



SPF Application Form
Section A - Cover Page

Fill out this Cover Page and save it to your files for future reference before uploading it on the SPF website.

Project Title Interactive Accessibility Network Map

In one to three sentence(s), explain what your project is about:

This project aims at improving the online McGill map to include universal access information. It aims at offering members of the McGill community and visitor a tool to plan their visit on campus.

Indicate the McGill campus(es) where your project will be implemented:

Macdonald Downtown Gault Reserve Bellairs Research Institute Other (Specify): _____

Approximate Budget Requested to the SPF (\$): 81,450

Approximate Total Project Budget (incl. other sources of funding if applicable) (\$): 81,450

List 1 to 3 main item(s)/expense(s) for your project that SPF money will be used for (incl. approx. % of total budget):

Human Resources

Indicate which of the following team members...

... will be in charge of monitoring the project's budget (maximum 1 person): Teri Phillips

... will be the Project Lead (Project Lead will be the contact person for the SPF Staff): Teri Phillips

The Project Lead stays for the entire duration of the project: Y N

If no, explain in a few sentences your leadership transition plan for one or both of the Project Lead for sustainable continuation of the project:

There is still discussions whether the OSD or GIC should be leading the project. If the team leader were to change, the project team would not be modified.

PROJECT TEAM MEMBERS (read details about [SPF Evaluation Criteria #5](#) for more information)

The SPF encourages your team to be inclusive of individuals who voluntarily self-identify as members of marginalized communities (e.g. women, Indigenous people, people of colour, LGBTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities).

<p>1. Project Team Member</p> <p>First Name & Last Name Maxime Gagnon</p> <p>Phone (daytime; only put #) _____</p> <p>Email maxime.gagnon@mcgill.ca</p>	<p>Affiliation (select one) Administrative Staff (ST)</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization Campus Planning & Development O</p> <p>Campus (select one) Downtown</p>
<p>2. Additional Project Team Member</p> <p>First Name & Last Name Ian Tattersfield</p> <p>Phone (daytime; only put #s) +1 (514) 398-4669</p> <p>Email ian.tattersfield@mcgill.ca</p>	<p>Affiliation (select one) Administrative Staff (ST)</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization Campus Planning & Development O</p> <p>Campus (select one) Downtown</p>
<p>3. Additional Project Team Member</p> <p>First Name & Last Name Gift Tshuma</p> <p>Phone (daytime; only put #s) +1 (514) 398-6009</p> <p>Email gift.tshuma@mcgill.ca</p>	<p>Affiliation (select one) Administrative Staff (ST)</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization Office for Students with Disabilities</p> <p>Campus (select one) Downtown</p>
<p>4. Additional Project Team Member</p> <p>First Name & Last Name Teri Phillips</p> <p>Phone (daytime; only put #s) +1 (514) 398-6009</p> <p>Email teri.phillips@mcgill.ca</p>	<p>Affiliation (select one) Administrative Staff (ST)</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization Office for Students with Disabilities</p> <p>Campus (select one) Downtown</p>

SPF Application Form Section A - Cover Page

PROJECT TEAM MEMBERS (CONT'D)

5. Additional Project Team Member

First Name & Last Name	<u>Tim Swiffen</u>	Affiliation (<i>select one</i>)	<u>Administrative Staff (ST)</u>
Phone (<i>daytime; only put #s</i>)	<u>+1 (514) 398-6009</u>	Specify if Other	<u></u>
Email	<u>timothy.swiffen@mcgill</u>	Faculty/Unit/Organization	<u>Office for Students with Disabilities</u>
		Campus (<i>select one</i>)	<u>Downtown</u>

6. Additional Project Team Member

First Name & Last Name	<u>Mark Beach</u>	Affiliation (<i>select one</i>)	<u>Administrative Staff (ST)</u>
Phone (<i>daytime; only put #s</i>)	<u>+1 (514) 398-6009</u>	Specify if Other	<u></u>
Email	<u>mark.beach@mcgill.ca</u>	Faculty/Unit/Organization	<u>Office for Students with Disabilities</u>
		Campus (<i>select one</i>)	<u>Downtown</u>

7. Additional Project Team Member

First Name & Last Name	<u>Tim Eldrick</u>	Affiliation (<i>select one</i>)	<u>Administrative Staff (ST)</u>
Phone (<i>daytime; only put #s</i>)	<u>+1 (514) 398-6052</u>	Specify if Other	<u></u>
Email	<u>tim.eldrick@mcgill.ca</u>	Faculty/Unit/Organization	<u>Geographic Information Center</u>
		Campus (<i>select one</i>)	<u>Downtown</u>

8. Additional Project Team Member

First Name & Last Name	<u></u>	Affiliation (<i>select one</i>)	<u></u>
Phone (<i>daytime; only put #s</i>)	<u></u>	Specify if Other	<u></u>
Email	<u></u>	Faculty/Unit/Organization	<u></u>
		Campus (<i>select one</i>)	<u></u>

To list more members, fill a 2nd Cover Page form and save it separately. You may then e-mail it to [SPF Staff](#) directly, also specifying your project title.

