



Instructions for Proposal Completion:

Grant Criteria:

Please reference the **Alberta Transfer System Capacity Grant Criteria (2026-2029)** when completing this proposal.

Project End Date:

All projects must end no later than **December 31, 2029**.

Proposal Due Date:

Proposal submissions must be submitted no later than **11:59 p.m. MT** on **August 26, 2026**.

Proposal Submission(s):

Please submit your completed and signed electronic proposal by email to acat@gov.ab.ca on or before the due date with the subject line:

"<Institution Name> – Alberta Transfer System Capacity Grant"

Technology/Software for Proposal Completion:

- Any type of Adobe Acrobat may be used to complete your proposal submission.
- Adobe Reader will not have full functionality to attach documents.
- If you do not have access to Adobe Acrobat, please include your attachments in the same email as your proposal.

Review before Signing:

The "sign" button is disabled by default, press review and close to enable it.

Questions:

For any questions, please contact acat@gov.ab.ca



Alberta Transfer System Capacity Grant (2026-2029) Proposal Template

Contact Information

Project Lead

The “Project Lead” is the person primarily responsible for the administrative management of the project(s). Advanced Education will direct all correspondence to the Proposal Lead.

Lead Name	Organization/Institution	
Lead Title	Lead Email	Phone Number

Project Authorizer

The “Project Authorizer” is the person who endorses the application on behalf of the institution. Advanced Education requires that applications for institutional grants are approved by a Vice-President (or their designate).

Authorizer Name	Authorizer Title
Authorizer Email	Authorizer Phone Number

Proposal Collaborators

Yes

No

This proposal involves partnering with member and non-member learning providers that offer relevant education and training for the project, including introductory-level programming and alternative offerings.

Yes

No

I have included letter(s) of support from member institution and non-member learning provider collaborators

This may include one letter with multiple collaborators as signatory or multiple letters from different groups of collaborators, etc.

List All Collaborators:

Organization Name

Collaborator Name

collabname@email.com

Project Title:

Anticipated Start Date: Must be between October 1, 2026 and October 30, 2026

Anticipated End Date: Must be no later than December 31, 2029

Project Rationale

Identify the situation you are trying to improve or the problem(s) you are trying to solve.

- Describe a clear rationale for the project and how Alberta learners are impacted by the situation or problem(s).
- Provide evidence that highlights the significance of the situation or problem.
- You might include data or anecdotes from your own institution and/or references to policy reports, research articles or media stories.

Project Approach

Provide a detailed description of how your project will support Alberta learners by improving the situation or solving the problem(s) referenced in your response for “Project Rationale.” Explain the specific activities, approach, and pathways you plan to undertake.

- A proposal may include one large initiative with the same collaborators or more than one smaller initiative(s), each with different collaborators and pathways targets. Please ensure that this section includes information about how your project will be structured. Please be specific as to when you will be working with collaborators.
- This section should also include:
 - How you are collaborating with member institutions and non-member learning providers to create data and pathways for alternative offerings and introductory-level programming as part of your proposal (see [Appendix 3: Definitions of the Alberta Transfer System Capacity Grant Criteria](#)).
 - How the project will contribute to Learner Pathways System (LPS) and Transfer Alberta Search Tool technical and data updates and learner access to transfer and pathways information in the Alberta Transfer System.

Project Impact

Describe the potential for your project to create transformative, measurable, and sustainable impact for Alberta learners and the system. In this section please also include if/how your project will be adoptable or scalable at other institutions/sectors/across the system.

- Identify how the project will be measured and the metrics/reporting it will provide.
 - If possible, provide preliminary quantitative goals (e.g., number of people who will participate in the project's activities, number of students who will apply to a program, enrol in a course or utilize a pathway) and how you will measure them.
 - If possible, provide preliminary qualitative goals (e.g., improving learner-friendly practices for transfer credit assessment, enhancing strategies for recruiting prospective transfer students or reducing unnecessary, bureaucratic or inequitable barriers that impede a learner's ability to pursue their educational and professional goals, time and money saved) and how you will measure them.
- Provide information about how the project will contribute to system-wide data standards, access, and practices that support learner access to pathways.
- Describe how your project's activities and outcomes could continue in the future. You might explain how your institution and its collaborators could sustain, continue, maintain, repeat or expand your project's activities past the grant timeline.
- Describe how your project's activities could benefit students and multiple institutions and could be replicated at other post-secondary institutions or scaled up to cross-sectors, apply to other disciplines, etc.

