

**COVER SHEET**  
**LETTER OF INTENT – RESEARCH PROJECT PROPOSAL**

NAME OF INDIVIDUAL APPLICANT OR APPLYING ORGANIZATION:

ADDRESS (Include Postal code):

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

NAME AND TITLE OF PROJECT CONTACT PERSON:

PROJECT NAME:

AMOUNT REQUESTED:

PROPOSED START & COMPLETION DATES OF PROJECT:

IF YOU ARE APPLYING AS AN ORGANIZATION, HAS YOUR BOARD OF DIRECTORS (OR OTHER GOVERNING BODY) APPROVED THE SUBMISSION OF THIS APPLICATION TO THE CANADIAN INSTITUTE FOR INFORMATION AND PRIVACY STUDIES SOCIETY? IF SO, GIVE DATE OF APPROVAL.

SIGNED (If an organization is applying, this should be signed by the Board Chair or President).

Name \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Canadian Institute for Information  
and Privacy Studies Society**  
5383 Granville St, Vancouver, BC V6M 3C2  
Ph: 604-441-3441  
Email: [info@ciips.ca](mailto:info@ciips.ca)

**If you have any questions about this application form or approval process,  
please contact the Canadian Institute for Information and Privacy Studies  
at (604) 441-3441 or [info@ciips.ca](mailto:info@ciips.ca)**

## LETTER OF INTENT

CIIPS seeks Letters of Intent for proposals for one-time projects. To be eligible for funding or partnership, a project must fit the mission and charitable purpose of CIIPS.

Please limit your Letters of Intent to a maximum of four pages and ensure that you provide the following information.

1. Applicant information:

- a) Name of contact individual or organization
- b) Address (with postal code)
- c) Telephone
- d) E-mail address
- e) Website (if any)

If an organization is applying:

- f) Name of Executive Director
- g) Name and title of Board Chair/President
- h) Current annual budget and source(s) of revenue
- i) Describe the purpose of your organization.
- j) Describe your organization's activities, its members, its clients and its staff.

- 2. Proposed project name
- 3. Name of the principal researcher
- 4. Amount of request
- 5. Start and completion dates (Applications are for time-limited projects only.)
- 6. Project description
- 7. Why do you think this project is needed and who will it serve?
- 8. What are the overall objectives and specific objectives of the project? What are its desired outcomes?
- 9. Describe how this project relates to the mission statement and charitable purposes of CIIPS.

10. Budget: List the total amount needed for the project and the amount requested from CIIPS. If you have other sources of revenue, please list them and whether or not they are confirmed. Outline in general terms your anticipated expenses for the project.

Please attach a CV of the principal researcher to the Letter of Intent, together with a list of publications and presentations relevant to the application within the last five years. It is not essential for researchers to be highly published; graduate students, recent graduates, and independent researchers are encouraged to apply.

The Cover Sheet, Letter of Intent and related materials must be sent by email or mail to:

Project applications

Canadian Institute for Information and Privacy Studies Society (CIIPS)

5383 Granville St, Vancouver, BC V6M 3C2

[info@ciips.ca](mailto:info@ciips.ca)

We encourage you to contact CIIPS president Darrell Evans at [info@ciips.ca](mailto:info@ciips.ca) to discuss your project before you prepare your Letter of Intent application. This is an opportunity to discuss our funding process and get assistance and feedback on your project idea and how it relates to the CIIPS mandate.