



New Media Research Networks Fund

Program Description and Application Guidelines December 2004

Deadline for the 2005-2006/2006-2007 fiscal years:

January 31, 2005

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La version française de ce document est également disponible

Canada 



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PART I – PROGRAM INFORMATION

1. BACKGROUND AND OBJECTIVES

The New Media Research Networks Fund is a component of the Department of Canadian Heritage's Canadian Culture Online strategy (CCO), a framework to stimulate the development and production of Canadian cultural content on the Internet.

The objective of the New Media Research Networks Fund is to help Canada become a world leader in digital cultural content creation and production by supporting innovative applied research at the intersection of technology and culture.

Under this Fund, a group of public and private sector partners organize themselves into a Network so that researchers can share knowledge, resources and facilities. This Network will develop a research program centered on a particular theme, which has relevance for the cultural sector and promotes innovation in new media or interactive digital content.

The program is designed to address research and development issues including:

- sustaining and advancing the development of Canadian cultural expression and Canadian presence in new media, now and in the future;
- fostering digital cultural content-based research initiatives in Canada;
- providing an environment for the exchange of ideas between multiple sectors active in new media by supporting the creation of networks in Canada (e.g. a cross-representational industry grouping of public and private-sector organizations and academic groups working together to sustain product and process innovation from nearby research and development labs and sources); and
- speeding the adoption of innovations in the new media and cultural sectors and ensuring that appropriate tools, knowledge capital and human skills will be in place.



2. WHAT IS A NETWORK?

In the context of the New Media Research Networks Fund, a Network can be a group of public and private sector partners and participants (both organizations and individuals) who organize themselves so that researchers can share knowledge, resources and facilities.

A Network must include at least four (4) distinct partners and have a governance model that dictates how the Network will be managed. A Network may also include participants that play a different role than the partners.

One (1) of the Network partners applies to the New Media Research Networks Fund as the **host organization** and acts as the single contact for the Network with CCO. The host organization is responsible for coordinating all aspects of the Network, and is the entity that enters into a legal agreement with the Department of Canadian Heritage and receives the funds that are then disbursed to the Network as required.

While federal organizations, crown corporations, and provincial and municipal government organizations may not receive funds through the New Media Research Networks Fund, they may still form a part of a Network (as a partner or as a participant, as applicable) and contribute to the overall research efforts.

2.1 WHAT IS A PARTNER?

The contribution of a Network partner must be integral and add distinctive value to the overall project. A partner will have a role in the decision-making process and governance of the Network.

If the application for funding is approved, a legally binding Network Agreement will need to be prepared and signed by all partners. The role of each of the partners, the governance structure of the Network, and ownership of resultant intellectual property are some of the items that will need to be included in the agreement. More information about the Network Agreement can be found in section 8.2.

2.2 WHAT IS A PARTICIPANT?

A participant is an organization or an individual that is contributing to the work of the Network (financially or otherwise) but is not involved in the decision-making processes or governance of the Network as a whole.



3. ELIGIBILITY

All proposals must meet all of the applicant and project eligibility criteria outlined below. If you do not demonstrate that you meet these criteria, your project will not be considered for funding.

The New Media Research Networks Fund receives more project applications than it can fund. Meeting the eligibility criteria does not guarantee project funding.

3.1 APPLICANT ELIGIBILITY

To be considered eligible, all funded Network partners **must be** Canadian and one of the following:

- Public educational institution with a research mandate (ie. University, Public school, College, etc.);
- Small to medium-size enterprise (SME) active in the cultural new media sector;
- Not-for-profit arts and cultural organization;
- Non-governmental research institute.

Researchers from any of these types of organizations may apply as the host organization and principal applicant (on behalf of a Network) but must demonstrate their capacity to administer the funds and the research network.

All prior recipients must be in compliance with all terms and conditions, including all reporting requirements, in Contribution Agreements previously signed with Canadian Culture Online.

The following are **NOT** eligible applicants to the New Media Research Networks Fund:

- Federal government organizations and crown corporations;
- Provincial and/or municipal government organizations.

Note that such organizations may form part of a Network, provided they are not being compensated financially through the Fund.