Has any member on your team been part of an SPF project in the past? Y N *If yes, list all the projects they have been part of in a one-page appendix, which you will be asked to submit later in the application process.*

OPTIONAL:

If applicable, total number of team members voluntarily self-identifying as members of marginalized communities: 3

Represented marginalized communities: Women People of Colour People with Disabilities

Specify if Other(s) and/or add more: Ethnic minority; Immigrant; Cultural Minority

Relevant link(s): (*to website(s) or social media*)

If you plan to recruit volunteers to help implement your project, please indicate how many:

How did you learn about the SPF? (*select one*) SPF Staff **Specify if Other**

Please check the boxes to confirm that you have read and agree to the following information:

- All of our project team members understand that the SPF is publicly funded and therefore, by default SPF projects are not confidential. We agree that if needed, the SPF Steward, the SPF Administrator and/or the SPF Working Group members read and/or share the application and/or communicate part of its content in the case where they would need to (e.g. to receive professional advice, connect our team to stakeholders, etc.).
- If our project is approved, all our project team members agree that their name, email, and phone number as well as their participation to the project be disclosed (e.g. for contact information or through our application and progress/final reports published on the SPF website).
If you do not check this box, the SPF staff will communicate with you to know whose information to remove before sharing your project online.
- All our project team members have read and understood the [SPF Terms & Conditions](#), and we confirm that we agree to respect them.
If any aspect of the [SPF Terms & Conditions](#) are unclear to you, contact the [SPF Staff](#) before you submit your application so that you can check this box in confidence. Also note that, if your project is approved, all project team members will have to confirm in writing (through email or signing the document) that they agree to the [SPF Terms & Conditions](#) before officially starting the project.



SPF Application Form

Section B - Project Overview

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website with Section A - Cover Page.

Project Title Interactive Accessibility Network Map

Project Lead Teri Phillips
First & Last Name Teri Phillips
Phone +1 (514) 398-6009
Email teri.phillips@mcgill.ca

Before you fill out this Project Overview, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#), the [SPF Glossary](#), the [SPF Project Flow Diagram](#), and the [SPF Sustainability Brief](#). Read all questions first before starting answering them. Answer **exactly** what is being asked: go straight to the point and stay clear and succinct. If need be, you will have a chance to include additional information in appendices at a later stage of the application process. The characters' limit (including spaces) is indicated for each question so that you can draft your answers in Word first if you want to (you will have to remove all formatting in Word before pasting here). Note that any skipped line will make you lose the line's characters (approx. 140 characters). Once you successfully pass this first stage of the application process, the SPF Staff will ask you to fill a Project Plan, in which you will specify your expected impacts, S.M.A.R.T. objectives and main activities, outputs, success indicators, stakeholders, main risks and mitigation measures, preliminary timeline, and costs. Although it is OK for you not to have all these details ready at this stage, having thought about them in advance will help you succeed in responding to the following questions.

Project Vision All members of the McGill community and visitors know how to navigate campus regardless of ability.

A vision depicts the ideal future that someone is hoping for. Thus, a vision is a dreamed aspiration that someone intends to lead or contribute to, and it does not necessarily need to currently seem realistic. As such, tell us how you see McGill campuses in an ideal world once your project is completed successfully. The vision does not need to be completed within the timeline of the SPF funding.

Project Goal Show accessible routes through the built environment on an interactive campus map.

A goal is the overarching desired tangible realization (and thus change) to be achieved within the project's lifespan. The goal contributes to the project's vision in a palpable and realistic manner. The project's goal may last longer than the SPF funding lifespan. In line with the SPF mandate, when achieved, your project's goal should result in a culture shift (e.g. change in ideas, habits, behavior).

1. What is the specific sustainability-related issue/challenge that you see on McGill campus(es) that you want to address? (530 char. max. ~80 words)

Even though the McGill campus has some accessibility features, these are not necessarily apparent to the members of its community nor its visitors. As such, the campus appears to be physically inaccessible and therefore unwelcoming especially those to whom its environment causes barriers, which is contrary to McGill's ethos of being open and connected with its community (Vision2020 Connectivity category).

2. What is your project idea and how will it help address the above issue/challenge? (2000 char. max. ~300 words)

This project aims to create an online, interactive map that shows accessible routes on campus. The map would function similar to Google maps navigation, allowing everyone to make better-informed decisions on how to navigate on campus, as well as providing information on what accessibility services are available at their destination building. In order to create the map, audits will be performed to gather data on campus accessibility. The project coordinator, who will be specialized in geodata analysis and map creation, will use the data to build out the map with accessibility features. The coordinator will partner with the Campus Planning & Development Office to make sure that the map is compatible with current campus maps and that all data is stored centrally within GIC.

