

INSTRUCTIONS AND GUIDELINES FOR SUBMITTING A LETTER OF INTENT AND PROPOSAL RESEARCH PROJECT

The Beef Cattle Research Council (BCRC) invites applications of research and development in areas that address priorities identified by the BCRC. All proposals submitted to the BCRC must follow the guidelines outlined in this document.

Research proposals will be evaluated for their likelihood to help the Canadian beef industry remain competitive and sustainable over the short and long term, based on three criteria:

1. Relevance to the identified research priorities stated in 'BCRC Call for Letters of Intent',
2. Scientific merit,
3. A clear communication and technology transfer plan to facilitate the uptake of research results by the beef industry.

Policy to prevent duplication

The BCRC regularly communicates with other beef research funding bodies. When a researcher that has submitted a letter of intent or proposal to the BCRC also submits similarly titled proposals to other beef research funders, the BCRC is willing to share its proposals and associated peer reviews. The purpose of this policy is to improve communication and coordination of research priorities among funders, minimize duplication of effort, and ensure the most strategic and efficient use of beef research funds.

Who is eligible to apply?

Any individual or organization (academic institution, private industry, government or not-for-profit/non-government organization) with the ability and/or a track record of success in carrying out research projects in areas relevant to the Canadian beef industry is eligible to apply.

When are applications considered?

Specific timelines are outlined in the 'Call for Letters of Intent – Research' document posted on the BCRC website (www.beefresearch.ca).

As research priorities of the BCRC dictate, the BCRC may solicit specific applications from appropriate individuals or organizations.

Project Timeframe

Projects between one and three years in duration may be submitted; if the need for a longer funding term can be clearly demonstrated, four- or five-year projects may be considered. Please review the most recent 'Call for Letters of Intent - Research' document posted at www.beefresearch.ca to see if a specific duration has been identified.

Proposal Budget

Direct Costs

Budgets must include only funding that is **directly** applicable to this proposal. Do not include funding for other related projects.

Detailed Budget Templates (Full Proposal)

The proposed budget of direct costs must be completed within one of the two provided templates and submitted in Excel file format (.xls or .xlsx):

- 'BCRC Proposal Budget - Research' should be used when: (i) only one institution, or (ii) one AAFC institution and one non-AAFC institution will receive project funding
- 'BCRC Proposal Budget - Research (multiple institutions)' should be used when two or more institutions will receive project funding

'AAFC' Columns

The 'Agriculture and Agri-Food Canada (AAFC)' columns should include all funds directed to AAFC researchers and facilities for carrying out the proposed research project.

'Non AAFC Institution' Columns

The 'Non AAFC Institution' columns should include all funds directed to other/non-AAFC institutions (e.g., universities, provincial governments, industry collaborators) for carrying out the proposed research project.

Expenses

Proposal budget rows 9 to 33 should include all project expenses to be funded by the BCRC and other cash sources. In-kind expenses should NOT be listed here as it will be entered into rows 37 to 40.

Equipment

Details must be provided around proposed equipment purchases, as all equipment purchases valued greater than \$10,000 for each item must be preapproved.

Livestock Costs

Details must be provided on proposed livestock costs including purchases, animal care costs (i.e., veterinary care and supplies, cannulation), user fees and any other costs associated specifically to the livestock. Details should be provided on a price or cost per animal basis.

In-Kind

Enter all in-kind contributions in proposal budget rows 35-38. See in-kind section on page 3 of this document for additional information.

Overhead

Projects conducted at Universities or at other non-AAFC facilities are eligible for overhead costs which will be calculated by BCRC to a maximum of 15% of total project costs.

Science Service Charge

Projects conducted at AAFC facilities will have Science Service Charge calculated by BCRC to a maximum of 10% of total project costs.

Other Cash Funding

Enter all planned or secured other cash funding in rows 55-57 indicating whether the funding will be applied for, has been applied for, or has been confirmed. Other cash funding does not have to be confirmed at the time of proposal submission but must be confirmed prior to project contracting and initiation.

Budget Details

Enter budget details being as specific as possible across all categories (salaries, equipment, materials, technology transfer, etc.). Provide an explanation of how all costs were calculated on a per unit (animal,

sample, person, etc.) basis (e.g., 10 samples @ \$25 per sample). Details should be broken down by project year and institution.

Match Funding

The BCRC requires that match funding (which may be comprised of both cash and eligible in-kind) must be secured for all projects.

BCRC project funding (including overhead and/or AAFC Science Service Charge) will not exceed 50% of the project total expenses with the remaining 50% secured from other sources.