3.2 PROPOSAL ELIGIBILITY

To be considered eligible, all proposals **must**:

- outline the development of an applied research program that:
 - is centered on a particular theme;
 - pertains to the cultural sector;
 - pertains to new media or interactive digital cultural content; AND
 - identifies innovations (e.g. tools, processes, applications) as part of its deliverables;
- outline the creation of a Network between different institutions/organizations (minimum of four);
- identify the target end user of the results of the research and integrate that audience into the research framework;
- have a plan for the dissemination of research results; AND
- demonstrate that the applicant, partners or other revenue sources are contributing a minimum of 25% (in cash) of the eligible costs.



4. MAXIMUM FUNDING

Funding is available for a maximum of two years – April 2005 to March 2007. The total contribution that CCO will make to any network research program cannot exceed 75% of total eligible expenses up to a maximum of:

2005-2006	\$600,000
2006-2007	\$900,000

IMPORTANT NOTE:

At time of writing, funding for the 2005-2006 fiscal year has been confirmed. Funding for the 2006-2007 fiscal year has not been confirmed, and the Department cannot guarantee that funds will be available in that year.

In the past, single-year funding awarded to Networks through this fund has ranged from \$400,000 to \$900,000.

It is anticipated that proposals will be for two years of funding, although proposals for one year of funding may be considered. Note that there may not be a new call for proposals for the 2006-2007 fiscal year.

CCO will not contribute more than 75% of the total eligible expenses of the Network through any of its various programs, including those delivered by a third party. Eligible expenses are reimbursed as outlined in the eligible expenses table in Section 7.3.1.

The Department reserves the right to determine the level of financial assistance provided under this program.

Financial assistance that may have been received in previous years under the New Media Research Networks Fund is not to be construed as a guarantee, express or implied, of financial assistance for subsequent requests.



5. ASSESSMENT PROCESS

Applicants will go through a two-stage process: a shorter expression of interest phase, followed by a more extensive full application for those proposals that are selected.

Phase 1 – Expression of Interest (EOI)

The EOI will give a general overview of the proposed Network and research program.

EOIs that meet the eligibility criteria requirements in section 3 will proceed to the Program Advisory Committee for consideration for financial assistance.

The **Program Advisory Committee** (PAC), comprised of external experts from the cultural sector and experts in new technologies, will evaluate, score, and rank all eligible EOIs according to the criteria listed in section 5.2, and recommend which applicants should proceed to Phase 2.

Phase 2 – Full Application

The top-ranked proposals from Phase 1 will be invited to submit a **full application** within four weeks of notification. **Acceptance at the EOI stage does not guarantee success at the full application stage**. Applicants may be requested to provide additional information not contained in these guidelines at the time of invitation to submit a full application.

The same **Program Advisory Committee** that reviewed the expression of interest will evaluate all eligible full applications using the assessment criteria and scoring outlined in section 5.2. The Committee will make funding recommendations to the Department following the final ranking of all the evaluated full applications.

The PAC, based on their evaluation, may identify additional information that must be submitted by the applicant before a final recommendation for funding can be made.

Based on the PAC recommendations, any additional information, and available funds, the Department will make the final decision to approve or reject proposals. Decisions will be communicated to the applicant in writing.

The Department reserves the right to propose modifications to any portion of an application, at any point during the assessment process.



5.1 DEADLINES

Phase 1 – Expressions of Interest (EOIs)

- EOIs must be received by CCO **by email at or before midnight on Monday, January 31, 2005.**
- The requested number of hard copies must then be sent to CCO by
 - a. mail or courier and be postmarked no later than **Tuesday, February 1, 2005**, OR
 - b. in-person delivery to our mailroom no later than **Tuesday, February 1, 2005** at **4:00 PM** local time.

Applications should be emailed to ccop-pcce@pch.gc.ca. Please include the following information in the email:

- Subject line: New Media Research Networks Fund Application
- Name of submitting organization
- Title of your research program

CCO will reply to the email within 24 hours to acknowledge receipt.

CCO's mailing address can be found on the cover page of these guidelines.

Phase 2 – Full Applications

- Full Applications must be received by email four weeks after the Full Application is requested by CCO. Hard copies will need to follow within the same timeframe as stipulated for the EOIs.
- Full details on deadlines and what information must be included by email will be included with the invitation to submit a full application.