This map and its accessibility features will serve our entire community and will be sustained by a living dataset, iteratively updated and built upon through data collection by applied student research projects, interns, faculty/staff, etc. One of our key objectives is that the user interface and the dataset should be openly available for integration into student projects and research. Our intention is to make the tool and its data available to the academic community in order to compile, present and build new data. This way, the tool will be updated and sustained. In addition to responding to the needs of our community by developing an easily-accessible tool, our project could offer a feature where users can report temporary barriers on campus (ex. construction, blocked entrances).

3. What impacts do you want your project to have on McGill structures, processes and/or systems? Also specify how this should positively transform peoples' behaviors/perspectives/habits on McGill campus(es). (935 char. max. ~135 words)

By making information about accessibility more transparent and easily available to the wider McGill community, our project could help members of the community to better plan their travels and how to best move around campus, in turn reducing frustration around perceived, and real, physical barriers on campus. Moreover, by helping communicate possible barriers to a wider community, we will make the campus more inclusive. Simultaneously, this would bring forward the complexities of access to those who take accessibility for granted in their day-to-day campus experience: in doing so, this could potentially bring more awareness to the reality of an environment creating barriers to some, increase support to rethink the status quo when making planning and design decisions for the physical campus, potentially guiding development for a more accessible campus as a whole.

SPF Application Form

Section B - Project Overview

4. What institutional and financial arrangements will make these impacts continue after SPF funding? (530 char.max.~80 words)

This project and its data would be institutionalized within the Geographic Information Center where it would be available on request to McGill academics and their students for further improvement and development. Professor Kevin Manaugh has already confirmed his participation (and in turn, his students). If a temporary barrier is reported, the Accessibility Team at the OSD will confirm it and add it to the map.

- ABOUT SUSTAINABILITY -

5. How do you intend to address social, environmental, and/or economic dimensions of sustainability in your project's objectives? (1350 char. max. ~200 words)

This project largely targets the social dimension of sustainability, improving connectivity, and potentially informing (changes to) design of the physical campus, both on the grounds and the building interiors. The tool will be openly available via the Internet leveraging all appropriate "ease of access" tools, and will result in reduced resource consumption (printed campus maps). The features proposed by the tool will increase social participation in events on campus and increase transparency of access limitations.

6. In addition to having sustainability-related objectives (Q5), how will you ensure that your project is also executed/ managed sustainably (e.g. material local sourcing; accessibility - see the [SPF Sustainability Brief](#))? (530 char.max. ~80 words)

The project team is composed of a diverse intersectional group of staff and would be engaging with students and staff with disabilities as well. Paper use would be minimal thanks to use of electronic devices with proven record of reliability (durability and rigorous data collection). Carbon emissions would be negligible as work will be largely done via active transport or public transit.

Beside appear the five categories in which the McGill students, faculty, and staff think the University can make a positive difference within society. The [McGill Sustainability Strategy. Vision 2020](#), describes a specific vision and goals for each of these categories, as they were defined by the McGill direct stakeholders through a comprehensive consultation process.

7a. In the figure, check all the categories under which your project falls (you can select only one if no others apply to your project).

7b. Among the categories that you checked, select the one that you think is most relevant to your project:

Dominant Category: Connectivity

7c. How does your project concretely contribute to advancing the vision and goals described under the [Vision 2020](#) category that is most relevant to your project? (800 char. max. ~115 words)

This project is an action under the Vision 2020: Sustainability and Climate Action Plan 2017-2020: "C-3: Assess and improve physical accessibility on campus" and deliverable: "Complete an accessibility audit and integrate audit findings into the McGill Map" This fits into the Connectivity category vision: i.e. "All members of the McGill community feel welcome, valued, and informed - recognizing themselves as integral participants in the campus community" and goals: "McGill supports the health and happiness of students, faculty and staff, and facilitates their integration into the McGill community"; and "Community engagement - within and beyond McGill - is valued as a core element of the McGill student, staff and faculty experience".

Vision 2020 Categories

- Finance & Investment
- Diversity & Equity
- Transparency
- Inclusiveness
- Accessibility
- Experimentation
- Accountability
- Leadership
- Human Resources

- Materials
- Energy
- Food
- Water
- Transportation
- Land
- Living Lab



- Exploring Sustainability
- Collaborative
- Community-Engaged
- Social-Ecological Footprint
- Interdisciplinary
- Applied Student Research

- Citizenship
- Leadership
- Lifelong Learning
- Experiential Learning
- Sustainability Knowledge & Skills

- Wellness & Health
- Community Engagement
- Sense of Belonging
- Accessibility
- Community Spaces
- Knowledge Sharing

SPF Application Form

Section B - Project Overview

8. How does your project relate to any current/past initiative(s) on McGill campus(es) (e.g. other SPF projects)? If applicable, also indicate: 1) how your project complements the initiative(s), and 2) how you will partner with them in implementing your project (e.g. working together on some activities, sharing material/resources/costs). (2000 char. max. ~300 words)

