



**THE CANADIAN INSTITUTE  
FOR INFORMATION  
AND PRIVACY STUDIES**

**Canadian Institute for Information  
and Privacy Studies Society**

5383 Granville St, Vancouver, BC V6M 3C2

Ph: 604-441-3441

Email: [projects@ciips.ca](mailto:projects@ciips.ca)

## 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: \_\_\_\_\_

**Applications or queries may be submitted by email or Canada Post.  
Email applications to: [projects@ciips.ca](mailto:projects@ciips.ca)**



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

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 (This proposal process is 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 CIIPSS
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 should be sent by email or mail to:

Darrell Evans

President

Canadian Institute for Information and Privacy Studies Society (CIIPS)

5383 Granville St, Vancouver, BC V6M 3C2

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

We encourage you to contact CIIPS president Darrell Evans at [projects@ciips.ca](mailto:projects@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.

## **Purpose of CIIPS**

CIIPS Society is a registered charity whose purpose is the advancement of education—specifically the advancement of the education and knowledge of public access to information and privacy issues. In doing so, we are also permitted to conduct research that leads to discoveries related to the advancement of knowledge of public access to information and privacy issues.

We advance our Purpose and related Objects by:

1. studying the value, impact and implementation of public access to information in Canadian society
2. studying the value, impact and implementation of privacy principles in Canadian society
3. developing academic research papers, reports and other materials focused on public access to information and privacy issues
4. preparing, producing and presenting public events, and speaking engagements highlighting the issues of access to information and privacy principles
5. creating educational programs for youth, high school and university students, including: speaking tours, school curriculum materials featuring the issues of access to information and privacy principles
6. engaging other programs which further the objects of the Corporation.

## **Meeting Standards for Charitable Research**

### **Required information for research applications**

CIIPS funds research that meets the definitions, requirements, and standards for charitable research established at common law and by [Canada Revenue Agency](#).

Applicants need ensure that they outline how their proposed research:

1. can help achieve or further CIIPS's charitable purpose: advancement of education
2. be based on a research subject that has educational value and can be attained through research
3. can be undertaken in a way that might reasonably lead to the discovery or improvement of knowledge (e.g., respected and suitable methodology)
4. is primarily conducted for the public benefit and not for self-interest or private commercial consumption
5. will be [vetted](#) in advance for ethical consideration if the research involves human subjects
6. can be disseminated and made publicly available to others who might want to access the information.

## Qualifying as charitable research

To qualify as charitable, research must:

1. be of public benefit
2. be conducted by a researcher with the experience or training required to carry out the research—as demonstrated by the researcher’s appropriate qualifications, employment experience, or record of publishing history
3. be based on information arrived at in a structured and systematic way on a subject that has educational value
4. NOT be selective, unreasonably biased, or promote a predetermined point of view

## Quality research in a charity environment

The data analysis must present a well-reasoned position and substantiate all conclusions and recommendations. A [well-reasoned position](#) is defined by CRA as “a position based on factual information that is methodically, objectively, fully, and fairly analyzed. In addition, a well-reasoned position should present/address serious arguments and relevant facts to the contrary.”

CIIPS expects that qualitative research is conducted to qualitative standards of trustworthiness: credibility, transferability, dependability, and conformability (see Shenton, A.K. (2004). Strategies for ensuring trustworthiness in qualitative research projects. *Education for Information*, 22(2004), pp. 63-75, IOS Press., pp. 63-75). Approaches other than this will require convincing a review committee that is concerned with meeting the spirit of CRA expectations.

The research must be “reasonably objective or reasonably free of bias and therefore not ‘propagandist’ or akin to being ‘political’ in nature,” in the words of CRA.

## Passing the test

Applications will be reviewed within CIIPS. Where appropriate, members of our advisory board will be invited to comment on applications. Applicants should be prepared to refine their proposal to meet the standards set above, along with internal priorities, the likelihood of finding timely funding, and other variable criteria.

At the end of your approved research, submitted research papers will normally be peer-reviewed by a committee of academics and other authorities on the issues being researched. Our intent is to publish findings in accordance with CRA regulations for [dissemination by charities](#) with an educational research purpose.