5.2 ASSESSMENT CRITERIA

Proposals will be assessed on the degree to which they meet the following criteria:

Category	EOI Criteria	Full Application Criteria
<p>Relevance and Quality of Research Program</p> <p>EOI 25 points</p> <p>Full Application 20 points</p>	<p>The research proposal is focused and coherent.</p> <p>The research program has a theme that is relevant to</p> <ul style="list-style-type: none"> - the cultural sector and - new media or interactive digital cultural content. <p>The applicant is aware of existing research in the field and proposes to build on that research.</p>	<p>The explanation of the research program and its components demonstrates a well-thought-out and robust strategy.</p> <p>The research program has the capacity to build international and national, competitive, leading edge research in digital new media content.</p> <p>The research program builds on an existing body of knowledge and will add real value to this knowledge base.</p>
<p>Impact of Research Program</p> <p>EOI 35 points</p> <p>Full Application 30 points</p>	<p>The research program will foster innovation in new media or interactive digital cultural content.</p> <p>The research program is designed with target end users in mind and integrates that audience into the research framework in a meaningful way.</p> <p>The research program will benefit Canadian users of Canadian cultural new media content.</p> <p>The research program fills a well-defined need.</p>	<p>The research program builds a strong connection between the research and the ultimate users/creators, with an appropriate level of participation by these users/creators at various stages of the program.</p> <p>The research program will lead to tangible leading edge developments in cultural new media.</p> <p>The research program will result in innovative technologies and applications that creators in new media can use to produce, deliver, and manage interactive digital cultural content.</p> <p>The research program will create professional development opportunities that will lead to a greater level of expertise in Canada in the new media and technological fields.</p>
<p>The Research Network</p> <p>EOI 20 points</p> <p>Full Application 15 points</p>	<p>The proposed Network structure will add real value to the research program.</p>	<p>The proposed research network demonstrates strong potential for collaboration and promotes the development of a cross-representational group of organizations that will work together to sustain product and process innovations.</p> <p>The Network established for this research program is likely to continue to exist in some form after the term of this research program.</p>

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Category	EOI Criteria	Full Application Criteria
Dissemination of Results EOI 20 points Full Application 20 points	The results (information, applications, tools, etc.) of the research program will be appropriately disseminated by the research network.	The results of the research program will be widely disseminated to the appropriate audiences.
Project Management EOI 0 points Full Application 15 points	N/A	The research proposal demonstrates effective leadership and expertise in research and business management functions. The research proposal demonstrates the capacity to deliver forecasted results.

TOTAL POINTS:

EOI Stage: 100
Full Application Stage: 100

***Note:** Points are not carried-over from EOI stage. Criteria are different at the EOI and Full Application stages.

Note – The results of past projects will be considered as part of the assessment process.



PART II – HOW TO PREPARE YOUR EXPRESSION OF INTEREST

6. HOW TO PREPARE YOUR EXPRESSION OF INTEREST (EOI)

Potential applicants are welcome to contact CCO by phone or by email.

- Throughout the assessment process several different individuals, all with different backgrounds and areas of expertise, will review your EOI. Please make an effort to write your proposal in such a way that someone who is not an expert in your particular field can easily understand it.
- The EOI must provide the following information in the order shown and **must not exceed ten (10) pages in length**, including the cover page.
- Please do not include any appendices with your EOI; they will not be considered in the evaluation of your proposal.
- Please submit one **(1) original** (single-sided) **and** ten **(10) copies** (double-sided and 3-hole punched) of your EOI. Do not bind or staple the pages together in any way.

6.1 CONTENTS OF EXPRESSION OF INTEREST

To facilitate the work of our Program Advisory Committee, **PLEASE USE THE FOLLOWING HEADINGS IN YOUR PROPOSAL, AND PROVIDE ALL INFORMATION REQUESTED.**

Part 1 - Cover Page

- Title of proposed research program
- Official contact (authorized representative) at host organization: Name, title, address, email, telephone, and fax number (any official correspondence about your EOI will go to this person)
- Signature of authorized representative at host organization
- Two contact names with mailing address, telephone/fax numbers and email address (questions about contents of EOI will be addressed to one or both of these people; any email correspondence will go to these contacts and official contact)
- Total cost of network research program
- Amount of funding requested from the New Media Research Networks Fund for each year
- Start and end dates of proposed research (earliest start date: April 1, 2005; latest end date: March 31, 2007)

Part 2 – Overview

- Provide a concise vision statement for the Network and the research program.
- Briefly describe the theme of the research program and how it pertains to the cultural and new media sectors. (What do you want to accomplish? Does the research fill a need?)

