to application forms is not available until LOIs are approved. Upon LOI approval an email notification will be sent to

the Applicant Principal Investigator. It will then be possible to re-enter the system as a registered user, and login as an “Applicant” to begin the full application process.

STEP ONE: Upon receipt of notification of LOI approval, login as an applicant to proposalCENTRAL <https://proposalCENTRAL.altum.com/>. Login as an Applicant to proposalCENTRAL and click the “Edit” button next to the LOI approved by CCSIP. This will provide access to online data forms and proposal form templates.

STEP TWO: Complete all forms. The proposal application consists of two types of forms, the proposalCENTRAL data forms to be completed online, and templates to be downloaded, completed and uploaded to proposalCENTRAL. Fill out online data forms, download proposal form templates, save form templates to your local hard drive, complete them and upload completed forms to proposalCENTRAL. See below for detailed instructions regarding [Online Data Forms](#) and downloadable [Proposal Templates](#).

STEP THREE: Electronic Submission. Once online data forms are complete and required proposal forms are completed and uploaded, the proposal is ready to be electronically submitted. An online automatic validation will help identify any missing forms or data.

Once submitted, an automatic email confirming the electronic submission of the proposal will be sent to the Applicant Principal Investigator.

Applicants may generate a PDF copy of the full proposal by selecting “Print Signature Page and Attached PDF files” from the “Signature Page(s)” section.

C. Application Sections & Components

The proposal application consists of two types of forms, the proposalCENTRAL data forms to be completed online, and templates to be downloaded, completed and uploaded to proposalCENTRAL. Please find instructions for how to complete both form types below.

Online Data Forms: proposalCENTRAL

Complete the online data forms on proposalCENTRAL as described below. Please be sure to **save your work after each entry**. To avoid loss of data, we recommend that you save your work every 10 to 15 minutes. For security reasons, if your session is idle (i.e. if you don’t press Save or click on a link to go to another page) within 60 minutes, you will be automatically logged off. Any unsaved data will be lost.

The following numbered explanations correspond to the numbered Proposal Sections seen in the left hand column of the application page at the proposalCENTRAL web site <https://proposalCENTRAL.altum.com/>.

1. Title Page. Information entered at the LOI stage will be carried over to the proposal Title Page. Please review the information, make updates or changes as necessary, and save the form. This step must be completed before you can continue.

2. Download Templates and Instructions. Click on this link to download instructions and proposal form templates to be completed and uploaded to proposalCENTRAL (see [Proposal Templates](#) for more detail).

3. Enable Other Users to Access this Proposal. This section enables the Applicant PI to grant other users access to the proposal. Access levels include “View Only”, “Edit” (but not submit) or “Administrator” (view, edit and submit).

4. Applicant PI. Information from the Applicant PIs profile entered at the LOI stage will be carried forward to the proposal. Review Applicant PI information and update the profile, if necessary, by clicking the Edit Profile box. **Do not provide your Social Security Number or Passport Number. No information is required in the Personal Data section of the Personal Profile.**

5. Applicant PI Institution & Contacts. Please review the information from the Applicant PI institution. Designate or update the signing official and fiscal contact information. The signing official is the person with the authority to submit the proposal on behalf of the campus. The fiscal contact is the person who will serve as the financial contact if the proposal is approved for funding.

6. Collaborating Investigator & Contacts. Enter information for the Collaborating Principal Investigator. Add any additional Collaborating Investigators. Designate or update the signing official and fiscal contact information. Please note: only one Collaborating Investigator should be listed per campus. Other participants' names and contact information should be included in the Key Personnel form available under the heading "Download Templates and Instructions" on proposalCENTRAL.

Provide only co-investigator institutional contact information for participating institutions. That is: for the UC or Canadian campuses who are directly sponsoring CCSIP. All UC campuses are participating institutions. See the following link for approved Canadian campuses: <http://www.ccsip.org/programs.html> .

7. Abstract and Key Words. Provide a 3000 character abstract of the proposed collaborative initiative. Identify the topic area and main objectives, and briefly summarize the proposed activity, expertise of the applicants, novelty and quality of the proposed idea or concept and benefits to California and Canada. Special characters such as Greek letters, superscripts, subscripts or italics are not permitted.

In the Keywords text boxes, provide at least two and up to three key words that best categorize the proposed collaborative initiative.

8. Budget Summary. Provide total budget request for the Applicant PI and Collaborating PI Universities separately and enter the total requested amount for the project. In this section, Canadian Universities should enter totals in US dollars at a conversion rate of 1.25. **Please be sure that these totals match the information provided in the Budget Workbook template uploaded to proposalCENTRAL** (see [Proposal Templates](#) for additional information about the Budget Workbook template).

