

Reporting and payment guidelines for projects not funded under the Beef Science Cluster

Call for proposal and research funding timelines

1. There will be an annual call for proposals. The 2019-20 timelines are as follows:
 - Letters of intent due from researchers – August 9, 2019
 - Notification of letters of intent selected to go to full proposal – by September 13, 2019
 - Full proposals due from researchers – November 8, 2019
 - Full proposals internal and Science Advisory panel review through January 2020
 - Selection and researcher notification of successful proposals – early February 2020

Funding Agreement

2. The researcher will be notified of the maximum allowable project funding granted by BCRC and will be required to provide the BCRC an email or letter stating their acceptance of the funding offer.
3. The BCRC will prepare a research funding agreement.

Payments

4. Initial, interim (if applicable) and final payments will be forwarded according to the payment and reporting schedule stated in the Funding Agreement.
5. The initial payment to the Institution will be made upon execution of the Funding Agreement and will not exceed 85% of the total project funding approved.
6. The final payment to the Institution will be 15% of the total maximum allowable project funding.
7. If the project exceeds two (2) years in duration, interim payments will be advanced and the initial payment will be adjusted accordingly.
8. Interim payment(s), if applicable, will be advanced to the Institution as stated in the funding agreement.
9. Unused advanced funds must be returned to BCRC as stated in the Funding Agreement.

Reporting

10. Interim and final report templates will be provided by the BCRC. Reports must be submitted according to the schedule in the Funding Agreement.

Financial Statement for reporting

11. A financial statement of receipts and expenditures is to be submitted with each interim and final report and must contain:

- The total amount of funds received from the BCRC.
- The total amount of funds received from other sources including industry or other private sector resources, federal, provincial territorial or municipal governments including cash and non-cash (in-kind).
- **A listing and brief description** of expenses for which the BCRC funds were used.
- If salaries are claimed, the salary expenses must be detailed on the salary form provided by the BCRC or in the expense listing. (Name of employee, position, hourly rate, # hours employed and benefits paid).
- The interest earned on BCRC funds is not required to be reported as revenue by the researcher.