There was an audit in 2012 on access to buildings, which was summarized in a paper available on the Office of Students with Disabilities website. In Summer 2017, a 5-week summer project sponsored by OSD and co-supervised with CPDO had a student collect more data, and in Fall 2017, a student applied research project used this information to develop a proof of concept for a navigation tool that demonstrated feasibility for this project. These initiatives therefore serve as the foundation upon which our project would be built. In addition to supporting initiatives to increase awareness of accessibility on campus, it will be a useful tool to offer accessibility information for sustainable and accessible events. As the data is being constantly renewed, it will show the accessibility improvements on campus made possible by FMAS' initiative or funded by the Universal Access Capital Budget Working Group. It will offer visibility to the various groups working towards a more accessible campus.

With this project, we want to create a network of accessibility allies who will come together, share data and resources to make durable changes.

9. List the other stakeholders on/off of McGill campus(es) that you will partner with for your project. (530 char. max. ~80 words)

Note: Under Stage 2 of the SPF application process, in the Project Plan, you will be asked to indicate your final key partners and specify how they will participate in your project. You will also be able to submit any documents that you want in appendices to demonstrate your communications and agreements with these key partners (e.g. support letters, emails).

Associate-Provost Policies, Procedures and Equity; Campus Planning and Development Office; Office for Students with Disabilities, Facilities Management and Ancillary Services; Geographic Information Center. Sub-comm.; Professor Kevin Manaugh (Geography); various students as part of class projects and directed research.
Focus Groups with students and staff with disabilities regarding the functionality of the tool and what it should convey.

10. What key recommendations and/or lessons learned from current or past initiative(s) do you plan to build your project upon? (800 char. max. ~115 words)

The previous Campus Access Guide was created as a pdf document. In this project, we want to create a digital and accessible platform instead. The OSD Access Technologist on the project team will assist in achieving this. Time limitation on the summer data collection limited consultation to some key stakeholders and students. We want to have a wider consultation process and user validation.

- ABOUT SPF FUNDING -

11. Why do you think that your project should be funded by the SPF rather than by, or in addition to, another source of funding - i.e. what aspects of your project make it specifically relevant to the SPF mandate? (530 char. max. ~80 words)

To this date, there is a perception that the social pillar is often overlooked when talking about "sustainability": it is important to remember that "sustainability" encompasses environmental, economic AND social aspects. Our project clearly targets the community as a whole and contribute towards achieving the Vision and Goals of the Connectivity category. Indeed, when the project was initially discussed, MOOS saw it as an important project and included it on the 2017-2020 Climate and Sustainability Action Plan.

12. What other sources of funding have you approached for your project? If applicable, also provide the relevant details on these sources (e.g. responses given, amounts already committed, what these amounts will pay). (530 char. max. ~80 words)

The Office for Students with Disabilities doesn't not have the operational budget to finance a Project Coordinator due to operation cuts and the general budgeting situation of McGill. Also, while this Project benefits students, it also benefits the wider McGill community and as such is not a Student Service projects.

Thank you! After you save it to your files, you can now upload this form and Section A - Cover Page on the SPF website to complete this first stage of the application process. The SPF staff will contact your team within two weeks to provide feedback and accompany you towards next stage - Project Plan. Congratulations for applying to the SPF!



SPF Application Form Section C - Project Plan

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website.

Project Title Interactive Accessibility Network Map

Project Lead Teri Phillips **Phone** +1 (514) 398-6009 **Email** teri.phillips@mcgill.ca
First & Last Name Teri Phillips **(daytime)**

Before you fill out this Project Plan, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#) and the [Project Plan Flowchart](#). Also make sure to consult the [SPF Glossary](#), as it clearly defines each term underlined in this form, as well as the [Sample Project Plan](#), which gives some concrete examples for each term. Last, also do not forget to refer back to your 'Section B - Project Overview' to make sure that all the details you specify here align with it. For more support, consult the SPF website and the SPF staff.

Project Vision All members of the McGill community and visitors know how to navigate campus regardless of ability.

As indicated in your Section B - Project Overview.

Project Goal Show accessible routes through the built environment on an interactive campus map.

As indicated in your Section B - Project Overview.

1. List 1 to 3 main impacts you expect/wish to have with your project - these must relate to the above Vision and Goal:

As per question #3 of your Project Overview. If you think of more than 3 impacts, only indicate the ones you think are the most relevant to sustainability at McGill.

Expected/Desired Impact (200 char. max. ~30 words)	
A	help members of the community to better plan their travels and how to best move around campus
B	Make the campus more inclusive
C	bring more awareness to the reality of an environment creating barriers

2. List 4 to 7 of your objectives to reach the above impacts with your project. Make your objectives as S.M.A.R.T. as possible.