Part 3 – Project Descriptions

- Describe the individual research projects, including how they relate to the theme of the research program, and how they will contribute to furthering the state of the art in new media and interactive digital cultural content production.

Part 4 – Deliverables

- List the specific deliverables for the research program.



Part 5 – New Media Research Networks Fund Objective

- The objective of the New Media Research Networks Fund is to help Canada become a world leader in digital cultural content creation and production by supporting innovative applied research at the intersection of technology and culture. Briefly explain how the proposed research program meets this objective.

Part 6 – Target Audience

- Identify the target end users of the results of the research program and describe how that audience will be integrated into the research framework.

Part 7 – Benefits to Canadians

- Briefly describe how this research program will benefit Canadian users of Canadian cultural new media content.

Part 8 – Other Related Research

- Give a brief review of current knowledge in the field, both nationally and internationally, and identify any relationships or synergies between this research program and any similar work being conducted in Canada or abroad.

Part 9 – Network

- List the organizations and key researchers that will be partners in the Network, and explain why each of these partners is integral to the research program (What essential expertise or resource do they bring to the table?).
- List the organizations/individuals that will be participants in the Network.
(see section 2 of guidelines for definition of partners and participants)

Part 10 – Benefits of Network Approach

- Explain how using the proposed Network structure is the best approach for this research program. What is the “value added” of using a Network rather than one organization/institution doing this on its own?

Part 11 – Dissemination of Results

- Briefly explain how the research results will be disseminated outside the Network.

Part 12 – Budget

- Provide a brief (1/2 page) outline of the research program budget and anticipated or confirmed sources of revenue. The budget must demonstrate that you will have enough cash available to cover the cash expenses not covered by CCO (see section 7.3.1 for eligible expenses and funding thresholds).

Part 13 – Applicant Eligibility

- Please state that the host organization is Canadian and to which of the following categories it belongs: public educational institution with a research mandate; small to medium-size enterprise active in the cultural new media sector; not-for-profit arts and cultural organization; or non-governmental research institute. CCO will require documentation to confirm statements made here if the PAC recommends your proposal after the full application stage.



PART III – HOW TO PREPARE A FULL APPLICATION (IF REQUESTED)

All applicants to the EOI stage are encouraged to read Part III and Part IV of these guidelines so they will be aware of the full process and certain specific requirements should they be selected to proceed to the next stage. Nothing in Part III or Part IV pertains to the EOI.

7. HOW TO PREPARE YOUR FULL APPLICATION

The second phase of the assessment process, the **full application**, is only completed by applicants selected by the Program Advisory Committee. Being selected to complete the full application **does not** guarantee that the Network will be successful in obtaining funding from CCO.

A Full Application may only be submitted upon a specific request from the Department.

To prepare an effective proposal:

- Follow the instructions carefully when preparing your proposal. Only applications for which all required documentation has been submitted will be processed.
- Write your proposal in such a way that someone who is not an expert in your particular field can easily understand it; your proposal will be reviewed by many different individuals, all with different backgrounds and areas of expertise.
- Articulate the costs of each budget item in your research program, explaining any projected revenue and outline all other confirmed or pending revenue sources as requested. Carefully consider the maximum amount that can be covered by CCO for each category of expenses. A well-developed and comprehensive budget, following the CCO template, is essential to an effective proposal.
- Keep parts 4 through 15 of your proposal to a maximum of **20 typed pages**. Use a font size of 10 points or larger, a “portrait” orientation, and page numbers.
- Please submit one **(1) original** (single-sided) **and** ten **(10) copies** (double-sided and 3-hole punched) of your entire application. **Do not** bind or staple the pages together in any way.



7.1 CONTENTS OF FULL APPLICATION PACKAGE

All of the information and documentation requested in this section must be provided with your Full Application. The General Application Form, checklist, and required templates will be provided.

PLEASE ARRANGE YOUR PROPOSAL USING THE FOLLOWING HEADINGS AND IN THE ORDER SPECIFIED, ENSURING THAT EACH SECTION AND SUB-SECTION IS CLEARLY NUMBERED AND LABELLED.

