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INSTRUCTIONS AND GUIDELINES FOR SUBMITTING AN EXPRESSION OF INTEREST AND PROPOSAL TECHNOLOGY TRANSFER AND PRODUCTION ECONOMICS

The Beef Cattle Research Council (BCRC) invites applications of projects **related to knowledge and technology transfer and production economics** that support the sustainability and competitiveness of the Canadian beef industry.

Applicants are encouraged to develop new, or enhance existing resources, and/or boost the adoption of cost-effective, sustainable production and management practices related to the identified problem statements as outlined in the 'Call for Expressions of Interest – Technology Transfer' document.

Applied research activities and policy-related work are NOT eligible under this Call for Proposals. In these cases, refer to the 'Call for Expressions of Interest - Research' document. All proposals submitted to the BCRC must follow the guidelines outlined in this document.

Regional Focus Welcome

Regional field days/workshops or other demonstration events will be considered if they are a necessary component of a multifaceted extension proposal focused on development and delivery of resources that are applicable over the long-term, curriculum development for recurring events, or as innovative pilot events.

Project Timeframe

Projects up to two years in length may be submitted; if the need for a longer funding term can be clearly demonstrated, a longer timeframe may be considered.

Policy to prevent duplication

The BCRC regularly communicates with other funding bodies. When a team that has submitted an expression of interest or proposal to the BCRC also submits similarly titled proposals to other beef research or extension funders, the BCRC is willing to share its proposals and associated reviews. The purpose of this policy is to improve communication and coordination of priorities among funders, minimize duplication of effort, and ensure the most strategic and efficient use of beef extension 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 extension projects in areas relevant to the Canadian beef industry is eligible to apply.

Budget

Equipment – Details must be provided around proposed equipment purchases, as all equipment purchases greater than \$5,000 must be preapproved.

Overhead – Administration costs up to 5% of total project costs are eligible.

Additional Funding

Expressions of interest as well as 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. **The BCRC project funding will not exceed 50% of the project total expenses.** 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 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 partners or association members). **Full-time salaries of project leads and collaborators are NOT eligible as in-kind contributions. Verification of all in-kind contributions must be provided. In-kind contributions will be considered up to a maximum of 25% of the total proposed project budget.**

**Fair value of in-kind contributions should reflect current, relevant, and market-based information or another methodology acceptable to 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 deadline date for the receipt of project proposals.

Appeals of awards for funding projects

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

Reporting

All reporting requirements will be defined in the funding agreement.

Confidentiality of projects proposed to the BCRC

All those who review funding 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. The document 'Approvals and Signatures – Technology Transfer' containing signatures of the project leader and co-investigator(s) must be submitted within two weeks following the proposal submission deadline. Electronic signatures are acceptable.

Timelines

February 26, 2021 - deadline for submitting expressions of interest

March 26, 2021 - applicants will be notified on or prior to if they have been invited to submit a full proposal

May 31, 2021 - deadline for submitting invited full proposals

Early July 2021 - applicants will be notified of the funding decision

Expressions of Interest

Submit an expression of interest using the file entitled 'BCRC Expression of Interest Form - Technology Transfer' before February 26, 2021 at 11:59 PM MT to proposals@beefresearch.ca. Do not lock the file.

Proposal Form

If invited to submit a full proposal, the completed 'BCRC Proposal Form - Technology Transfer'.pdf and the 'BCRC Proposal Budget - Technology Transfer'.xlsx documents posted at www.beefresearch.ca along with CVs for the Project Leader and all Co-investigators must be submitted.

Confirmation of Receipt

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

Project Review

Full proposals will be reviewed by an enhanced science and extension advisory panel. Project proposals will be categorized and ranked by the priority of research, as set by the BCRC.

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. Ensure that all technology transfer and communication activities are included.

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

Example:

Project Milestones		
Objective	Output/Deliverable	Lead and Timeline
Develop risk assessment tool	Recruit producers for pilot project	Start Date: Sept. 2021 End Date: Oct. 2021 Lead: J. Doe
	Complete initial interviews	Start Date: Nov. 2021 End Date: Jan. 2022 Lead: J. Brown
	Producers collect records	Start Date: Feb. 2022 End Date: Aug. 2022 Lead: J. Doe
	Follow up interviews	Start Date: Sept. 2022 End Date: Nov. 2022 Lead: J. Brown
	Data analysis	Start Date: Jan. 2023 End Date: March 2023 Lead: S. Black
	Integrate findings into assessment tool	Start Date: May 2023 End Date: Oct. 2023 Lead: J. Doe

Checklist for submitting an Expression of Interest	
Have you:	
Read and followed the 'Instructions and Guidelines for Submitting EOIs and Proposals - Technology Transfer' document?	
Completed the 'BCRC Expression of Interest Form – Technology Transfer'	
Emailed the following document to proposals@beefresearch.ca prior to the deadline? <ul style="list-style-type: none"> 'BCRC Expression of Interest Form – Technology Transfer' 	
Received confirmation of receipt of your submission? <ul style="list-style-type: none"> <i>Confirmation of receipt will be sent for every EOI submitted.</i> <i>If confirmation is not received within one business day of your submission, the <u>BCRC has not received the documents.</u></i> 	

Checklist for submitting a Full Proposal	
Have you:	
Been invited to submit a full proposal by the BCRC following approval of the Expression of Interest?	
Read and followed the 'Instructions and Guidelines for Submitting EOIs and Proposals - Technology Transfer' document?	
Completed the following: <ul style="list-style-type: none"> 'BCRC Proposal Form – Technology Transfer' 'Approvals and Signatures – Technology Transfer' document 'BCRC Proposal Budget – Technology Transfer' spreadsheet 	
Emailed the following documents to proposals@beefresearch.ca prior to the deadline? <ul style="list-style-type: none"> 'BCRC Proposal Form - Technology Transfer' in .pdf file format 'BCRC Proposal Budget - Technology Transfer' in .xls or .xlsx file format 'Approvals and Signatures – Technology Transfer' document signed by project leader and co-investigator(s) CV for Project Leader (not to exceed 5 pages) CV 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></i> 	