For each objective, indicate one key Success Indicator. (see [SPF Glossary](#), [Sample Project Plan](#), and [Sample Indicators](#))

Of your 4-7 objectives, you should have a minimum of one "monitoring" objective, one "outreach" objective, and two "other" objectives. A monitoring objective ensures or verifies the progress and effectiveness of your project, thus allowing you to learn from it. An outreach objective ensures that your project is adequately communicated to the McGill community to increase stakeholders' awareness of and/or participation in your initiative. These two types of objectives might lead to project monitoring and outreach activities (next question). The nature of the 2-5 other objectives is for you to decide and tailor to your project. If you have more than 7 objectives, only indicate the ones that relate best to the above impacts and thus to sustainability at McGill. For each objective, specify the key success indicator(s) that you think should be used to assess the objective's degree of achievement/completion. Your indicators can be qualitative or quantitative (e.g. number of participants, participant testimonials, website analytics, quantity of energy saved, etc.). See the document [Sample Indicators](#) for inspiration.

#	Type of Objective	S.M.A.R.T. Objectives (125 char. max. ~20 words)	Related Impact(s) (A, B, C)	Related Key Success Indicator(s) - also indicate targeted numbers for each (85 char. max. ~15 words) (ignore the circles for now)	
1	Outreach	Consult the users	B,C	meet with 30 members of the community	<input type="radio"/>
2	Monitoring	Ensure knowledge and process sharing	C	write a report that will explain the process	<input type="radio"/>
3	Other	Ensure community engagement	A,B,C	Train 15 students to do the Mapathon	<input type="radio"/>
4	Other	Co-develop a tool that will be useful to the community	A	Beta test the tool prior to release	<input type="radio"/>
5					<input type="radio"/>
6					<input type="radio"/>
7					<input type="radio"/>

3. List the 4 to 7 most important activities that you need to conduct to reach the objectives you listed before. Make these as S.M.A.R.T. as possible. Also indicate at least one output and a key success indicator per activity. ([Sample Project Plan](#))

Your main activities should relate to the objectives you listed. As such, if you consider this crucial to your project, you may end up having an activity that relates to your monitoring objective(s) (e.g. developing a survey, any other activity that will help you and other stakeholders learn through your project) or to your outreach objective(s) (e.g. producing and promoting a video about the project). For each activity, indicate the output(s) that will be created as a result, such as a deliverable (e.g. video, report), training, website, network, design plan, or any other output adding value to the project and helping reach objectives/impacts.

S.M.A.R.T. Main Activities (125 char. max. ~20 words)	Related Objective #(s)	Resulting Output(s)	Related Key Success Indicator(s) - also indicate targeted numbers for each (85 char. max. ~15 words) (ignore the circles for now)	
Hold focus groups	1	Report	3 focus group with up to 30, 1 Needs Report	<input checked="" type="radio"/>
Design user survey or interview questionnaire	1,4	Questionnaire	1 Questionnaire for students and 1 for staff	<input type="radio"/>
Train students in disability awareness prior to Mapathon	3	Training	Train 15 students	<input type="radio"/>
Beta test the product	4	Webtool	Have a minimal of 5 beta testers	<input type="radio"/>
Write report detailing the creation of project	2	Report	Write 1 report	<input checked="" type="radio"/>
Write procedure guidelines for data update	2, 4	Tool kit	Develop 1 process guide	<input checked="" type="radio"/>
Write a Project Plan further detailing the methodology	2, 4	Report	Complete 1 report	<input type="radio"/>

Provide any additional qualitative details that you would like to share with the SPF about your activities. (800 char.max.~115 w.)

The Project Coordinator is expected to create a Project Plan respecting and expanding the current Project Plan. This will be done with the help of the GIC. The Procedure Guidelines will be an internal tool to help Team Members keep the map up to date using a clear agreed upon process

4. Now, about the circles...: Select a total of 3 success indicators that you wish to track more seriously and report on during your project out of all those you indicated for your objectives and activities. These 3 indicators should be the most relevant to your goal and to creating a culture of sustainability at McGill and they should be relatively easy to monitor.

When selecting your indicators, make sure that you will have/plan the time and resources you will need to allocate to monitor them throughout the course of your project. Before you start your project, the SPF may ask you to change a chosen indicator for another that seems more pertinent to the SPF or to the University sustainability reporting. Note that, in addition to these three indicators, you will be asked to track four other generic ones that will be specified in the Award Letter. You will be required to indicate progress towards your final 7 indicators in your progress and final reports to the SPF. Because the SPF values the experiences and learning that occurs during your project (not only results), these reports will also gather related information through open-ended questions.

We have selected the 3 Success Indicators that we wish to monitor during the project:

5. For all projects, there exist various risks, i.e. factors or preconditions whose probable presence or absence could negatively influence the successful achievement of the project's objectives. Please indicate 2 to 4 main risks for your project and the mitigation measures you intend to use/implement to reduce their likelihood. (advise if you have more to list)

It is particularly important that you list all risks to health and safety of the project's team members, direct and indirect stakeholders, and/or the environment.

