

2. Overview of Proposal

A short abstract/overview describing the request and its goals, **(max 300 words)**.

3. Description of the Organization

Briefly describe: How does your organization/facility meet the eligibility criteria for this funding; How long has the organization/ facility been in operation; What is the name of the parent organization that legally owns the organization/ facility; What are the current areas of specialty of the organization/ facility; What are the services provided (e.g. data intake, quality control, long term preservation, access to data); What is the relative size of the data holdings of the organization/ facility; How much data does the organization/ facility intake and process annually; What are the data access/request rates on an average year, and in the last calendar year; What are the planned data management activities over the next 5 years? **(max. 4 pages)**.

4. Detailed Work Plan

Provide a detailed description of the proposed work, including: background information, rationale, how the funding will meet the objectives and priorities, purchase, delivery/retrieval plans, short- and long-term benefits, and how the project is to be evaluated internally. Please provide an example of a submission information document that would be required from data submitters in order to provide information to the data centre regarding the data submission, (conforming to the Reference Model for an Open Archive Information System, <http://public.ccsds.org/publications/archive/650x0b1.pdf>). Please provide a letter of support from the senior management of the organization/facility indicating their commitment for the ongoing maintenance and operating costs of the organization/facility post IPY. **(max 5 pages)**

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6. Partnership and Collaboration

List any key partners or collaborators contributing to the project. Partners include other organizations that are involved in the project, but are not direct co-applicants attached to this proposal. Additional **Letters of Support** are not mandatory but are considered an asset in showing prior planning for collaboration. Also include information on the parent organization and on the support it will be providing. **(max 2 pages + letters of support)**

7. Short Curriculum Vitae (CV) or Biography of Team Lead

The CV or biography of the team lead should include relevant background, education / expertise, and job experience to justify how they are qualified to lead this work. A separate Word or Adobe Acrobat document can also be provided. **(max. 2 pages)**

8. Budgets

The budget tables are to be provided using the attached Excel file, "Data Management RFP Budget Template.xls".

Deadlines and Review

Proposals for funding are to be submitted to the IPY Federal Program Office, by **June 7th, 2010**. The proposal will be reviewed in June, 2010 with notification to successful applicants by early July 2010.

Submitting

To ensure uniformity all proposals must be sent *electronically* to api-ipy@ainc-inac.gc.ca. Prior to submitting your application, please ensure the following files are complete:

1. The Microsoft Word file, "Data Management Proposal Template.doc", renamed to "Your family name – Data Management Proposal.doc"
2. The Microsoft Excel file, "Data Management RFP Budget Template.xls", renamed to "Your family name – Data Management RFP Budget.xls"
3. If applicable, letters of support from senior management and/or partners and collaborators in Word or Adobe Acrobat PDF formats.

Reminder

Supporting documentation will not be accepted separately after the June 7th, 2010 deadline.

Do not send compressed (*.zip) files, they will be filtered out by the departmental e-mail system.

After submitting your application you will receive an e-mail confirming its receipt within 2 business days. If you do not receive confirmation of your application, or if you have any questions or require assistance with your proposal, please contact Scott Tomlinson, IPY Data Management Coordinator at the address below.

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