

**INSTRUCTIONS & GUIDELINES  
FOR SUBMITTING A LETTER OF INTENT & RESEARCH PROPOSAL  
JOINTLY TO ABP AND SCA**



**Introduction**

As part of the Saskatchewan Beef Industry Development Fund (SCAIDF) application process, Alberta Beef Producers (ABP) and the Saskatchewan Cattlemen's Association (SCA) will be partnering on proposals related to Animal Health and Welfare and Forage and Grassland Productivity.

Proposals submitted to SCAIDF that meet the targeted priorities in those key areas, as listed below, may be reviewed by both ABP and SCA's research committees, and go through the complete letter of intent, full proposal, and peer review process prior to final funding decisions. On the SCAIDF application form, please indicate, using the checkbox provided, whether you wish your proposal to be considered by both organizations, provided the proposed project meets the targeted research priorities below. The SCAIDF application form will be used as the letter of intent.

The purpose of this \$150,000 targeted call for proposals is to focus on specific priority areas benefiting Alberta and Saskatchewan's cattle producers. The targeted priority areas have been established based on producer and expert analysis of significant knowledge and/or technology gaps that require additional research.

***Targeted Research Priorities:***

- Animal Health and Welfare
  - Investigate cost effective and practical technologies or management practices to mitigate the adverse animal health and welfare effects of mycotoxin infected feed
  - Develop and promote cost-effective technologies, vaccination, feeding and/or management practices that can be widely adopted throughout beef production systems to improve health, reproductive and/or performance outcomes.
- Forage and Grassland productivity
  - Develop new annual and perennial grass and legume varieties with improved stand longevity, quality, yield and adaptability through traditional and/or advanced plant breeding techniques
  - Identify or develop improved grazing and range management strategies that optimize forage and beef production from native range, tame perennial pastures, and/or annual/perennial mixtures; along with agronomic and economic benefits.

Research proposals will be evaluated for their likelihood to enhance the competitiveness and sustainability of Alberta and Saskatchewan's cattle producers over the short and long term, based on five criteria:

- Relevance to the identified research priorities stated above,
- Scientific merit, including statistical power calculations and economic analysis where applicable,
- A clear communication and technology transfer plan to facilitate the uptake of research by the beef industry, and to communicate results to the public and policy makers,
- Potential for impact on profitability, productivity and/or sustainability,
- Inventiveness and originality for one-off projects, or an explicit explanation of how the project fits into a larger research program.

All proposals submitted must follow the guidelines outlined in this document.

## **Policy to prevent duplication**

ABP and SCA regularly communicate with other beef research funding bodies. When similarly titled proposals are submitted by the same research team to other beef research funders, ABP and SCA will share proposals and associated peer reviews. ABP and SCA also reserve the right to share proposal titles and/or content with other interested funding organizations. 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 nongovernment organization) from Canada or elsewhere with 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?**

SCAIDF applications are due April 20, 2018. For projects addressing the targeted research priorities, the SCAIDF application form will be used as the letter of intent for consideration by ABP and SCA. Further timelines will be provided to the applicant as appropriate.

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

## **Timeframe for projects**

Projects of duration between one (1) and three (3) years may be submitted. Projects of more than one year that are submitted require an Annual Report that is due on the anniversary date of the project's initiation. Funding for subsequent years of multi-year projects is dependent on satisfactory reporting of progress toward meeting the milestones of the project. Every effort will be made to coordinate reporting deadlines and requirements with other funding organizations.

## **Maximum funding request**

The maximum funding request from ABP and SCA for projects submitted is \$50,000, regardless of project duration.

## **Letters of intent**

To facilitate project submissions, and streamline the application process, the SCAIDF form will be used as the letter of intent for projects that meet the targeted research priorities and have indicated that they would like to be considered under this joint process. Letters of intent should contain up to five nominations of potential reviewers that may be considered to peer review the project if a full proposal is requested. A checklist is provided on page 5 of this document.