Main Risks (65 charac. max. ~9 words)	Preventative Measures (65 char. max. ~9 words)
Low turn up at consultation	Individually invite members of the community via OSD, SEDE, HR
Low turn up at Mapathon	Request assistance from the Universal Access Team from OSD

If needed, list additional Main Risks in a separate appendix.

- 6. List the 3 to 10 stakeholders/partners on/off McGill campus(es) that will be involved with and/or impacted by your project, and indicate their respective role in your project.** *If your project team (as presented on Section A - Cover Page) does not include a student member or a faculty or administrative staff member, please make sure to have this group represented as part of your stakeholders/partners to better align with [SPF Evaluation Criterion #5](#).*

Stakeholder's Name(s)	Affiliation	Role in the project	Confirmed support/participation
Kevin Manaugh	Department of Geography	Acad. representation / further dev. of dataset	Yes
Tim Elrick	Geographic Information Center	Technical director	Yes
Angela Campbell	Associate Provost Equity	Sponsor	Yes
Students with disabilities	OSD	Possible users	Yes
Staff with disabilities	HR	Possible users	No
Student Services	SLL	Possible users/Data collaborator	Yes
SEDE	Associate Provost Equity	Possible users/Data collaborator	No
McGill Open Mapping Group	Students / GIC	Possible users/Data collaborator	Yes

- PRELIMINARY TIMELINE ASSUMING THAT PROJECT STARTS IN 3 MONTHS -

Note: *If your project is approved, you will be asked by the SPF staff to fill out a more detailed timeline before any funding can be allocated.*

Key Tasks and/or sub-tasks	Related Output(s)	Responsible Team Member(s) and Time <i>(initials + if paid, estimated # of hours to do task)</i>	Start Date	End Date
Hiring of Project Coordinator	Human resource	TP, TE, IT	Jul 2, 2018	Apr 19, 2018
Project Plan	Plan	Project Coordinator, TE, TP	Jul 19, 2018	Aug 19, 2018
Hiring of Programmer	Human resource	TP, TE, IT	Sep 1, 2018	Sep 14, 2018
Mapathon	Additional Data	TE, Project Coordinator	Sep 24, 2018	Sep 28, 2018
Focus Groups	Ident. of Needs	Project coordinator	Oct 8, 2018	Oct 12, 2018
Training	Training	Project Coordinator, Programmer	Oct 1, 2018	Mar 1, 2019
Beta testing	Improvements	Project Coordinator	Mar 4, 2019	Apr 19, 2019
Website development	Website	Project Coordinator, Prog., TE, IT, APC	Mar 4, 2019	May 1, 2019
Launch event	Information	TP, TE	Aug 29, 2019	Aug 29, 2019

Provide any additional details that you would like to share with the SPF about your timeline. *(530 charac. max. ~80 words)*

The Training portion is an ongoing process to train the Project Coordinator and the Programmer to identify proper training in accessible online campus maps.
The Beta testing phase and Website developments are interrelated and will be co-developed.

- ADDITIONAL INFORMATION -

Qualifications: If applicable, a List of Tasks for each position to be funded and the CVs of those to be employed in the project are attached:

List of appendices, if any *(maximum 7 pages of appendices, excluding CVs, but including List(s) of Tasks for all positions to be funded):*

*If a McGill department/unit is to contribute financially to your project, make sure to include a support letter from its Financial/Budget Officer confirming contribution.
Note that the SPF Working Group will evaluate your project based on your main application forms (i.e. Sections A, B, and C), not on appendices.*

Appendix #	Title/Topic of Appendix	Total Qty of Pages
1	Additional information (IT SPF, Wages, Def. of Mapathon)	1
2	Extract from Accessible Routes at McGill	4
3	Letter of Support from GIC	2
4	Job description of Project Coordinator and Programmer	2
5	Flowcharts	1
6	Integration of employees	1
7		

- BUDGET -

When completing this form, please refer to the [SPF Guide to Budgeting](#) for additional information and explanations. If you would like to submit a more elaborated Financial Model/Business Case in addition to this SPF project budget (for instance, because of the nature of your project; e.g. you plan to generate some revenues through selling some items, revenues that will then allow your project to become financially self-viable), please develop it separately and join it as an appendix to this application. If you need guidance on how to elaborate a Financial Model/Business Case, see [suggested resources on the SPF website](#).

REVENUES

Please indicate any funding you will receive or anticipate receiving to complete your project, including funds from McGill Departments and Units. Reminder: For McGill department/unit's financial contributions, make sure to include a letter from its Financial/Budget Officer confirming contribution in appendix. Note that this contribution will also need to be confirmed at the end of the project.

(A) Funding Source(s)	(B) Amount (\$)	(C) Status
1. Sustainability Projects Fund (SPF)	\$81,450.00	Unconfirmed
2.		
3.		
4.		
REVENUES GRAND TOTAL - add all (B)	\$81,450.00	

EXPENSES

1. Salaries & Wages (only if applicable)

If applicable, indicate the job position(s) under your project and the associated costs. See the [SPF Guide to Budgeting](#) for further instructions.