Project Milestones

"Project milestones" are progress markers that can be identified by the completion of significant tasks, rather than the passage of time.

Milestones may change over the course of the three-year period, but please include milestones past the first year of the project to the best of your knowledge. There will be opportunities to make amendments to the plans if necessary. Any amendments to year 2 and 3 project milestones will be expected at the same time as the Year 1 and Year 2 reports, dates for which will be outlined in a grant agreement if your proposal is chosen.

Examples:

- *Processing 100 courses is a project milestone.*
- *Processing courses for 4 months is not a project milestone.*
- *For each project milestone, include (1) a specific date, and (2) a description of 10 or fewer words.*

Milestones *(Please include One Milestone per text box. Add Additional boxes as needed)*

Add Another Milestone

Budget

Complete the budget template for the entire three-year project term.

When completing the budget template below, please:
✓ Closely review Appendix 2: Budget Guidelines of the <i>Alberta Transfer System Capacity Grant Criteria</i> for information about eligible and ineligible expenses
✓ Round off to the nearest dollar ✓ Do not list in-kind contributions

GRANT REVENUE	2026/27	2027/28	2028/29
Grant proceeds from Advanced Education			
PROPOSED EXPENSES			
Personnel			
Salaries and benefits for administrative and support staff			
Teaching release			
Honoraria for external advisors and/or fees for contractors			
Project Costs			
Equipment purchases <i>Not exceeding \$10,000 for entire project</i>			
Software, services, and other technology			
Travel and accommodation			
Hosting			
Promotional materials			
Administrative Costs <i>up to 10% of grant proceeds</i>			
Total Proposed Expenses <i>(must equal Total Grant Revenue, above)</i>			

Attestation

☐ I attest that someone from my institution attached to the project will participate in the transfer mandate initiative working group and support its outcomes.

The working group will support:

- *collaborate with other transfer mandate grant holders;*
- *contribute to data standardization and provide feedback on the tools, policies, and processes of the Alberta Transfer System for introductory-level programming and alternative offerings;*
- *contribute to assessment and development of transfer pathways and decisions submitted through the Learner Pathways System Transfer Credit Evaluation System portal;*
- *participate in the broader provincial advisory committee by attending approximately three meetings a year, providing updates on grants activities regarding data and pathways developed to this committee, and receiving input from the committee to help support the funded project. ; and*
- *other optional targeted analysis as feasible and defined by the grant holder, including possible analysis of cost and time savings for students/institutions based on the grant holders' development of transfer decisions and pathways for transfer credit.*

☐ I agree that my institution will collaborate with others in the working group, and/or applicable institutions to complete assessment of new transfer decisions requests coming over the course of the project.

☐ I attest that I will share transfer decisions and pathways data and other products (e.g., offerings data, tools to assist with assessment, processes/practices, policies, agreements with institutions/organizations, data tables or scripts to assist with data sharing, etc.) related to the pathway development with member institutions and learning providers to aid in the development, data, and sustainability of the pathway.

Please list examples of the products you may share and attach any already existing samples here to help illustrate intent:

Declaration

This application must be signed by a representative with signing authority for your institution.

I, the undersigned, declare that:

- I certify that the information contained in this proposal is true and accurate.
- The project(s) and proposal are endorsed by the organization which I represent.
- I understand all documents submitted to Alberta Advanced Education become the property of the Province of Alberta, and are subject to the disclosure provisions of the Access to Information Act (ATIA). The ATIA allows any person right of access to records in the custody or under control of Alberta Advanced Education, subject to limited and specific exceptions.

Representative Name

Position/Title

Phone Number/Email

Signature and Date Signed

The personal information collected through this proposal template is for the purpose of ensuring the accuracy and reliability of the information and to evaluate the proposal and communicate with the submitters regarding their submission. This collection is authorized under section 4(c) of the Protection of Privacy Act. If you have questions about the collection of personal information, contact the Senior Manager, Learner Pathways/Alberta Council on Admissions and Transfer (ACAT) Secretariat at ACAT@gov.ab.ca .