PART 1 – General Application Form (GAF) – must be completed and signed

PART 2 – Checklist – must be completed (will be provided electronically)

PART 3 – Cover Page

1. Title of proposed research program
2. Official contact (authorized representative) at host organization: Name, title, address, email, telephone, and fax number (Should be the same person that signed GAF; any official correspondence about proposal will go to this person)
3. Two contact names with mailing address, telephone/fax numbers and electronic mail address (questions about contents of proposal will be addressed to one or both of these people; any email correspondence will go to these contacts and official contact)
4. Total cost of network research program
5. Amount of funding requested from the New Media Research Networks Fund for each year
6. Start and end dates of proposed research (earliest start date: April 1, 2005; latest end date: March 31, 2007)

PART 4 – Overview of Research Program

(Please try to write this section in basic “layman” terms.)

1. Provide a general description of the research program, including the general theme and a concise vision statement (maximum ½ page).
2. Provide a brief description of each project that makes up the research program (maximum ¼ page each).
3. Provide a list (point form) of concrete deliverables for your research program. These should be specific results of research that can be evaluated, not the activities that will lead to the results. You can provide one list for the entire research program, or divide the list by project.
4. Provide a list (point form) of the dissemination activities that will be undertaken by the Network to ensure that the results of the research program are as widely disseminated as possible.

PART 5 – Project Details

1. Outline each of the projects that make up the research program, providing the following information for each (this section should have more detail than what was provided in Part 4; you may refer to Part 4 if necessary):
 - a. outline of research that will take place for the project
 - b. examples/scenarios that demonstrate how the results of the project will be used or what an experience involving the results of the project would be like
 - c. how each project relates to the central theme of the research program



PART 6 – Added Value of Research Program

1. Provide an outline of current knowledge in your field of research.
2. Explain how the proposed research builds on or complements the existing knowledge base.
3. Explain why there is a need to undertake the proposed research.
4. Outline the innovation/innovative elements of the research program.

PART 7 – Benefits to Canada and the Canadian New Media Industry

1. The objective of the New Media Research Networks Fund is to help Canada become a world leader in digital cultural content creation and production by supporting innovative applied research at the intersection of technology and culture. Explain how the proposed research program will help to further this objective.
2. Explain how the research program will benefit Canadian users of Canadian cultural new media content and the Canadian new media industry as a whole in the short and long term.
3. Explain how the ultimate users of the research results have been incorporated into the research framework.
4. Outline what professional development opportunities will be created as a result of the research program. How will these opportunities lead to a greater level of expertise in Canada in new media?

PART 8 – Practical Application of Research Results

1. Will the research result in tangible tools, models, products, or applications that can be used by new media creators or by the Canadian general public?
2. Will any of the research projects generate products, applications, processes or services that could be commercialized by firms operating in Canada?

PART 9 – Composition of Network

1. Provide an outline of the basic composition of the research network.
2. Provide a list of partners that will be included in the Network, including the following information for each:
 - a. type of organization (see table that follows for abbreviations)
 - b. role in the Network
 - c. whether they are receiving any cash from the Network – indicate amount
 - d. whether they are contributing any cash to the Network (either directly or in the form of salaries to employees involved in research) – indicate amount
 - e. whether they are making an in-kind contribution to the Network – indicate amount
3. Explain how each partner is integral to the research program.
4. Provide a list of participants that will be included in the Network, including the following information for each:
 - a. type of organization (see table that follows for abbreviations)
 - b. role in the Network
 - c. whether they are receiving any cash from the Network – indicate amount
 - d. whether they are contributing any cash to the Network (either directly or in the form of salaries to employees involved in research) – indicate amount
 - e. whether they are making an in-kind contribution to the Network – indicate amount



Type of organization

- UN-university
- ED-non-university educational institution
- GR-government research lab
- PPR-public/private sector research organization
- PU-public sector organization
- PR-private sector organization; if PR, indicate if organization is a SME-small to medium-sized enterprise
- O-other; please specify

PART 10 – Benefits of Network Approach to Research Program

1. Explain why having a network of researchers is the best approach for this research program. What is the “value added” of using a Network rather than one organization/institution doing this on its own?
2. Explain how the Network partners will benefit from their own participation in the Network.
3. Indicate whether you expect this Network to be able to continue in some form beyond the term of the proposed research program.

