



Access Programs University Fund (APUF)- template proposal

Please use this form to prepare your proposal. This document is meant for planning purposes only; all information must be submitted via the online application form on the Provost's website. Questions should be directed to the Office of the Vice-Provost Students at vp.students@utoronto.ca.

Project Overview

1. Project title:
2. Executive Summary of the Project (250 words)

Project Participant Information

3. The following information is required for all Primary Investigators
 - Name:
 - Position Title:
 - Email Address:
 - Academic Unit :
4. Division(s) participating in the proposed project
5. Biographies of Primary Collaborators: provide one (1) paragraph for each of the primary collaborators in the proposed project that states their position (academic or non-academic) and provides an overview of their relevant expertise.

Detailed Project Description

6. Proposal Grant tier:
 - Seed (\$5,000-\$25,000)
 - Expand/Sustain/Build (\$15,000-\$100,000)

7. Rationale: Why are you undertaking this project? What specific need will it meet, and how does it intersect with unit, division, and/or institutional access program goals? (750 words)
8. Project Deliverables: Provide a brief description of the expected outputs of the project. (250 words)
9. Impact: Who will benefit from this project, and how? (250 words)
10. What geographic region will be targeted?
11. Which equity seeking groups will be supported as a result of your initiative?
12. Assessment: How will you measure the success of this project? (250 words)
13. Project timeline: Provide a clear timeline, including major milestones and progress reports.
14. Sustainability: What are the plans for sustaining and/or sharing the project beyond the APUF funding limits? (250 words)
15. Bibliography: A short bibliography related to the development of the proposal. (250 words).
16. Evaluation Plan: How will the feasibility of the project be evaluated. For example, evaluation could include insights, learnings, improved community relations, sustainability and feasibility of project, impact on scholarly activity, impact on practice etc.

Project Budget

17. Project Budget: The APUF chart of funds and itemized expenses (direct download link), to be filled in and uploaded as a PDF file in the online application form.
18. Rationale and Justification for Requested Funds: Provide a summary of the major rationales and justifications for the type, amount and duration of funds requested. Include as much information as possible on the major expenditure milestones (250 words)
19. Existing Resources: A description of existing university resources leveraged in support of the project

Divisional Support

- ⇒ Expand/Sustain/Build Grants: A letter of support from the sponsoring division's Dean or Principal is required.
 - ⇒ Seed Grants: At a minimum, a letter of support from the head of the sponsoring academic unit is required
 - ⇒ Applications should indicate the level of financial supports provided by the division/department.
1. Name of sponsoring academic division/unit head(s)
 2. Email address of sponsoring academic division/unit head(s)
 3. Letter of support from the sponsoring academic Division/Unit
 - Seed grants and development grants must be signed by Dean of Division/Unit and/or Principal of Division where appropriate.
 - Applicants will be required to upload the letter of support as part of the final proposal process.
 - Proposals should outline implications and strategies for sustaining the project once APUF funds have concluded. In many cases, this will require a commitment by the sponsoring Division to review the project for ongoing funding upon the completion of APUF funds.

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