

## Transfer and Articulation Projects (TAP) Fund

In 1999 the B.C. Council on Admissions and Transfer set aside a sum of \$20,000 to be used for “transfer and articulation projects”. This is a one-time grant, which will be expended as requests for funding are approved. In monitoring these funds, Council may in the future decide to allocate more money on an occasional basis, or establish a permanent fund.

### Purpose of the fund:

To provide small grants (up to \$5000 maximum) to articulation committees or other groups to fund specific projects which are related to transfer and articulation.

### Criteria for funding

- The project must be clearly related to transfer and articulation, or to the work of articulation committees or other related groups.
- It should fulfill one or more of the following functions:
  - clarify or improve transfer in a particular discipline or program area
  - facilitate the work of the articulation committee (e.g. through the provision of alternate methods of communication or an expert facilitator for certain purposes)
  - provide better information about transfer, or about program offerings, to students or advisors
  - explore or establish models or concepts which are germane to transfer and articulation in B.C.
  - research aspects of transfer and articulation which might illuminate current issues or problems
  - result in resolution of articulation or transfer issues or concerns
  - provide significant resources (e.g. articulation committee web site designed to address instructional and related matters)
- The project should fall outside the scope of the funding criteria of the Transfer Innovations Fund, or any other fund such as LIC or PIC grants.
- Funding is on a one-time only basis for a discrete project. On-going activities or project maintenance will not be funded. Funding **cannot** be used to supplement or cover regular committee expenses such as meeting attendance, minute taking/distributing, food, accommodation, travel or other such costs.

- If submitted on behalf of an articulation committee, the proposal must include evidence of support of the articulation committee (e.g. a motion of support extracted from meeting minutes).

### **Administering the Project**

- Each proposal must have one main contractor or contract team, and that person or team will be responsible for all aspects of the project, including monitoring of a budget, and presentation of the final report.
- Each proposal must have clearly defined objectives and time lines, and be accompanied by a detailed budget.
- Brief projects, or single objective projects (e.g. paying a facilitator, producing a simple brochure), if approved, will be awarded through a letter from BCCAT. Reimbursement can be made at the end of the project, upon receipt of an invoice, which should be accompanied by a brief final report, receipts for expenditures and any relevant supporting documentation. Partial reimbursement at an agreed interim stage can also be made upon receipt of a progress report and invoice.
- More complex projects, involving multiple objectives, several meetings, etc. will be the subject of a contract between BCCAT and the contractor. Such proposals should be accompanied by a detailed budget in accordance with the attached budget guidelines.
- In the case where a contract is involved, it is strongly advised that the contractor, if an employee of a public post-secondary institution, elicit the support of his/her home institution to administer the funds, at the time of submitting the proposal.
- If the contractor anticipates that the contract will involve allocation of his/her instructional time, a letter of acknowledgement and support from the appropriate administrator (e.g. Dean, VP) should accompany the proposal.

### **Process**

Proposals can be submitted to BCCAT, using the attached proposal form **before March 31<sup>st</sup>, June 15<sup>th</sup> or December 15<sup>th</sup> each year**. They will be adjudicated according to the above criteria by the Transfer and Articulation Committee

The Associate Director will:

- Inform all proponents regarding the acceptance or rejection of their proposal
- Make appropriate financial arrangements (including drawing up contract if appropriate) with each project contractor
- Monitor the progress of each project, and be available to offer assistance as required
- Report on progress as necessary, and present final report to the Transfer and Articulation Committee at the conclusion of the project, and for final acceptance and approval of payment.
- Report on projects in BCCAT Newsletters as appropriate.

**Transfer and Articulation Projects (TAP) Proposal Form**

**to be submitted to the Transfer and Articulation Committee**

**B.C. Council on Admissions & Transfer**

**709 – 555 Seymour Street**

**Vancouver, B.C. V6B 3H6**

**phone (604) 412-7700**

**Fax (604) 683-0576**

**Note: This Proposal Form may be obtained as a WORD for Office document or a rich text file by phoning the BCCAT office. It may be returned to BCCAT by regular mail, by fax or by e-mail. It is also available in portable document format on the Council website: [www.bccat.bc.ca](http://www.bccat.bc.ca) on the Articulation Committees menu.**

***Deadlines for submission: March 31<sup>st</sup>, June 15<sup>th</sup> or Dec 15<sup>th</sup>.***

**Date mailed/e-mailed \_\_\_\_\_**

**A. Name of Committee or group applying for Project**

**B. Committee Contact Name(s) and Information**

**C. Proposed Main Contractor or Team Members, with contact information.**

**D. Name for Proposed Project and Brief Overview**

**E. Description of outcomes desired from project**

**G. Description of process to be followed to achieve these outcomes**

**H. Description of Articulation Committee endorsement/approval process of application for project, if appropriate. E.g. attach minutes, or motion.**