PART 11 – Knowledge Dissemination

1. Beyond the dissemination activities listed in Part 4.4, explain the strategy for developing links with other organizations that might be interested in this research.
2. Outline any dissemination activities that will take place beyond the funding period for the project (i.e. after March 2007).

PART 12 – Management Structure and Expertise

1. Describe the governance structure of the Network.
2. Outline the management (administrative and operational structures) of the Network.
3. Explain how the structure of the research program and the leaders within the Network have been designed/selected to ensure that the Network will be able to deliver the forecasted results.
4. Outline the experience of the Network lead and the project principle investigators in regard to managing projects similar in size and scope to the proposed Network.

PART 13 – Evaluation

1. Outline how the Network will evaluate the success of the research program at the end of the funding period.



PART 14 – Past Involvement in New Media Research Networks Fund Projects*

1. If the New Media Research Networks Fund has previously funded this Network/research program, please provide a rationale for why it should receive more funding from this program.
2. If your organization has previously been involved in research funded by the New Media Research Networks Fund, please indicate whether there is any connection between that Network/research program and this proposal. If there is, please outline any similarities/differences, and provide a rationale for why it should receive more funding from this program.

*If either or both of the above do not apply, please indicate N/A in your proposal.

Note: Prior recipients may be asked for additional information about the results of research still underway.

PART 15 – Other Funding

1. For amounts that are not confirmed, indicate what steps need to be taken to secure those sources of funding.

PART 16 – Gantt Chart

1. Provide a Gantt chart, including milestones and estimated completion dates for each milestone, for each project under the research network.

PART 17 - Budget

1. Provide a project budget, prepared and documented as outlined in Section 7.3.
2. Provide budget notes as required to provide more detail on all budget items.
(Templates will be provided for these items)

PART 18 – Appendices

Appendix 1

- Copy of most recent signed audited financial statements from the host organization (not required for accredited colleges and universities)

Appendix 2

- Letters from confirmed or potential funders

Appendix 3

- Résumés/CVs (maximum of 5 pages each) of individuals integral to the research program (lead investigator and principle investigators for each project).

Appendix 4

- If applicable, a summary (maximum of 2 pages each) of the mandate and primary activities of any non-university Network partners.

Appendix 5

- Letters of intent to enter into a Network Agreement from all proposed Network partners



7.2 ADDITIONAL DOCUMENTATION IF FULL APPLICATION IS RECOMMENDED BY PAC

Only the five appendices outlined in part 18 should be included with your full application. Should your Network be recommended for funding by the Program Advisory Committee, you will be required to submit more supporting documentation as outlined below. All documents should be sent to CCO by the host organization.

Required within two weeks of notification

A. From the host organization:

- A monthly cash flow detailing revenues and expenditures, using the Excel template available from CCO.
- References from all federal government organizations or crown corporations from whom funding has been received in the past two years (2003-2005). For each case please provide the name of the department/organization, the specific program or fund, the dollar amount received, and contact details for at least one individual that is familiar with your file. In the case of a university, references are only required for funding that went directly to the department/school implicated in this research program.

B. From all for profit corporations that will receive funds from the Network:

- Evidence that they are Canadian-owned and controlled in the form of a list of directors (including citizenship) of the corporation as well as a copy of the shareholders' structure, including names, citizenship, and amount and type of shares held by each.
- Evidence that the organization is a small to medium-sized enterprise having annual revenues of less than \$25 million, or fewer than 250 employees

C. From all not-for-profit organizations that will receive funds from the Network:

- Evidence of not-for-profit status

D. From all non-government organizations that are contributing more than \$50,000 cash to the Network:

- Copy of most recent signed audited financial statements

Required before Execution of Contribution Agreement

E. A copy of the fully executed Network Agreement as per section 8.2.

F. In the case where a university or college is part of the Network, if the dean, rector, chancellor, or head of the office of research does not sign the Network Agreement or the General Application Form (GAF) (i.e. if the principle investigator was permitted to sign), then a letter from one of these individuals is required to indicate that their researchers are part of the network research program.



7.3 PROJECT BUDGET

The New Media Research Networks Fund provides financial assistance on a “project” basis. Therefore, funds are not available for ongoing operational support.