Following a review of the letter of intent, 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. ABP and SCA reserve the right to invite letters of intent, particularly in areas of research priority that they consider to be insufficiently addressed from among those first submitted.

Note that in certain situations, ABP and SCA will bypass the letter of intent process and initially request full proposals due to time limitations. This will be clearly stated on both the ABP and SCA websites at

<http://www.saskbeef.com/research--innovation.html> and  
<http://www.albertabeef.org/page/research>

## **Proposal form (full proposals only)**

If invited to submit a full proposal following review of the letter of intent, please complete the '2018 ABP/SCA

Full Proposal Form.docx' and the '2018 ABP/SCA Full Proposal Budget.xlsx' documents and submit these files along with CVs for the Project Leader and all Co-investigators. Please limit CVs to a maximum of 5 pages. A checklist is provided on page 5 of this document.

**Budget Spreadsheet (full proposals only)**

Direct Costs

The proposed budget should be completed within the Excel file entitled '2018 ABP/SCA Full Proposal Budget.xlsx' and submitted in Excel file format (.xls or .xlsx) along with the '2018 ABP/SCA Full Proposal Form.docx.' All project costs must be included, even if not requested from ABP and SCA directly. Include only funding that is directly applicable to the proposal and do not include funding for other related projects.

Fiscal Years

Fiscal years begin April 1 and end March 31. Funds may be carried over year to year, assuming appropriate justification is provided to ABP and SCA.

Indirect/Overhead Costs

Overhead costs are eligible at a rate of 15%. Overhead costs may not cause the amount requested from ABP and SCA to exceed \$50,000.

Other sources of funding

If projects expect to receive other sources of funding, no funds from ABP and SCA will be released until the entirety of project funding is confirmed by the other funding organizations.

**Project milestones (full proposals only)**

For each objective listed in the proposal, provide one or more clear, specific output(s) or deliverable(s) that correspond to that objective, 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.

This table will be used to track annual research progress and to assess whether the objectives of the project were completed as contractually agreed.

**Example:**

| <b>Project Milestones</b> |  |   |                                       |
|---------------------------|--|---|---------------------------------------|
| <b>Objective</b>          | <b>Expected Outcomes/Deliverables</b>  | <b>Outcome Indicators</b>   | <b>Fiscal Year (Apr. 1 – Mar. 31)</b> |
| Complete Grazing Trial    | -swath paddocks<br>-graze cattle<br>-collect forage samples<br>-collect animal data<br>-annual data analysis | -animal data collected<br>-data analysis completed<br>-data summarized<br>-final report | 2009/10                               |

**Communications and technology transfer plan (full proposals only)**

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. Advancement of funds for technology transfer activities will be contingent upon the completion of a technology transfer plan and review of research outcomes by ABP and SCA.

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

**Approvals (full proposals only)**

Animal Care Approvals are not required at the time of submission of the proposal form, only upon project approval.

ABP and SCA recognizes that obtaining an 'Institutional Animal Care Approval' can be an onerous process and therefore does not insist on having the Institutional Animal Care Approval section in the ABP Proposal Form completed and signed before submitting the proposal. It is encouraged that this process be initiated prior to or upon proposal submission so as not to delay project initiation if the ABP and SCA approves funding.

If ABP and SCA does approve funding for the project, no funds will be released and the funding agreement with the institution will not be finalized until Institutional Animal Care Approval has been received for the project. Canadian Council of Animal Care standards and requirements should continue to be a very important consideration when ABP and SCA proposals are being developed.

### **Animal care (full proposals only)**

Any and all animals used in research projects approved by ABP and SCA must be cared for according to Guidelines of the Canadian Council of Animal Care. Research projects will not be funded until the institution where the research will be conducted has provided documentation showing that the proposal has been approved by the local Animal Care Committee. If there are any revisions to the research protocol required by the animal care committee, ABP and SCA will review the proposal prior to allowing the project to be initiated to ensure revisions do not detract from the validity of the research.

