



Canadian Cattlemen's Association
#180, 6815- 8th Street N.E.
Calgary, Alberta T2E 7H7
Phone: (403) 275-8558
Email: proposals@beefresearch.ca

INSTRUCTIONS AND GUIDELINES FOR SUBMITTING A LETTER OF INTENT AND PROPOSAL TECHNOLOGY TRANSFER AND PRODUCTION ECONOMICS

The Beef Cattle Research Council (BCRC) and Alberta Beef Producers (ABP) invite 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 to boost the adoption of cost-effective, sustainable production and management practices of greatest benefit to the Canadian beef industry. In developing a project proposal, applicants should consider:

- Is this valuable to the Canadian beef industry?
- Is science-based information available to support the project?
- How will this meet industry needs and expectations?
- What problem(s) does this solve?
- Does this align with the priorities and outcomes as outlined in the [Canadian Beef Research and Technology Transfer Strategy](#)?

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

Regional field days/workshops or other demonstration events are NOT eligible as stand-alone activities. However, these activities may be considered if they are a necessary component of a larger comprehensive 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 three years in length may be submitted, but preference will be given for projects that are one or two years, or shorter, in duration unless the need for a longer timeframe can be demonstrated.

Policy to prevent duplication

The BCRC regularly communicates with other funding bodies. When a team that has submitted a letter of intent 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 peer 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 and extension 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 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

Letters of intent 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 research 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 10% 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

August 7, 2020 - deadline for submitting letters of intent

September 14, 2020 - applicants will be notified on or prior to if they have been invited to submit a full proposal

November 9, 2020 - deadline for submitting invited full proposals

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

Letters of Intent

Submit a letter of intent using the file entitled 'BCRC Letter of Intent Form - Technology Transfer' before August 7, 2020 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.

Project Review

Full proposals will be submitted for up to three peer reviews. The BCRC 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 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: May 2021 End Date: June 2021 Lead: J. Doe
	Complete initial interviews	Start Date: July 2021 End Date: Sept 2021 Lead: J. Brown
	Producers collect records	Start Date: Oct 2021 End Date: April 2022 Lead: J. Doe
	Follow up interviews	Start Date: May 2022 End Date: July 2022 Lead: J. Brown
	Data analysis	Start Date: Sept 2022 End Date: Nov 2022 Lead: S. Black
	Integrate findings into assessment tool	Start Date: Jan 2023 End Date: June 2023 Lead: J. Doe

Checklist for submitting a Letter of Intent	
Have you:	
Read and followed the 'Instructions and Guidelines for Submitting LOIs and Proposals - Technology Transfer' document?	
Completed the 'BCRC Letter of Intent Form – Technology Transfer' <ul style="list-style-type: none"> • Including the list of up to four 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 – Technology Transfer' 	

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 - 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) 	