Applicant Guide

What to know before submitting a project partnership application to CERIC

Thank you for considering submitting your project idea related to career counselling or development to CERIC.

Annually, CERIC usually opens two rounds of applications, which are announced in advance so prospective applicants can prepare and gather all the necessary information to build their project proposals. The timelines will be communicated and shared on our website as well as social media platforms, so make sure to be subscribed to our updates!

Projects are expected to start in June or November, so plan your project's timeline accordingly.

Make sure to carefully review our FAQ page, where you can find ample information to answer all your questions related to types of projects, budget considerations, submission and review process and more!

Consult the list of projects – it is useful to get familiar with the type of projects funded in the past, how a certain topic was explored, what type of resource was produced as a result, etc.

Review our Marketing and Knowledge Dissemination Guidelines.

How to prepare to submit a project partnership application to CERIC

1. Decide on what type of project you will be applying for

Research applications may focus on practical or academic research related to career development in Canada and/or its application.

Learning applications may focus on the development and/or implementation of career development-related learning material in Canada. Method of delivery may be: short training courses, webinars, full program courses, training workbooks or manuals.

Some projects may incorporate both components – for instance, an initial research phase may be conducted in order to gather information for developing new learning materials. In determining the type of project you are applying for, consider whether research methods are involved or if the focus is primarily on a learning activity, as well as the expected final deliverables.

2. Determine the need of your project

How did you determine that this particular topic or research question has not been previously addressed, or that there is a gap requiring an updated resource? Does your proposed project fill a need

in the career development or counselling field? Are there existing studies, learning materials or resources in that area or on that topic?

Reviewers will assess whether the background information supporting the project's need is well-founded and if the applicant(s) has conducted solid research/needs assessment.

3. What makes your project unique?

Similar to the process of determining the project's need, you will have to conduct a literature review, market research, environmental scan and/or connect with experts in the field. This will help determine whether similar projects/initiatives already exist and how your project is distinct in generating new knowledge, reaching new audiences or offering a unique perspective.

4. Determine the interestholders and target audience for the project

Clearly define the key interestholders and the target audience for your project. Who will benefit from it, gain new insights or receive support? Consider both primary and secondary audiences, ensuring you account for everyone involved and impacted by the project.

5. Define the project's goals and deliverables

Reviewers will evaluate the clarity and alignment of your project's objectives with CERIC's key objectives and funding priorities. Some projects may have multiple goals, while others may have a primary one divided into sub-goals. You will also need to outline how you plan to measure success and evaluate whether your objectives have been achieved at the end of the project.

6. Explain the methodological design (if a research project) or the activity plan (if a learning project)

Provide a clear plan detailing the research methods (for a research project) or learning activities (for a learning project) you intend to implement. Consider whether these approaches are suitable to the scope of the project and if any methods/techniques are innovative. Ensure there is alignment between the project's goals and the proposed activities.

For research projects, describe how you will manage data collection and analysis. Additionally, identify any ethical concerns and explain how they will be addressed.

7. Capacity and collaboration

Consider whether you or your team/organization have the necessary capacity and resources to conduct the project or if additional expertise is required. In some cases, engaging with additional collaborators or partners (either for specific tasks or the entirety of the project) can enhance your team's capacity, knowledge and efficiency, ultimately supporting the successful development of the project.

8. Knowledge dissemination and deliverables

Ensure your project application includes a plan for knowledge dissemination. How will you share the research results or project deliverables with the identified target audiences and the broader public?

For additional guidance and a lot of great tips, you can also consult our Marketing and Knowledge Dissemination document.

9. Project's impact on the field

Project applications will be assessed based on the positive and tangible impact they will have on the field of career development. Identify the contribution of your project and its potential to encourage further initiatives or follow-up actions. Consider whether the project encourages transferability and replicability across different settings, regions or audiences. Is the expected impact broad or focused on specific interestholders or sub-fields?

10. Timeline and budget allocation

Before submitting your project application, review to ensure the project is feasible within the timeline and the budget proposed. Ensure you have outlined all the research components or learning activities, as well as the key milestones necessary for successful project execution. You may also include a risk mitigation strategy. The application form provides examples of timelines, budget and cashflow templates to guide you when creating your own. Projects are typically expected to start in June or November, so plan your timeline accordingly.

11. Letters of support

You will be asked to include with your application 3 letters of support from interestholders who share the need for the project and would be impacted by it. Is it advisable to start reaching out to such interestholders early in the process, as some may express interest in collaborating directly on the project.