### **Project review (full proposals only)**

Project proposals will be submitted for two peer reviews. Staff will solicit reviews and reserves the right to use reviewers nominated in the letter of intent or other individuals as appropriate. Project proposals will be categorized by the priority of research, set by the ABP and SCA Research Committees, and ranked by Committee members and staff. Final decisions on funding and financial support of projects will be made by the full ABP and SCA Research Committees. ABP and SCA reserve the right to solicit other expert reviews of the proposals as appropriate.

### **Impact of research on the environment, human and animal subjects (full proposals only)**

All project proposals should include a statement or statements on how the project might impact:

- a) Food safety and human health
- b) Environmental sustainability
- c) Animal welfare

### **Signatures (full proposals only)**

Scanned or copied signatures are acceptable when submitting a proposal digitally.

### **Documentation submitted after the deadline for project proposals**

Once a project proposal has been submitted, ABP and SCA may request any missing or additional documentation. No unsolicited documentation is permitted after the deadline date for the receipt of project proposals.

### **Appeals of awards for funding projects**

Decisions taken on awards made to projects by ABP and SCA are considered final.

### **Final reports**

Institutions or individuals who have projects funded by ABP and SCA, will be requested to submit a final report within three (3) months of the project's conclusion. The Final Report must elaborate on the major achievements of the project and show the steps that have been taken to disseminate new information to the Canadian beef industry. ABP and SCA and other appropriate individuals will assist researchers to promote achievements from research funded by ABP and SCA.

## Confidentiality of research proposed to ABP and SCA

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

## Submit a proposal

First submit a letter of intent using the SCAIDF application form before the deadline of April 20, 2018.

| Checklist for submitting a <b>LETTER OF INTENT</b>   |  |
|--|--|
| <i>Have you:</i>   |  |
| Read and followed the Instructions & Guidelines document?  |  |
| Completed the SCAIDF application form? <ul style="list-style-type: none"><li>• Including the list of potential reviewers?</li></ul>              |  |
| Emailed the SCAIDF application form to <a href="mailto:production@saskbeef.com">production@saskbeef.com</a> in .pdf, .doc, or .docx file format? |  |

If ABP and SCA request a full proposal based upon the letter of intent submission, complete the 2018 ABP/SCA Full Proposal Form.docx and the 2018 ABP/SCA Full Proposal Budget.xlsx before the deadline. The deadline will be indicated in the invitation to submit a full proposal.

| Checklist for submitting a <b>FULL PROPOSAL</b>   |  |
|---|--|
| <i>Have you:</i>  |  |
| Been invited to submit a full proposal by ABP and SCA, following approval of the Letter of Intent?  |  |
| Read and followed the Instructions & Guidelines Document?   |  |
| Completed the 2018 ABP/SCA Full Proposal Form.docx? <ul style="list-style-type: none"><li>• Including having obtained and submitted all signatures required on the Approvals sheet(s)? <i>Note that digital versions/copies of signatures are acceptable at time of submission.</i></li><li>• Including having obtained an Institution Animal Care Approval? <i>Note that this is not required upon submission but must be received by ABP and SCA prior to any funds being released.</i></li></ul>                           |  |
| Completed the 2018 ABP/SCA Full Proposal Budget.xlsx?   |  |
| Emailed the following documents to <a href="mailto:karins@albertabeef.org">karins@albertabeef.org</a> prior to the deadline? <ul style="list-style-type: none"><li>• 2018 ABP/SCA Full Proposal Form in .pdf, .doc, or .docx file format<ul style="list-style-type: none"><li>○ Electronic signatures are permitted</li></ul></li><li>• 2018 ABP/SCA Full Proposal Budget in .xls or .xlsx file format</li><li>• CVs for Project Leader and all Co-investigators. <i>Note: Please limit CVs to 5 pages maximum.</i></li></ul> |  |