

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

The Beef Cattle Research Council (BCRC) invites applications of projects **related to knowledge and technology transfer (KTT) 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 Letters of Intent – Technology Transfer' document.

Applied research activities and policy-related work are NOT eligible under this Call for Proposals. In these cases, refer to the Research Project Call for Proposals to be launched later in 2022. All proposals submitted to the BCRC must follow the guidelines outlined in this document.

A webinar will be hosted by the BCRC prior to the LOI submission deadline to provide further explanation, examples of projects, and opportunity for a Q&A session around the Target Outcomes for this call.
[Subscribe to the BCRC Blog](#) to receive event details and a webinar link.

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 a maximum 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 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 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.

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 project.

Budget

The maximum BCRC contribution under this call is \$50,000 per project with the BCRC providing a maximum 50% of the project budget.

LOI Example – See the ‘Letter of Intent Example – Technology Transfer’ for additional information on how to properly complete the LOI budget section.

Expenses – Proposal budget rows 10 to 33 should include all project expenses to be funded by the BCRC and other cash sources. In-kind should not be listed here as it will be entered into rows 37-40.

Equipment – Details must be provided around proposed equipment purchases. All equipment purchases greater than \$5,000 must be preapproved by the BCRC.

In-Kind – Enter all in-kind contributions in proposal budget rows 37-40. New for 2022, in-kind contributions will be considered up to a maximum 50% of the total proposed project budget. See “In-kind Contributions” section below for more details.

Cash from other Sources – Outline all cash other than BCRC funds that will be put toward the project in budget rows 47-52. This section may include cash that has been secured as well as funds that have been or will be applied for. Use the drop-down list in column F to indicate the status of all other cash (will request, have requested, funding confirmed). See “Additional Funding” section below for more details.

Overhead – Administration costs up to 5% of total project costs are eligible and will be calculated automatically.

Budget Details – Provide details on all expenses (cash and in-kind) which have been outlined in the budget.

Match Funding

The BCRC requires that match funding (which may be comprised of both cash and in-kind) must be secured for all projects. **BCRC project funding (including overhead) will not exceed 50% of the project total expenses** with the remaining 50% secured from other sources.

*New for the 2022 KTT and Production Economics call, in-kind contributions will be considered up to a maximum of 50% of project expenses. This means the 50% match requirement may be comprised entirely of **eligible** in-kind contributions or a combination of in-kind and other cash. Please review our in-kind contribution eligibility requirements below. Matching **cash** contributions are strongly encouraged and will be viewed more favorably.

Letters of intent (LOI) and 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.

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 and in-kind contributions 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 is provided by the recipient, or other project supporters (governments and/or industry partners or association members). In-kind contributions must be an **incremental expense** which the applicant would not normally incur and that would have to be purchased by project funds if not donated.

Pre-existing full-time salaries of project leads and collaborators are NOT eligible as in-kind contributions. Incremental salaries and/or contract positions may be considered if they are directly linked to the proposed project. **Results, data, samples, etc. from previously funded research 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 50% 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

Once an LOI or project proposal have been submitted, the BCRC may request any missing or additional documentation. No unsolicited documentation is permitted after the submission deadline date.

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.

Signatures

Signatures are required on full proposals only. The document 'Approvals and Signatures – Technology Transfer' must be submitted no later than two weeks following the proposal submission deadline. Electronic signatures are acceptable.

Project leader and co-applicant(s) must sign the Approvals document indicating their agreement to participate directly in the project. At certain institutions (Universities, AAFC, etc.), projects must be approved by an employer, supervisor, board, etc. before they can be initiated. Where authorization/approval will be necessary for a project to be initiated, the employer/supervisor must also sign the Approvals document.

Timelines

August 19, 2022 - deadline for submitting letters of intent

September 2022 - applicants will be notified if they have been invited to submit a full proposal

November 14, 2022 - deadline for submitting invited full proposals

December 2022 - applicants will be notified of the funding decision

Submission and Confirmation of Receipt

Letters of Intent

Submit a letter of intent using the file entitled 'BCRC Letter of Intent Form - Technology Transfer' before August 19, 2022 at 11:59 PM MT to proposals@beefresearch.ca. Do not lock the file.

See the 'Letter of Intent Example – Technology Transfer' for additional information on how to properly complete the LOI form.

Proposals

Only applicants who have been invited may submit a full proposal. If invited, the completed 'BCRC Proposal Form - Technology Transfer'.pdf and the 'BCRC Proposal Budget - Technology Transfer'.xlsx documents must be submitted before November 14, 2022 at 11:59 PM MT to proposals@beefresearch.ca. Do not lock the files.

Confirmation of Receipt

Confirmation of receipt will be sent for every LOI 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

LOIs and full proposals will be reviewed by an enhanced science and extension advisory panel as well as by the BCRC producer council. 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 project leader or co-applicant is responsible for each output / deliverable.

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	Timeline and Lead
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

Letter of Intent Submission Checklist	
Have you:	
1. Read and followed the 'Instructions and Guidelines for Submitting LOIs and Proposals - Technology Transfer' document?	
2. Completed the 'BCRC Letter of Intent Form – Technology Transfer'	
3. Emailed the following to proposals@beefresearch.ca prior to the deadline? <ul style="list-style-type: none"> • 'BCRC Letter of Intent Form – Technology Transfer' 	
4. Received confirmation of receipt of your submission? <ul style="list-style-type: none"> • Confirmation of receipt will be sent for every LOI submitted. • If confirmation is not received within one business day of your submission, the <u>BCRC has not received the documents.</u> 	

Full Proposal Submission Checklist	
Have you:	
1. Been invited to submit a full proposal by the BCRC following approval of the Letter of Intent?	
2. Read and followed the 'Instructions and Guidelines for Submitting LOIs and Proposals - Technology Transfer' document?	
3. 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 	
4. Emailed the following 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 lead and co-applicant(s) 	
5. Received confirmation of receipt of your submission? <ul style="list-style-type: none"> • Confirmation of receipt will be sent for every full proposal submitted. • If confirmation is not received within one business day of your submission, the <u>BCRC has not received the documents.</u> 	