(A) Position Title	(B) ~# of Hours per Week	(C) ~# of Weeks	(D) Hourly Wage* (\$)	(E) Subtotal (\$) (B x C x D)	(F) 20% Benefits	(G) Total Cost (\$) (E x F)	(H) Funding Source(s)**
Project Coordinator	33.75	52	\$27.32	\$47,946.60	1.2	\$57,535.92	1
Programmer	15	20	\$27.32	\$8,196.00	1.2	\$9,835.20	1
					1.2		
					1.2		
Expenses Subtotal 1 - add all (G)						\$67,371.12	

Do you already have a specific person in mind for filling the above position(s)?

Y N

Do you have a personal and/or professional affiliation with the above position(s)?

Y N

If you answered 'Y' to one or both of the above questions, please disclose:

2. Other Expenses

Indicate all of the expenses associated with your project; think back to all of your project's activities and all of the items that you need to complete them. It may be beneficial to group by category (not required); if you do so, please use the following categories: Materials-Supplies, Equipment, Printing, Events, Transportation, One-time Profess. Fees, and Miscellaneous.

(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	
Printing	1,000	\$0.07	\$70.00	1						
Posters events	15	\$60.00	\$900.00	1						
Focus Groups costs	3	\$700.00	\$2,100.00	1						
Server(ITS for 3 yrs)	1	\$3,500.00	\$3,500.00	1						
Training	1	\$1,000.00	\$1,000.00	1						
System adm. website	1	\$5,000.00	\$5,000.00	1						
Mapathon	3	\$500.00	\$1,500.00	1						
Expenses Subtotal 2 - add all (D)				\$14,070.00	Expenses Subtotal 3 - add all (D)					

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3) \$81,441.12

* See the [SPF Guide to Budgeting](#) for the conditions and Hourly Wages applicable to hiring under the SPF.

** To indicate the one or many Funding Source(s) that will pay for the expenses, use their respective number as you listed under Revenues (SPF or other).

Thank you! After you save it to your files, you can now upload this form and any appendices on the SPF website to complete the application process. The SPF staff will contact your team within two weeks to provide feedback. Congratulations for applying to the SPF!

Annex Additional information

Ian Tattersfield's participation in SPF Projects (in response to question on Cover Page)

Ian Tattersfield was part of the following SPF Projects:

MXP / SPF0095	McGill Energy Project
SP0133	McGill Spaces Project
SP0186	MOOSTrax

Wages

We recommend using the same wage structure as used in the GIC. The Project coordinator will work in an environment where GIC employees with a degree are paid 27.32\$.

App programmers are sought after and earn high wages. Under the advice of the director of the GIC, we will be offering a wage that is deemed acceptable for a computer science student qualified in app programming, at also 27.32\$.

Mapathon

Definition of a mapathon : a mapathon is an event where a city, or in our case a university campus, is mapped by members of its community, students or staff, using GPS and other devices. We plan to offer refreshments and food to the participants.

Here is an example of a mapathon even sponsored by the GIC and organized by Open Mapping Group McGill, the same student group we are expecting to lead our event.



Annex on integration of employees

The project coordinator and the programmer will be working together in completing the project. It is intended that they work in close proximity with the Director of the Geographic Information Center (GIC). As the other core members of the Project Team are located at the Office for Students with Disabilities, they will also be welcome to work in this environment and have a greater sense of the day-to-day operation of the OSD.

As experts in their field, the employees are expected to have the appropriate technical knowledge necessary to complete the project. Should some training be necessary, the GIC offers training sessions catering to geographic information systems and would be able to offer the appropriate support. Additionally, should they need awareness training in some aspect of disabilities studies; the OSD will share their knowledge and an individualized training session can be given to the employees. Moreover, the Association on Higher Education and Disabilities (AHEAD) offered training webinars in “accessible online campus maps”. Their webinar offering no longer includes this training, but we will ask the Project Coordinator to contact this organisation to inquire. We have included budget for training, should relevant training opportunities arise, including the cost of this seminar. Various staff members of the OSD are also AHEAD members and, if applicable, the member rate could be applied.

The directors of the GIC and OSD, and the other project members, will offer feedback to the important milestones reports, such as, but not limited to, the project plan and procedure guidelines. Team members from the Campus Planning and Development Office, who have been active in this project since its inception, will be able to offer feedback and assistance on questions related to the evolution of the project and its institutionalization, and can offer assistance with the identification of additional stakeholders.

At this point, there is no plan to pursue the positions after the completion of the project. The up keeping of the data is to be institutionalised in the GIC.



