Project proposal form:

**Volunteer and pooled-fund projects**

The Transportation Association of Canada (TAC) is a forum for the exchange of ideas and information on technical guidelines and best practices in the Canadian transportation and roadway sectors. TAC’s pooled-fund and volunteer projects must respect the Association’s technical mandate and not advocate policy positions. Project deliverables may be published by TAC (see [*TAC Publication Guidelines*](https://www.tac-atc.ca/sites/tac-atc.ca/files/site/doc/projects/docs/tac_publications_guidelines_2015-01-01_en.pdf)) following approval by the appropriate council.

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| **Timelines** | | |
| **Milestone** | **Milestone dates to enable council consideration of project proposals** | |
| **Spring Technical Meetings** | **Fall Technical Meetings** |
| Project working group sends **preliminary project proposal form** to TAC Secretariat and committee executive | February 15 | August 8 |
| TAC Secretariat posts **draft project proposal form** to SharePoint for review and comment by other committees | February 28 | August 22 |
| TAC Secretariat posts **final project proposal** **form** for review and approval by appropriate council | March 15 | September 7 |
| ***Pooled-fund project proposals*** are requested to follow these timelines.  ***Volunteer project proposals*** are requested to follow these timelines. If volunteer work has already started, the proposal should be brought to the overseeing council at the earliest opportunity. | | |

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| **Part 1: Project identification** | | |
| **For all projects** | | |
| **Title** | | |
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| **Committee** | **Overseeing council** | **Contact person** |
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| **For pooled-fund projects only** | | |
| **Agency champion(s) and contact(s)**  *Identify one or more federal, provincial, territorial or municipal TAC member organizations willing to speak to the project need and objectives.* | | |
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| **Part 2: Project description** |
| **For all projects** |
| **Project context**  *Describe the problem or issue giving rise to the project proposal, including any council directions.* |
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| **Objectives to be achieved by the proposed project**  *Describe challenges to overcome and outcomes to achieve.* |
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| **Methodology to achieve objectives**  *List steps to accomplish objectives (e.g. literature review, research, survey, consultation, analysis).* |
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| **Final deliverables**  *Describe nature (e.g. national guideline, synthesis of practice, discussion paper, briefing, online application).* |
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| **Related documents**  *List relevant TAC publications and other Canadian/international references.* |
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| **The** [**Road Safety Checklist**](https://www.tac-atc.ca/sites/default/files/site/doc/projects/road-safety-checklist.pdf) **for TAC Committees has been reviewed and applied.** |
| **The** [**Climate Change Checklist**](https://www.tac-atc.ca/sites/tac-atc.ca/files/site/doc/councils-commitees/climate-change-task-force/pdfs/climatechange-checklist.pdf) **for TAC Committees has been reviewed and applied.** |
| **TAC’s Library (**[**library-biblio@tac-atc.ca**](mailto:library-biblio@tac-atc.ca)**) has provided a literature search on the topic.** |

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| **Part 3: Project resources** |
| **For volunteer projects only** |
| **Start date and expected duration** |
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| **Project steering committee members**  *List agencies and representatives.* |
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| **For pooled-fund projects only** |
| **Consulting assignment value and duration**  *Estimate value and duration of expected consulting contract; if project can be conducted in phases, estimate the value and duration of each phase.* |
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| **Total project funding requirement**  *Complete only after consultation with TAC Secretariat.* |
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| **Recommended minimum funding for project launch**  *Suggest % of total funding requirement to be committed before forming a project steering committee; explain any variation from default value of 100%. NB: Values less than 100% imply the ability to (a) reduce the project scope if further funds are not committed, or (b) conduct work in a phased manner.* |
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| **Recommended funding window before reconsideration**  *Suggest length of time to seek funding before considering withdrawal or re-scoping of pooled-fund solicitation; explain any variation from default value of 12 months.* |
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*Form revised October 2021*