Letters of intent (LOI) and full proposals must clearly identify all potential sources and amounts of additional funding for the proposed project. This must include both in-kind and cash contributions, specifying whether each source will be applied for, has been applied for, or has been confirmed.

Projects where applicants demonstrate BCRC funds would be leveraged on a 1:2 or a 1:3 basis will be viewed more favorably.

Once a project has been approved for funding by the BCRC and an offer has been extended, confirmation of all additional funding and in-kind contributions must be provided in writing prior to BCRC funds being released. If required matching funds are not secured within twelve months of the time that a project is approved for BCRC funding, the BCRC reserves the right to review the project's approval.

In-kind Contributions

In-kind contribution means the fair value* attributed to eligible costs of goods and/or services required to complete the project that are provided by the recipient, or other project supporters (governments and/or industry supporters, partners or association members). In-kind contributions must be an **incremental expense** which the applicant would not normally incur and that would have to be purchased by project funds if not donated. Verification of all in-kind contributions must be provided. ***In-kind contributions cannot normally exceed 10% of the total eligible costs to complete the project.***

**Fair value of in-kind contributions should reflect current, relevant and market-based information or another methodology acceptable to BCRC.*

Pre-existing full-time salaries of project leads and collaborators are NOT eligible as in-kind contributions. Incremental salaries and/or contract positions may be considered on a case-by-case basis if they are directly linked to the proposed project.

Existing resources (results, data, samples, etc.) from previously funded research are NOT eligible as in-kind contributions. Existing resources may be considered if they are privately owned resources being donated to the project. For example, if rights to a video are privately owned and would have to be paid for to be used but the owner has agreed to waive those fees, the fees would be eligible as in-kind.

Project milestones

For each objective listed in the proposal, provide one or more clear, specific output(s) or deliverable(s) that correspond to that objective, plus which collaborator is responsible for each output / deliverable, as well as indicator(s) that can be used to assess whether those outputs or deliverables have been achieved. Ensure that all technology transfer and communication activities are included. If the project will involve students or post-doctoral fellows, please indicate which objective(s) each student will be involved in.

The Project Milestones table will be incorporated into the research funding agreement and will be used to track annual research progress and to assess whether contractual obligations were fulfilled.

Example:

Objective	Expected Deliverable(s)	Research Lead and Timeline
Complete Grazing Trial	<ul style="list-style-type: none">- swath paddocks (name of researcher responsible)- graze cattle (name of researcher responsible)- collect forage samples (name of researcher responsible)- collect animal data (name of researcher responsible)- annual data analysis (name of researcher responsible)- graduate student I (name of researcher supervising)	Start date: January 2020 End date: December 2021 Lead: J. Doe

Communications and Technology Transfer Plan

While recognizing that not all research goes as planned, we are interested in your plans to transfer key results back to the desired beef industry stakeholders to encourage adoption, uptake and/or commercialization where appropriate. An intent to closely coordinate these efforts with the BCRCs KTT team is strongly encouraged. Advancement of funds for technology transfer activities will be contingent upon the completion of a technology transfer plan and review of research outcomes by the BCRC. At minimum, researchers are required to develop a fact sheet, based on the BCRC template, for each project funded.

Budget allocations for technology transfer will be contingent on confirmation by the BCRC of most appropriate communications and technology transfer activities.

Institutional Approvals

All animals used in research projects approved by the BCRC must be cared for according to the Guidelines of the Canadian Council of Animal Care. Where required, documentation indicating that the institution's Animal Care Committee has approved the proposed protocol(s) must be received by the BCRC before funding will be released for the activity. This also applies to environmental and ethics approvals, where needed.

The BCRC recognizes that obtaining these institutional approvals can be an onerous process and therefore does not insist on having these institutional approvals completed before submitting the proposal. It is encouraged that this process be initiated as soon as practical so as not to delay project initiation if the BCRC approves funding. If there are any revisions to the research protocol required by the animal care committee, the BCRC will review the revised protocol prior to allowing the project to be initiated to ensure revisions do not detract from the validity of the research.

Project Review

LOIs and full proposals will be reviewed by an enhanced science advisory panel as well as by the BCRC producer council. Full proposals may be submitted for up to three individual peer reviews. The BCRC will solicit reviews and reserves the right to use reviewers nominated in the LOI or other individuals as appropriate. Project proposals will be categorized and ranked by the priority of research, as set by the BCRC.

Letters of Support

The BCRC does NOT require or read letters of support.

Documentation submitted after the deadline for project proposals

Once a project proposal has been submitted, the BCRC may request any missing or additional documentation. No unsolicited documentation is permitted after the project proposal submission deadline.

Appeals of awards for funding projects

Decisions taken on awards made to projects by the BCRC are considered final.