McGill



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9 April 2018

Sustainability Funds Projects
McGill Office of Sustainability
1010 Sherbrooke St West, Suite 1200
Montreal, Quebec H3A 2R7

Support for the SFP application 'Accessibility Map'

To whom it may concern

I write on behalf of the Geographic Information Centre (GIC) in support of the Office for Students with Disabilities (OSD) proposal to the Sustainability Projects Fund (SPF) for a grant to fund the Accessibility Map project; a project intended to increase social sustainability on all McGill campuses. We strongly support this grant application and the use of technology to help the general community make informed way-finding decisions in an environment where inclusive ways are still difficult to find and changes may occur frequently (due to construction).

In addition to supporting the project in principle, the GIC offers its technological expertise to assist with the development of the accessibility map. In addition, the GIC will provide technology such as hard- and software to support the project. This will reduce the need to purchase products that are already available at McGill.

Through this letter, we offer specific roles and responsibilities we would fulfil in this partnership. In the event of this proposal being funded, we would expect our role in the Accessibility Map project to include:

- To propose a methodology based on best practices on how to achieve the project objectives;
- To supervise the technical side of the project as well as to integrate the Project Coordinator within the GIC;
- Forming a genuine partnership to promote accessibility in our community through our expertise in data collection. To achieve this, we will help organizing so called mapping parties to involve the McGill community directly in the data collection and therefore increase the awareness of the project;
- To assist with the maintenance of data; we are offering to input the data collected from construction projects and user reports (to be validated and confirmed by OSD) in the dataset.
- We are willing to discuss the possibility of hosting the data and navigation application on our server, if it is not possible to host it on a McGill ITS server.

The Office for Students with Disabilities will take responsibility to lead the identifications of accessibility parameters that would be integrated within the Accessibility Map project to reduce barriers on campus.

We look forward to working with you in reducing access disparities in our community and achieving equity.

Kind regards,

A handwritten signature in black ink, appearing to read "Tim Elrick". The signature is fluid and cursive, with a large initial "T" and "E".

Tim Elrick

Description of Project Coordinator

Position Title: Campus Accessibility data collection (project coordinator)
McGill Unit: Geographic Information Centre [, Office of Students with Disabilities]
Supervisor: Director of the Geographic Information Centre

Job Description:

- Conduct site visits to each publicly available building and path on McGill Campuses as designated by supervisor
- Undertake accessibility audits of buildings and paths.
- Assess physical accessibility of McGill buildings based on perceived needs of members of the McGill community
- Edit and update campus plans (in a GIS) to showcase the locations of entrances and record requested characteristics in an attribute table, including images of accessibility features where appropriate
- Edit and update campus plans (in a GIS) to highlight any perceived features of the built environment which may pose challenges to an individual with accessibility needs
- Develop and write scenarios for navigating the campus from the Roddick Gates entrance (departure node) to each block / cluster of buildings (arrival node; clusters to be defined) which will be used in a public information package.

- Prepare and conduct community consultations.
- Review previously collected data.
- design and/or instruct community lead mapping events to improve the dataset.
- review and curate the dataset collected by members of the community.
- Coordinate with the Geographic Information Centre (GIC) staff to contribute to the GIS Day and to bring awareness to the Project.

Education/Experience

- Undergraduate degree in a relevant field
- Advanced knowledge of geospatial data methods
- Knowledge on how to work with confidential digital data

Qualifications:

- Must be able to read architectural floor plans
- Display high degree of emotional and social intelligence to frequently interact with students, other researchers and staff.
- Ability to work in a multidisciplinary team
- Proficiency in GIS (ArcGIS or QGIS) and database management
- Sound communication skills and ability to communicate in English

Description of Programmer Role

Position Title: App Programmer

McGill Unit: Geographic Information Centre [, Office of Students with Disabilities]

Supervisor: Director of the Geographic Information Centre

Description of Programmer Role

Abstract:

The programmer will be responsible for creating a web-app to give users routing (directions) calibrated to the most accessible route for traversing between an origin point and a destination point - specified by user input - on McGill's Downtown and Macdonald Campuses.

- Work as a team with the project coordinator to set and achieve project objectives
- Determine which mapping API is best to run the accessible routing service, and adapt datasets to function within that API
- Provide input to the project coordinator as to how best construct the dataset, and if any additional variables need to be added
- Create an accessible GUI for users to input travel points and display results
 - o must conform to the accessibility standards outlined by W3C Web Accessibility Initiative.
- Suggest additional app features within the scope of the overall objectives
- Manage the application's server structure for the duration of the project

Requirements:

- Solid foundation of Geospatial background knowledge
- Understanding of UI, cross-browser compatibility, general web functions and standards.
- Expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's.
- Knowledge of server-side databases management and scripting language (eg. geoSQL)

Education/Experience

- Undergraduate degree in a relevant field

Assets:

- Having previously developed web apps
- Knowledge of French

These flowcharts illustrate the current processes that are expected to be used in the maintenance of the Project. However, the Project Coordinator and the Programmer are to produce a *Procedure Guidelines* to further develop them.