**I. Proposed Budget. Follow attached Budget Guidelines for more complex projects.**

**J. Anticipated Timelines and Key Steps to be Followed (attach calendar of events).**

Date for Interim Report: \_\_\_\_\_

Date for Final Report: \_\_\_\_\_

**L. Signature of Chair(s) of Committee or Group applying for Project Funding**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Committee/Group**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Committee/Group**

**M. Signature of Appropriate Administrator at Contractor's Home Institution**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Institution**

## **BC Council on Admissions and Transfer**

### **Transfer and Articulation Projects (TAP) Fund**

#### **Budget Guidelines for Larger Projects**

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**For the information of Committees and Contractors, the following Guidelines are provided to assist you in formulating an appropriate budget for larger, or multi-objective projects. Contact BCCAT if unsure if your project fits this description.**

#### ***Coordination***

Coordination refers to the work/time involved in organizing a project, including scheduling, calling and chairing meetings, writing reports, consulting with colleagues or others, researching, etc.

Normally, coordination will be reimbursed as

- a) *Honorarium*: payment to an individual in recognition of time spent on coordination. The amount allocated to an honorarium will normally be expected to fall in the range of 10% to 50% of total project cost.

**OR**

- b) *Release Time*: Payment to an institution to enable that institution to assign non-instructional workload or to release an individual from teaching or other duties (e.g. through the provision of a substitute instructor), so that s/he can engage in project coordination. Normally this amount will be expected to fall within 10% to 50% of the total project cost. (Requests in excess of 50% will require concurrence of BCCAT.)

Concurrence of the employer is necessary in the case of the Contractor being also an employee of a public post-secondary institution. **Such concurrence should be attached in the form of a letter from the appropriate supervisor.**

#### ***Expenses***

The following items (as they pertain to your project) should be budgeted for as realistically as possible, and receipts kept for all expenses. Receipts for meals are not required when the amount is equal to or less than the prescribed amount for individual meals, as for the BCCAT or institutional per diem amounts.

**Note:** While it is recognized that face to face meetings are a necessary part of many projects, BCCAT also encourages committees to employ electronic means such as e-mail, listserves, teleconference, etc. to conduct committee business in order to reduce travel costs.

- a) Travel: use BCCAT or contractor's home institution Expense Claim Form for rate guidelines for travel, accommodation and meals.

- b) Meeting expenses: (Note: Institutional resources (e.g. meeting rooms) should be used wherever possible.) Room rental, coffee and meals, A/V equipment, etc.
- c) Meeting attendance: substitute instructor cost for individuals to attend meetings (except for attendance at regular articulation committee meetings)
- d) Meeting facilitation: fee and expenses for facilitator/moderator
- e) Report production: Photocopying, word processing, printing, binding, mailing, etc. May also include charge incurred in producing electronic document, or in designing web pages, but no ongoing expenses relating to the maintenance of electronic information or equipment.
- f) Office: mail, fax, phone, paper
- g) Other: other expenses directly related to the project. (If in doubt regarding legitimacy of any expense, please check with BCCAT prior to incurring).

### **General**

- a) All costs must be inclusive of GST where applicable.
- b) No administrative overhead can be charged to this budget.
- c) Project funds cannot be expended on costs associated with the *regular* meetings of an articulation committee, or any other expenses that would be incurred in the natural course of articulation or institutional business. Exceptions may occur where extra and unavoidable charges are incurred in conjunction with other activities of an articulation committee.
- d) If appropriate, please identify funds or support provided or anticipated from other sources (e.g. contractor's home institution, other granting agency) which will be used to support this project. In kind support can also be itemized.

### **Notes for Contractor**

The Contractor assumes responsibility for all aspects of the Project, including overall responsibility for the budget. The Contractor may elect to administer the budget directly with BCCAT, or to request his/her home institution to do so. In either case, he/she must ensure that expenses do not exceed the total budget, as BCCAT will only reimburse up to the maximum of the contract amount. In addition, please note:

- a) If requesting the home institution to administer the budget, the Contractor should contact appropriate internal personnel as soon as possible to establish a process for setting up an internal account.
- b) If administering the budget, the contractor must collect and submit all invoices and supporting documentation to BCCAT, but can request that BCCAT reimburse individuals directly (e.g. for travel expenses).
- c) BCCAT will reimburse expenses (e.g. travel expenses) as they are incurred, upon receipt of invoices and supporting documentation, up to 50% of the project budget. At that point, and in order to reimburse further travel expenses, the committee must file an

interim report detailing progress made to date on the objectives of the project. Invoices for other amounts (e.g. for 50% of coordination costs) can also be paid at this point. Further reimbursements up to 80% of the project budget can be made up to the submission of the final report. All outstanding disbursements will be made once the Council has accepted the Final Report at one of its regular scheduled meetings. While every effort will be made by BCCAT to disburse funds according to this schedule, it can take several weeks to generate cheques. Contractors, therefore, should be careful to submit invoices promptly, and should alert their committee members that delays may occur.

- d) Dates for submission of interim reports, and accompanying requests for payment should be detailed, as much as is feasible, in “Schedule A” of the Contract.