

## 2016/17 ONCAT RFP Submission Form

### Submission deadline: January 16, 2017

RFP Submissions should include the following components:

1. *This form* – ONCAT RFP Submission form (as an MSWord document)
2. ONCAT RFP Budget form (as an MS Excel document)
3. ONCAT RFP Signature form (as a pdf or scanned image)

*Please type your information directly into this document.*

### Proposal Overview

#### 1.0 RFP Reference

Please bold one of the following:

- ONCAT 16/17 RFP – Innovative Curriculum Delivery
- ONCAT 16/17 RFP – Pathway Development
- **ONCAT 16/17 RFP – Research**

#### 1.1 Title of Proposed Project

A Framework for Data Sharing in Academic Collaborations and Pathways

#### 1.2 Lead Institution

York University

#### 1.3 Participating Institutions

York University & Seneca College  
University of Ontario Institute of Technology & Durham College  
Trent University & Fleming College

## 1.4 Date Submitted

January 16, 2017

## 1.5 Summary of Proposed Project. (50 words)

With the increasing collaborations between colleges and universities and the creation of formalized articulation agreements, there is a growing interest in data to support the existence of partnerships and to learn from the resulting challenges. However, issues of privacy protection and resource capacity often stymie data sharing practices, because of a lack of clear institutional policy to guide the process.

## Contact Information

### 2.0 Project Lead

*All correspondence will be directed to the Project Lead unless otherwise indicated.*

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## Project Proposal

### 3.0 Project Goals

Describe the intended goals of the project. (300 – 500 words)

What is being proposed is a Feasibility Study. Three college-university partners will participate in the research. Partner institutions will examine their current institutional data sharing practices as part of this qualitative research project.

#### **The research will explore the following:**

- 1) What is the student level data being collected by universities and colleges being used for?
  - How has data been used to inform institutions about student mobility and transfer?
  - Is this information currently being shared between university/college partners?
  - If so, what are/ were some of the issues arising due to data sharing?

- Were there initial concerns? Were there for example, privacy, data integrity and other concerns/ challenges that emerged or were deliberated when there was a request for/ agreement to share data?
- If yes, what were some of the issues and how were they resolved?
- 2) What are some of the best practices referenced/ consulted at the institution that are in-use at other organizations? Where/ how is this information sourced?
- 3) How is the collected data used to inform academic collaborations and decision-making at the institution/ in the partnership?
- 4) What has been/ should be some of restrictions on data use by the institutional partners?
- 5) How is the request for data outside of the institution being managed?
  - What are the protocols and guidelines that are in place to facilitate such requests? If none exists, what should they be?
  - How are decisions made on whether to grant access to data when requests from third parties/ or from the partner institution are received?
  - What are the restrictions/ how are restrictions placed and enforced on data acquired from/ by third parties from your institution/ about the partnership?
- 6) What is the institutional capacity to manage data? (e.g. departments, resources, policies, research output)
- 7) The use of the Ontario Education Number (OEN) is being proposed for use at Ontario universities and colleges
  - What are some of the data sharing issues that could be resolved because of the use of the OEN?
  - What additional issues (not mentioned above) may arise because of access to the OEN?

### 3.1 Methodology/Project Management

Provide a clear and comprehensive explanation of all steps that will be required to complete the project, including a timeline. As part of the timeline, clearly indicate the key milestones of the project as it moves from conception to completion/implementation. (1000 – 1500 words)

The methodology will include consultations through focus groups and/ or unstructured group/ individual interviews. The participants in the study will include staff at the institutions with responsibilities in partnership and research. There are four project deliverables which are: an institutional survey; final report; a policy framework for the data sharing; and an agreement template.

#### Phase I (March 2017 – July 2017)

- Convene the committee, representatives from the partner institutions to discuss the project
- Develop the institutional survey instrument around the following themes:
  - a) Institutional Decision-Making
    - Data collection, privacy & security

- Managing partner/ third party requests for information
- b) Institutional Capacity
- c) Data Usage Limitations
- d) Other

**Phase II (August 2017 - November 2017)**

- Compile and analyze the study results

**Phase III – Mid-term Report – October 2017**

- Data collection process and preliminary findings (mid-term report)
- Environmental scan of existing data sharing models, templates and policies

**Phase IV (December 2017 – March 2018)**

- Develop a Final Report
- Develop a data agreement template
- Develop a policy framework

As part of our project management requirements, project teams must submit a minimum of one interim report mid-way through the project and a final report, including executive summary and detailed financial statement, at the project's completion. Please indicate your proposed submission dates in your timeline.

Mid-term Progress Report – October 31, 2017

**3.2 Topic Experience**

Provide a complete list of project team members, and explain how the academic training, qualifications and past experience of the project team will contribute to achieving the goals of the project. (300 – 600 words)

(Will be attached)

NOTE: CVs of project team members may be requested as part of the proposal evaluation process.