Confidentiality of research proposed to the BCRC

All those who review research proposals submitted to the BCRC (peer reviewers as well as persons directly associated with the BCRC), are required to sign a statement of confidentiality in their review of the proposed research.

Signatures

Signatures are required on full proposals only. If the document 'Approvals and Signatures – Research' containing signature(s) of the researcher and co-investigator(s) is not submitted with the proposal, it must be received by BCRC within two weeks following the proposal submission deadline. Electronic signatures are acceptable.

The project leader and co-applicant(s) must sign the Approvals document indicating their agreement to participate directly in the project. At certain institutions (Universities, AAFC, etc.), projects must be approved by an employer, supervisor, board, etc. before they can be initiated. Where authorization/approval will be necessary for a project to be initiated, the employer/supervisor must also sign the Approvals document.

Submission and Confirmation of Receipt

Letters of Intent

To facilitate project submissions and to avoid unnecessary time and effort being spent on proposals that are unlikely to be funded, the BCRC requires that a letter of intent (LOI) first be submitted. Applicants must submit the file entitled 'BCRC Letter of Intent Form - Research'. Following a review of the LOI, individuals or institutions may be invited to submit a full proposal. Invitation to submit a full proposal does not guarantee that the research proposal will be funded.

When submitted LOIs do not sufficiently address particular research priorities, the BCRC reserves the right to bypass the LOI process and directly solicit specific full proposals.

Proposals

Only applicants who have been invited may submit a full proposal. If invited to submit a full proposal, the completed 'BCRC Proposal Form – Research'.pdf and the 'BCRC Proposal Budget – Research'.xlsx documents posted at www.beefresearch.ca along with CV's for the Project Leader and all Co-investigators must be submitted. A checklist for submitting a letter of intent and proposal application is provided on page 6 of this document.

Confirmation of Receipt

Confirmation of receipt will be sent for every LOI and full proposal submitted. **If confirmation is not received within one business day of your submission, the BCRC has not received the documents.**

Checklist for submitting a Letter of Intent	
Have you:	
Read and followed the 'Instructions and Guidelines for Submitting LOIs and Proposals – Research' document?	
Completed the 'BCRC Letter of Intent Form – Research'? <ul style="list-style-type: none"> Including the list of up to five potential reviewers 	
Emailed the following document to proposals@beefresearch.ca prior to the deadline? <ul style="list-style-type: none"> 'BCRC Letter of Intent Form – Research'.pdf 	
Received confirmation of receipt of your submission? <ul style="list-style-type: none"> <i>Confirmation of receipt will be sent for every LOI submitted.</i> <i>If confirmation is not received within one business day of your submission, the <u>BCRC has not received the documents</u>. Please contact us immediately if this happens.</i> 	

If the letter of intent is approved and the BCRC requests a full proposal, then complete and submit the 'BCRC Proposal Form – Research'.pdf and the 'BCRC Proposal Budget – Research'.xlsx before the deadline. The deadline will be indicated in the invitation to submit a full proposal.

Checklist for submitting a Full Proposal	
Have you:	
Been invited to submit a full proposal by the BCRC, following approval of the Letter of Intent?	
Read and followed the 'Instructions and Guidelines for Submitting LOIs and Proposals – Research' document?	
Completed the following: <ul style="list-style-type: none"> 'BCRC Proposal Form – Research'.pdf 'BCRC Proposal Budget – Research'.xlsx 'Approvals and Signatures – Research'.pdf <ul style="list-style-type: none"> <i>Note that electronic signatures are acceptable. Signatures can be submitted separately using the PDF signature file.</i> An Institution Animal Care Approval <ul style="list-style-type: none"> <i>Note that this is not required upon submission but must be received by the BCRC prior to project initiation. If the institution's Animal Care Committee requires changes to experimental protocol that compromise the scientific or practical value of the research, funding approval may be withdrawn.</i> 	
Emailed the following documents to proposals@beefresearch.ca prior to the deadline? <ul style="list-style-type: none"> 'BCRC Proposal Form – Research' in .pdf file format 'BCRC Proposal Budget – Research' in .xls or .xlsx file format 'Approvals and Signatures – Research' document signed by project leader and co-investigator(s) CV for the Project Leader (must not exceed 5 pages) CVs for all Co-investigators (each must not exceed 5 pages) 	
Received confirmation of receipt of your submission? <ul style="list-style-type: none"> <i>Confirmation of receipt will be sent for every full proposal submitted.</i> <i>If confirmation is not received within one business day of your submission, the <u>BCRC has not received the documents</u>. Please contact us immediately if this happens.</i> 	