

Regional Pilot Projects for First Nations, Indian, Inuit, and Métis Infant Mortality Data Quality Improvement

Application Form **Proposal Deadline: 14 May, 2010 by 1700 EST**

All proposals must be submitted to the address shown below using the 'Application Form'. Proposals may be submitted in either official language.

Only those eligible applicants that have followed the application format will be considered for review.

The deadline for proposals is 14 May, 2010 by 1700 EST. Only applications post-marked or courier stamped by the deadline will be accepted. It is the applicant's responsibility to ensure that the proposal is received on time.

Proposals should include a cover letter and be typed in a font size of 12 point black ink on white paper, one sided and letter size only (8.5" X 11"). Supporting documents should be photo reduced if larger than (8.5" X 11"). No supplementary audio or video material will be accepted.

Proposals should be submitted in six (6) copies, in hard-copy (paper) format. Please ensure one (1) copy is unbound. Proposals submitted electronically or by fax will **not** be accepted. Please ensure your pages are numbered. The proposal should not exceed six (6) pages in length.

To be considered eligible for funding, applicants must clearly demonstrate that they meet the Regional Pilot Projects' objectives; scope and special requirements of this RFP; and identify how their proposal will address the expectation of the RFP. In addition, applicants must provide all of the requested information indicated on the application form. The Regional Pilot Projects RFP review committee will reject proposals that do not support the RFP objectives and that do not adhere to the application form, specified format and requirements, and/or that are received after the application deadline.

Please submit your application form with all additional requested documentation to:

Cassandra Lei
First Nations Inuit Health Branch, Health Canada
Jeanne Mance Building, AL1919C
200 Eglantine Dr, Tunney's Pasture
Ottawa, ON K1A 0K9

SECTION III: PROJECT SUMMARY AND RATIONALE

Please provide a project description in the following format:

- i. Organization's mandate including date of establishment;
- ii. Partners with whom the organization will work;
- iii. Project objectives and activities;
- iv. Expected project results;
- v. Tools to measure achievement of objectives;
- vi. Clearly defined project deliverable(s) and timeline(s);
- vii. Dissemination of results.

SECTION IV: WORKPLAN

A project work plan is required, and may contain items such as broad activity categories, proposed sub-activities, and deliverables. The project work plan **must** contain accurate timelines.

SECTION V: BUDGET

A contribution of up to \$75,000 for each pilot project will be made to the successful proposal. For your convenience, an example of a budget template has been included (Appendix A).

SECTION VI: CURRICULUM VITAE MODULE

Please include the full CV of the principal applicant. Only abbreviated CVs (maximum of 3 pages) are required for other applicants involved in the proposal.

Agency/Organizational Endorsement

I certify that to the best of my knowledge, the information provided in this proposal is accurate and complete and that this funding request is endorsed by the agency/organization I represent.

I also certify that if funding is approved, the agency/organization I represent will provide programmatic accountability and the required financial and narrative reports.

<p>Authorization by Agency or Organization (Individual with principal organizational responsibility for research):</p>

<p>Name (please print): _____</p>

<p>Title: _____</p>

<p>Signature: _____ Date: _____</p>

<p>Telephone: (____) _____</p>

APPENDIX A: BUDGET TEMPLATE

Budget Items	(Start Date/End Date) YEAR 1	Details
PERSONNEL		
• Salary		
• Benefits		
• Contractual		
• Honoraria		
PERSONNEL SUB-TOTAL:		
TRAVEL		
• Transportation		
• Accommodation & meals		
TRAVEL SUB-TOTAL:		
MATERIALS		
• Activity materials		
• Production/printing		
• Distribution costs		
• Phone/fax charges		
• Translation		
• Office supplies		
• Other material costs		
MATERIALS SUB-TOTAL:		
OTHER (SPECIFY)		
•		
•		
•		
OTHER SUB-TOTAL:		
GRAND TOTAL (Year 1):		

 **Regional Pilot Projects for First Nations, Indian, Inuit and Métis Infant Mortality Data Improvement**

Budget Items	(Start Date/End Date) YEAR 2	Details
PERSONNEL		
• Salary		
• Benefits		
• Contractual		
• Honoraria		
PERSONNEL SUB-TOTAL:		
TRAVEL		
• Transportation		
• Accommodation & meals		
TRAVEL SUB-TOTAL:		
MATERIALS		
• Activity materials		
• Production/printing		
• Distribution costs		
• Phone/fax charges		
• Translation		
• Office supplies		
• Other material costs		
MATERIALS SUB-TOTAL:		
OTHER (SPECIFY)		
•		
•		
•		
OTHER SUB-TOTAL:		
GRAND TOTAL (Year 2):		