



Canadian Cattlemen's Association
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OCTOBER 1, 2018

**PROPOSAL, REPORTING AND PAYMENT GUIDELINES FOR PROJECTS
FUNDED UNDER THE BCRC ANNUAL CALLS FOR PROPOSALS**

(these guidelines ***do not apply*** to projects funded under the Beef Science Cluster)

Call for proposal and funding target timelines

1. There will be an annual call for proposals. The target 2018-19 timelines are as follows:
 - Letters of intent due from researchers – August 31, 2018
 - Notification to researchers of letters of intent selected to go to full proposal – October 1, 2018
 - Full proposals due from researchers – November 20, 2018
 - Full proposals review - through January 2019
 - Selection and researcher notification of successful proposals – mid February 2019
 - Researcher acceptance, project adjustments, and contracting – by May 1, 2019

Proposal form

2. If invited to submit a full proposal, the completed 'BCRC Proposal Form Research.pdf' or 'BCRC Proposal Form Technology Transfer.pdf' and the 'BCRC Proposal Budget Research.xlsx' or 'BCRC Proposal Budget Technology Transfer.pdf' 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 proposal application is provided on page 4 of this document.

Project timelines

3. There is flexibility around the research timelines and projects are not required to follow the Government fiscal year (April 1 to March 31). The earliest research start date is May 1, 2019.

Project review

4. Project Letters of Intent should contain up to five nominations of potential reviewers and Proposals will be submitted for up to three peer reviews. BCRC will solicit reviews and reserves the right to use reviewers nominated in the proposals 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

5. The BCRC does not require or read letters of support.

Documentation submitted after the deadline for project proposals

6. 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

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

Confidentiality of research proposed to the BCRC

8. 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

9. If the signature(s) of the researcher and co-investigator(s) are not included in the proposal, they must be received by BCRC within two weeks following the proposal submission deadline. Electronic signatures are acceptable and can be submitted using the proposal signature document posted at www.beefresearch.ca.

Funding Agreement

10. 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 and confirming the status of matching funds or in-kind support.
11. The BCRC will prepare a Funding Agreement with the Research Institution(s).

Payments to Institutions

12. Invoices from the Institution(s) to the BCRC will not be required. Initial, interim (if applicable) and final payments to the Institution will be forwarded according to the payment and reporting schedule in the Funding Agreement.
13. The initial payment to the Institution will be made upon execution of the Funding Agreement, will not exceed 85% of the total project funding approved, and is conditional upon the Institution providing evidence that matching funds or in-kind support for the research either have been obtained or have a high probability of being obtained within six months. In lieu of such evidence, the Institution must provide the BCRC with an amendment to the proposal/ workplan to show how the research could be meaningfully accomplished if the matching funds

or in-kind support are not forthcoming. The BCRC will then review and if approved the project can proceed as amended.

14. The final payment to the Institution will be 15% of the total maximum allowable project funding. This is a holdback pending the BCRC approval of the final report.
15. Interim payments will be advanced if the project exceeds two (2) years in duration according to the payment and reporting schedule in the Funding Agreement and upon the BCRC acceptance of the interim report. If an interim payment is advanced, the initial payment will be adjusted accordingly from the 85%, as the final payment remains at 15%.
16. Unused advanced funds must be returned to BCRC as stated in the Funding Agreement.

Financial Statement for reporting

17. The BCRC will provide an excel template to be filled in and submitted with the interim and final Progress Reports. This excel template will include:
 - 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).
 - The actual expenditures and approved budget by expense item.
18. In addition to the excel template, a financial statement of receipts and expenditures must be submitted with each interim and final report and must contain:
 - **A listing and brief description** of expenses for which the BCRC funds were used.
 - A brief explanation of expenditure variances from the approved budget.
 - If salaries are claimed, the salary expense details must include name of employee, position, and total salary and benefits paid.
 - If a travel expense is claimed, the details must include name of traveller, purpose of trip and a brief description of expenses claimed (i.e. airfare, mileage, meals, hotels, etc.).
19. Any capital single item expenditure exceeding \$5,000.00 and not approved in the project budget must be preapproved by the BCRC.
20. The interest earned on BCRC funds is not required to be reported as revenue by the Institution.

Progress Reports

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

All questions related to the reporting can be directed to Stacey Domolewski at domolewskis@beefresearch.ca.

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 document?	
Completed the 'BCRC Proposal Form Research.pdf' or 'BCRC Proposal Form Technology Transfer.pdf', including: <ul style="list-style-type: none"> all signatures required on the Approvals sheet(s)? <i>Note that electronic signatures are acceptable. Signatures can be submitted separately using the PDF signature file</i> an Institution Animal Care Approval if applicable? <i>Note that this is not required upon submission but must be received by the BCRC prior to approval in order for BCRC to release funds. BCRC strongly recommends pursuing animal care approval as early in the process as possible. 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> 	
Completed 'BCRC Proposal Budget Research.xlsx' or 'BCRC Proposal Budget Technology Transfer.pdf'?	
Emailed the following documents to proposals@beefresearch.ca prior to the deadline: <ul style="list-style-type: none"> 'BCRC Proposal Form Research' or 'BCRC Proposal Form Technology Transfer' in .pdf file format with signatures or confirmation that signatures will follow. 'BCRC Proposal Budget Research' or 'BCRC Proposal Budget Technology Transfer' in .xls or .xlsx file format CV for the Project Leader (each CV must not exceed 5 pages) CVs for all Co-investigators (each CV must not exceed 5 pages) 	