The New Media Research Networks Fund is a cost-shared program. Applicants will be expected to make cash and in-kind contributions to their project, and to leverage resources from the public, private and not-for-profit sector through a research network. A minimum of 25% (**in cash**) of eligible costs that are required to complete the project must be contributed by the applicant, their Network or other revenue sources for a project to be considered eligible.

Any cash that is contributed by a Network partner or participant, as identified by a signed confirmation letter, must be provided to the recipient in full by the end of the funding period.

7.3.1. ELIGIBLE EXPENSES AND THRESHOLDS

The following is a list of eligible expense categories that may be included in a research program. Please note that the percentages allocated to each expense category are only applicable to the expenses which are considered eligible by CCO.

Eligible Expense Categories	Threshold for funding
<ul style="list-style-type: none"> ▪ Salaries and benefits of researchers ▪ Salaries and benefits for Network staff not involved in research ▪ Travel and accommodation costs for Network personnel ▪ Material and supplies directly related to the costs of the research ▪ Communication activities ▪ Legal fees ▪ Project audit fees (for non-universities) ▪ Cost of establishing intellectual property rights (such as patents) resulting from Network-funded research ▪ Contracting of services only where necessary to provide services and expertise not available within the Network (including training) ▪ Market studies ▪ Prototype Development ▪ Translation and interpretation fees ▪ Evaluation 	<p>UP TO 75%</p>
<ul style="list-style-type: none"> ▪ Equipment 	<p>UP TO 50%</p>
<ul style="list-style-type: none"> ▪ Administrative expenses directly applicable to the research (including costs associated with Network activities) For example: courier costs 	<p>Up to 75% (of a maximum of 10% of total budget)</p>



7.3.2. INELIGIBLE EXPENSES

The following expenses are not eligible and should not be included in your overall budget.

Ineligible Expenses
<ul style="list-style-type: none"> ▪ Recoverable portion of GST – only the amount of GST (or other taxes) that is not recoverable should be included as an expense in your budget. ▪ Indirect expenditures – includes various overhead costs, ongoing operational expenses, staff time not spent directly on project related activities, rent, etc.

7.3.3. BUDGET TEMPLATE

The proposed budget must be submitted as outlined in the template below (electronic versions of all templates will be provided). The budget must include a detailed list of all project costs and revenues, and must also identify the amount of funding requested from CCO.

Example:

Expenses	Total Project Costs			Total Project Revenues			
	Cash Cost	In Kind Cost	Total Cost	Requested from CCO	Covered by applicant/partner		Total Revenue
					In Cash	In Kind	
Salaries							
xxx	\$	\$	\$	\$	\$	\$	\$

7.3.4. BUDGET NOTES

In order to clearly justify the expenses as outlined in the project budget, it is necessary for each applicant to submit detailed information regarding several budget categories; for example, a breakdown of salaries by individual or position. This additional information must be submitted as outlined in the templates provided electronically.

7.3.5. REVENUE SOURCES

Each applicant must identify the anticipated revenue sources and whether they are confirmed or pending. This information must be submitted as per the template provided electronically.

7.3.6. IN-KIND CONTRIBUTIONS

While in-kind contributions should be included in the overall budget, only cash expenses are considered when calculating the CCO contribution. For example, if a budget line item total cost is \$100 and \$40 of that line item is provided in-kind, the CCO contribution will only be 75% (or 50% as applicable) of the \$60 that was paid in cash.



Please note that for the administration of the New Media Research Networks Fund, a salary that is paid to an individual who is working directly on the network research can be considered as a cash contribution by the organization paying the salary (must be pro-rated to the time the employee actually spends on the research if it is not full-time). For example, if a university professor is working on network research 25% of the time, then 25% of his/her salary from the university can be considered a cash contribution to the Network by the university. Any such claims of salaries and time must be verifiable by an auditor.

PART IV – IMPORTANT INFORMATION FOR SUCCESSFUL APPLICANTS

8. CONDITIONS OF FUNDING

8.1 CONTRIBUTION AGREEMENT

Successful applicants will receive a letter from the Minister of Canadian Heritage indicating that a contribution has been approved for their project. Recipients are required to sign a **Contribution Agreement**, which is a legal contract outlining the responsibilities of both the Department and the Recipient. Once funding has been approved, no substantial changes can be made to the project without the prior written consent of the Department.

