1. **Project Details**

|  |  |
| --- | --- |
| 1.1 Project Title |  |
| 1.2 Project Type  *Select ONE (best fit to your project)* | Academic innovation |
| Applied research |
| College-wide improvements |

1.3 List of Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Position Title | Role in project  *(i.e. lead or member)* | Department | School |
|  |  |  |  |
|  |  |  |  |
| 1.4 Description of the proposed project *(Approximately 200 words)[[1]](#footnote-1)* | | | |
|  | | | |
| 1.5 Funding request (*Approximately 100 words)* | | | |
|  | | | |
| 1.6 Project Milestones and Timeline | | | |

*Below is a sample table where applicants can fill the project activities column and shade the cells corresponding to the month of estimated completion.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project activities/milestones | **Q1 – FY25/26** | | | **Q2 – FY25/26** | | | **Q3 – FY25/26** | | | **Q4 – FY25/26** | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Project Resource Plan**

|  |  |  |
| --- | --- | --- |
| 2.1 Budget estimate | | Justification *(Provide detailed information to justify the requested funds, including proof of departmental support for in-kind contributions e.g. instructor time. Note: capital and equipment are not eligible.)[[2]](#footnote-2)* |
| Salary | $ |  |
| Operating | $ |  |
| Other | $ |  |
| TOTAL | $ |  |

1. **Eligibility**

|  |
| --- |
| 3.1 Eligibility requirement – does the project meet STAR guidelines [(see program guide)](https://www.rrc.ca/ar/resources/star-fund/) |
| Yes/No |
| 3.2 Approved by department chair/manager |
| Yes/No |
| 3.3 Approved by associate dean/ director |
| Yes/No |
| 3.4 All participants listed in 1.3 have agreed to participate and have reviewed this EOI |
| Yes/No |

1. A) What is the problem or opportunity your project addresses?

   B) What is the primary goal of your project?

   C) What are the key activities or steps you will take to achieve this goal?

   D) Who will be involved or consulted in your project?

   E) What outcomes or impacts do you expect from your project? [↑](#footnote-ref-1)
2. A) What specific activities or tasks will the funding cover?  
    B) Are there any key resources (e.g., staff or materials) that the funding is intended to cover? [↑](#footnote-ref-2)