Note: Proposal length is for **one year only**. Proposals for Collaborative Events may request up to \$50,000 total. Proposals for Development and Delivery of a Detailed R&D Business Plan may request up to \$100,000 total.

9. Organization Assurances. Indicate whether human or animal subjects are to be involved in the proposed project. Note: Recipients are required to meet all institutional, state and federal regulatory requirements for their proposed activity.

10. Upload Proposal Narrative and Other Attachments. Click on this link to both download and upload the proposal templates provided for this proposal application. The templates can be uploaded/downloaded in any order, and do not need to be uploaded/downloaded in a single session. Template instructions are detailed below. Templates should be completed and uploaded prior to completing the validation and submission sections 11, 12, and 13 outlined below.

11. Validate. This section allows applicants to perform an automated verification to identify any missing information from online or proposal template forms that are required for proposal submission. Incomplete data or missing templates must be addressed before the proposal may be submitted. Applicants will be allowed to continue to proposal submission once all required data is complete and all required templates have been uploaded.

12. Print Face Pages(s) When Application Complete. Click on this link to generate and print signature pages and combine the proposal into a single PDF document. The Applicant PI and Collaborating PI must each download a copy of the signature page, and sign, scan and upload the signed documents into proposalCENTRAL separately. **At the time of application, only the signatures of the two lead investigators (one UC and one Canadian) are required.**

Approval from UC campus Contracts and Grants office will be obtained prior to disbursement of any funds to the UC campus. ISTP Canada will verify Canadian proposals directly with Vice Presidents of Research from participating Canadian Universities.

13. Submit. Once all online and downloaded templates have been completed and uploaded to proposalCENTRAL, the application is ready to be submitted. You must click “submit” to complete the submission. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the Applicant PI.

Proposal Templates

Proposal Templates are Word or Excel documents available on proposalCENTRAL either under Section 2 Download Templates and Instructions or Section 10 Upload Proposal Narrative and Other Attachments. **To complete templates, download them, save them to your hard drive and complete the requested information.** Once complete, **convert templates to PDF**, then upload the PDF files and spreadsheets (when appropriate) to the proposal using the upload function in proposalCENTRAL. Be sure to select the correct Attachment Type to identify uploaded templates.

Note: Please make sure uploaded PDF templates are not password protected and do not contain electronic signatures. See proposalCENTRAL help or FAQ files for assistance in converting templates to PDF (links provided in the upper right hand corner of the proposalCENTRAL screen when logged in as “Applicant”).

List of Proposal templates and attachments:

Proposal Template or Attachment	File Type	Requirement
1. Proposal Narrative	PDF	Required
2. Budget Workbook	PDF & Excel	Required
3. Budget Justification	PDF	Required
4. Key Personnel	PDF & Excel	Required
5. Milestones	PDF	Required
6. Biographical Sketch & Other Support (for all Key Personnel)	PDF	Required
7. Face Page (Signature Page) – California PI	PDF	Required
8. Face Page (Signature Page) – Canada PI	PDF	Required
9. Approval Letters	PDF	See Instructions

Instructions for Completing Proposal Templates & Attachments

1. Proposal Narrative. This template is a Word document that contains 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 the instructions (and any unused template pages) before converting form to PDF and uploading to proposalCENTRAL.

Proposal Narrative for 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. Proposal Narratives for Collaborative Events should be written to address the following:

- **Objectives of the Collaborative Event(s)**
- **Novelty and Quality of the Proposed Idea or Concept for a Bilateral Initiative**
- **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.
- **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.
- **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).
- **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
- **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.

Development and Delivery of a Detailed R&D Business Plan: Funds are provided 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. Proposal Narratives for Development and Delivery of a Detailed R&D Business Plan should be written to address the following

- **Objectives of the Bilateral Initiative**
- **Novelty and Quality of the Proposed Idea or Concept for a Bilateral Initiative**

- **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.
- **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.
- **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.
- **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.
- **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.

2. Budget Workbook. The Budget Workbook template is an Excel workbook that contains spreadsheets to be completed for each participating institution. Proposals must provide budgets for at least one Canadian University and one University of California campus. Each Canadian Institution must complete a separate spreadsheet. Additional UC campuses that incur direct costs may include these on the designated cells of the UC spreadsheet.

The standard workbook contains spreadsheets for two Canadian Institutions and one University of California campus. If your proposal has more than two Canadian collaborating institutions, please use the alternate workbook for up to 14 Canadian collaborators.

Both the Standard Workbook and the Alternate Workbook contains spreadsheets for one Canadian and one US Industry or Other Partner.