Please note that:

- Contribution Agreements are between the host organization and the Department of Canadian Heritage. The host organization represents the entire Network in the Contribution Agreement, and governs its relationship with the Network partners through a separate Network Agreement that does not include the Department.
- The Contribution Agreement takes effect on the day of signing by the Minister.
- Contribution Agreements include an indemnity clause whereby the host organization must indemnify the Crown against claims, damages, expenses, etc., due to the acts of the host organization and/or the Network partners. This clause cannot be amended or removed.

8.2 NETWORK AGREEMENT

A Network Agreement is a legally binding agreement between all of the Network partners (see section 2.1 for a definition of a Network partner). The Network Agreement is negotiated between the Network partners according to the requirements of each institution/individual; however, it must be legally binding and contain the following elements:

- an acknowledgement of the authority of the host institution to act on behalf of the other Network partners in its dealings with the Department of Canadian Heritage for the research program in question;
- the general terms of the agreement;
- a detailed description of the role/contribution of each partner in the Network;
- an explanation of how the Network will deal with intellectual property created out of the research program;



- indemnification of each partner signatory to the agreement (all partners indemnify each other);
- obligations of each partner with regard to reporting (activity and financial reports);
- assurance that each partner has obtained any ethics approval as required (if applicable);
- procedures for dispute resolution; and
- procedures for involuntary and voluntary withdrawal of partners and for adding new partners.

The Network partners are responsible for ensuring that the Network Agreement is legally sound and contains all of the elements required to cover the interests of all parties. CCO program staff cannot provide legal advice or offer an “approval” or confirmation that the Network Agreement is legally sound. However, a copy of the final draft of the Agreement should be provided to CCO before it is executed to ensure that all required elements are included.

8.3 REPORTING REQUIREMENTS

The host organization is required to submit quarterly and final **activity and financial reports** on behalf of the Network. The activity reports include information such as a summary of activities, accomplishments and setbacks, and progress on deliverables and dissemination activities. Financial reporting for interim reports is in the form of a cash flow detailing actual and projected expenses and revenues.

For any contributions over \$100,000, the host organization must produce a **final audited financial report** on the project at the end of the funding period. This report must be produced by an accountant external to the host organization or the Network, except in the case of universities. Universities do not need to hire an external auditor, but do need to have their final financial statements certified by the financial department of the university.

Please note: This audit is distinct from any audit that may be performed by the Department of Canadian Heritage.

In addition to the standard reporting outline above, the recipient will be required to produce brief **annual reports** for 3 years after the end of the funding period. Information requested in these reports could include: updates on further progress of projects, updates on the status of the Network, updates on research dissemination activities, and a description of the actual medium to long-term impact of the Network projects.

8.4 FUNDS AUDIT

Funds that are disbursed under the terms of a contribution agreement may be subject to examination of a recipient’s account, records, or other evidence deemed necessary in the circumstances, up to, and including a financial audit. Funding must be used only for the purposes specified in the Contribution Agreement. Any funding not used for these purposes must be returned to the Department.

The Network must provide a final audited financial report on the project at the end of the funding period, as outlined in section 8.3, whether or not the Department performs its own audit.



8.5 SPECIFIC CONDITIONS RELATED TO OFFICIAL LANGUAGES

The Contribution Agreement will include specific obligations with regard to official languages. Such obligations could include:

- Including an interface with basic background information on the Network's project in the second official language where a website is created for the Network in one official language
- Producing an executive summary of Network activities, members, and projects in both official languages
- Having abstracts of research papers written in one official language translated into the other official language
- Making announcements to the public in both official languages

9. IMPORTANT ADDITIONAL INFORMATION

- Applicants must retain a copy of their application for funding and related materials for their files, since these documents form part of their commitments if the request for financial assistance is approved.
- When determining the start and end dates for your project (earliest start date: April 1, 2005; latest end date: March 31, 2007), keep in mind that the evaluation process will still be underway at the beginning of the first fiscal year.
- Applicants who start the preliminary phases of a project during the period in which the Department of Canadian Heritage is evaluating their applications proceed at their own risk and expense. If the Department approves program funds, reimbursements can only be made for expenses incurred between April 1, 2005 and March 31, 2007.