



Canada School
of Public Service

École de la fonction
publique du Canada



INVITATION TO SUBMIT AN APPLICATION FOR CONTRIBUTION FUNDING

INNOVATIVE PUBLIC MANAGEMENT RESEARCH FUND

APPENDIX 1 - APPLICATION COVER SHEET

The Canada School of Public Service
300 Laurier Avenue West
Esplanade Laurier, West Tower, 23rd Floor
Ottawa, Ontario
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July 2009

This guide is available on the Canada School of Public Service Website at:
<http://www.csps-efpc.gc.ca>

Canada



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APPLICATION FORM: Innovative Public Management Research Fund

Title of Proposed Project: Brief (50 words) synopsis of project:		
Name of Applicant Organization		
Address		
City	Province	Postal Code
Telephone	FAX	Web Address
GST/HST or C.R.A. Business Number		
Organization Representative (Name and Title)		Telephone E-mail
Signature		Date



Part A: The Applicant

A1: Describe the mandate and the nature of activities carried out by the applicant organization, as well as the specific role carried out by the organization unit which will carry out the proposed project:

A2: Applicant organization's legal status:



Part B: Personnel to be Assigned to the Project

Name of personnel assigned to the project (including the person responsible for project management):

B1: Name of Project Manager:

Phone Number:

E-mail address:

Brief synopsis of the project manager's qualifications and expertise:

B2: Name of Principal Researcher:

Phone Number:

E-mail address:

Brief synopsis of the principal researcher's qualifications and expertise:

B3: Names of other project personnel:



Part C: Project Description

C1. Project Summary (one page maximum)



C2: Project Description: (Maximum 10 pages, using the following headings)

C2.1. Title:

C2.2. Canada School Priority(ies) which this project addresses (e.g. a2):

C2.3. Goals / Purpose of the project:

C2.4. Target groups which would benefit from the outcome of the project:

C2.5. Expected results and benefits:

C2.6. Description of how the proposed project relates to any ongoing or planned activity of the organization or how the results will be used by the applicant organization:

C2.7. Summary of research methodology:

C2.8. Anticipated documents, reports, case studies or other materials to be produced during the project:

C2.9. Expected nature of work to be done by individuals assigned to the project and their approximate level of involvement:

C2.10. Performance indicators:

C2.11. Dissemination/integration activities for the project output(s) and research findings and the planned level of effort of each:

C2.12. Acknowledgement of the Canada School's Contribution:



Part D: Proposed Project Budget

Budgets must be expressed in Canadian dollars	Dec 2009 – March 2010		April 2010 – March 2011		April 2011 – March 2012 *		Total
	1. 2. 3.	Funded by the School	Funded by Applicant	Funded by School	Funded by Applicant	Funded by School	
Major Milestones (see note below)							
Cost Items							
Wages and employment related costs for staff:							
Principal researcher: # days _____ per diem rate _____							
Other researcher: # days _____ per diem rate _____							
Other researcher: # days _____ per diem rate _____							
Licenses or permits							
Fees for professional service							
Disbursements for research or technical studies							
Travel							
Rental of premises or equipment							
Information technology							
Data collection							
Communication							
Meetings and conference fees							
Publication production costs							
Development and updating of strategies and performance measures							
Supplies, materials, utilities							
TOTAL PROJECT BUDGET							
Total proposed funding from the School							



Notes:

* Third year of funding pending approval.

- The cost items per year must reflect the expected milestones.
- Use Appendix 2 to name proposed partnerships to compose the funds for the Funded by Applicant column
- When Part E, the High Level Work Plan, is completed, budget notes should be included to clearly show how budget items correspond to the proposed activities and work plan.
- Specify explicit costs for each section in Part E, the Work Plan. (i.e. Publication Costs: translation)
- Travel costs, if any, must respect the government Travel Directive:

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-eng.asp
- The contribution agreement will allow for transfers between eligible cost categories of up to 10%.



Part E: High Level Work Plan

2009-2010		
Major milestones	Work Plan:	Budget Notes:
1.		
2.		
3.		
2010-2011		
Major milestones	Work Plan:	Budget Notes:
1.		
2.		
3.		
2011-2012		
Major milestones	Work Plan:	Budget Notes:
1.		
2.		
3.		

Notes:

- The budget (Part D) must be justified by the work plan (Part E).
- Complete a row for each major milestone of the project.