Enter Canadian budgets in Canadian Dollars (CDN). The last page of the workbook is a budget summary that will be automatically calculated from the information provided in spreadsheets.

Allowable Costs. Allowable costs for each type of proposal are described in the bulleted paragraphs below. Please note that personnel costs are limited to time spent on activities related to collaboration, follow-up research, or feasibility studies (not “business as usual research”).

- **Proposals to Conduct Collaborative Events.** Applicants may request one year of funding up to \$50,000 total. CCSIP funds may be applied to travel and accommodation for invited speakers and event participants (including the exchange of students, faculty and other research talent); organization and management of the collaborative event (including the salaries for personnel who will plan and manage the event; logistics and associated event expenditures such as venue, catering, audio-visual equipment etc.); follow-up research, communications and/or other actions emerging from the event.
- **Proposal for Development and Delivery of Business Plans.** Applicants may request one year of funding up to \$100,000 total. CCSIP funds may be applied to the conduct or purchase of competitive intelligence or market research; the conduct of a feasibility study; reasonable legal fees, for example, to acquire guidance on intellectual property management/sharing issues; salaries or consulting fees for business or management experts who will contribute to the development of the business plan; travel

and accommodation for team members (including the exchange of students, faculty and other research talent); the conduct of associated stakeholder outreach or events (leading-up to or following development of the business plan) and publication and/or communication expenditures.

Non-Allowable Costs. Indirect costs, purchase of equipment (Equipment is defined as non-expendable, tangible personal property with an acquisition cost of \$5000 or more per item and a life expectancy of more than one year), and graduate student tuition and fees are **not allowed** for either type of proposal. Each PI must follow his/her own intuitional guidelines regarding allowable expenditures in the categories provided.

Workbook Instructions

- **Complete Spreadsheets:** Provide requested information (indicated in yellow) on each form worksheet. Skip worksheets that are not applicable to the proposal.

Worksheet 1. Budget – Canadian Campus1: Required for all proposals. Enter all costs in Canadian Dollars (CDN).

Worksheet 2. Budget – UC Campus: Required for all proposals. Include direct costs incurred at the collaborating UC campus and co-applicant UC campuses. Enter costs in US Dollars (USD).

Worksheet 3. Budget – Canadian Campus2 : only if applicable. Enter all costs in CDN.

Worksheet 4. Industry or Other Collaborating Sponsor (Canada): only if applicable. Enter costs in CDN.

Worksheet 5. Industry or Other Collaborating Sponsor (US): only if applicable. Enter costs in USD

Worksheet 6. Summary: Enter PI Name only. No other entry required. Form automatically completed from worksheets 1-6.

- **Review Budget Summary :** The Budget Summary (worksheet #6) summarizes information entered in worksheets 1-5. Verify information, and make any necessary corrections to the relevant worksheets.
- **Convert Workbook to PDF:** Convert completed workbook to PDF using the print to PDF function or a PDF generator such as Adobe Acrobat. Review forms carefully to ensure all numbers are legible. For help with PDF conversion contact Proposal Central.
- **Upload BOTH PDF Forms and Excel Workbook to proposalCENTRAL:** Once forms have been converted to PDF, upload both PDF forms and the completed excel workbook to proposalCENTRAL using the appropriate attachment type.

3. Budget Justification. Name each person to be supported by the grant proposal, their base salary and % effort committed to this project and a description of their role in the project. Explain the need for contractual arrangements, consultants, in-kind contributions, project-related travel and accommodations and other items that appear in your budget.

4. Key Personnel. Using the template provided in proposalCENTRAL, complete requested information for applicant principal investigator, collaborating principal investigator and other individuals who contribute in a

substantive way to the development or execution of the project. A Biographical Sketch and Other Support form must be filled out and attached separately for each participant listed.

5. Milestones. Using the template provided in proposalCENTRAL, describe the key milestones, expected outcome, and associated timeline for the proposed collaborative project

6. Biographical Sketch and Other Support. Using the template provided in proposalCENTRAL, include Biographical Sketches and Other Support information for the Applicant PI, Collaborating PI and Key Personnel. Limit each biosketch to 3 pages.

7. Approval Letters. Institutional letters of support may be appended here. No template is provided. Collaborators from *non-participating* universities or institutions must obtain a letter of support from their institution and provide evidence of funding from their university or alternate investor to cover their expenses in the project.

Approval letters are not required for participating Canadian Universities. ISTP Canada will confirm the approval of each proposal directly with Vice Presidents of Research from participating Canadian Universities. For a list of participating Canadian universities and institutions, please see <http://www.ccsip.org/programs.html>.

All UC campuses are participating institutions and do not require an approval letter.