**PROJECT CHARTER**

**Instructions – Please Read**

**The Project Charter** should be completed by the University lead researcher in consultation with the City partner(s) and any co-researchers. The primary or lead University researcher must be a faculty member with a tenured or tenure-track position or a limited-term academic appointment with expectation of independent research.

**The City sponsor** authorizes the allocation of resources for the project, including any City funding and data commitments. The City partner and City sponsor may be the same person.

**City Resources / Data:** Try to anticipate all data needs now to avoid delays in the project. If additional data requirements arise during the course of the project, please contact the Urban Alliance Coordinators as soon as possible.

**Communications Plan**: A successful City-University collaboration requires that both partners clearly understand the challenge being addressed, the research question being explored, project deliverables and each others’ expectations. Communicating these up-front and providing for frequent updates can help keep the project on track to ensure both partners are happy with the outcome.

For projects that include City funding, a contract agreement will be prepared by the University Research Services Office (RSO) using the Urban Alliance template. The *Urban Alliance Master Research Terms and Conditions* will apply. View these [here](http://ucalgary.ca/urbanalliance/research-agreements).

Your project may involve other partner organizations. Please provide information about these partners and their contributions where indicated. If they are contributing funds, a separate agreement will be required between each organization and the University of Calgary.

When completed, submit the Project Charter with all signatures by email to the Urban Alliance Coordinators.

**Contact information:**

* Urban Alliance Coordinator (University) – Barry Phipps, [bphipps@ucalgary.ca](mailto:bphipps@ucalgary.ca), 403-220-8765
* Urban Alliance Coordinator (City) – [data@calgary.ca](mailto:data@calgary.ca)
* Website: [ucalgary.ca/urbanalliance](https://ucalgary.ca/urbanalliance)

**Please direct any questions to the Urban Alliance Coordinators – we’re here to help!**

**Title of Research Project:**

**Term of Project:** (estimated start and end dates)

**University of Calgary Researcher(s):** (name, position, faculty / department, email, phone)

Indicate primary or lead researcher if more than one.

**City of Calgary Partner(s):** (name, position, business unit / department, email, phone)

Indicate primary or lead partner if more than one.

**City of Calgary Sponsor:** (name, position, business unit / department, email, phone)

**Other Partner(s):**

**Project Description and Statement of Work:**

Include all of the following:

1. Background and objectives of the project.
2. Description of the research work to be completed, including timeline and University resources.
3. Milestones, deliverables, expected outcomes and implementation of results by The City of Calgary and other stakeholders.

**City of Calgary Resources, including Data:**

Describe in as much detail as possible the data products and other City resources (site access, personnel time, etc.) required. Please ensure that the required data/resources are available before filling out the Project Charter. Should further data needs arise during the project, provision of such data may be approved for license by The City in writing, at its discretion. All data inquiries or requests are to be made through the Urban Alliance Coordinators.

**Budget:**

Include all of the following:

1. Expenses, including 15% overhead on any direct costs to be paid for by City of Calgary funds.
2. All sources of funding (City and other partners), including in-kind contributions.

**Communications Plan:**

Clearly understood expectations and frequent City-University communication are key to the success of your project. Please describe your plan for regular communication updates and ensuring that the expectations of both partners are met. Indicate the frequency (e.g. bi-weekly, monthly, milestones, etc.) and type of meetings (e.g. face-to-face, videoconference, etc.) and how research progress and feedback will be shared between the partners.

**Signatures:**

University Faculty Researcher (Primary): Date:

City Partner (Primary): Date:

City Sponsor: Date: