



Beef Cattle Research Council
180, 6815 – 8th Street NE
Calgary, Alberta T2E 7H7
Phone: 403-275-8558
Email: proposals@beefresearch.ca

Instructions and Guidelines for Submitting a Proposal for Establishment of Research Chair

Introduction

The Beef Cattle Research Council (BCRC) invites applications outlining proposed concepts for establishment of Research Chairs in key areas of importance to the Canadian beef cattle industry.

Proposals will be evaluated for their likelihood to help the Canadian beef industry remain competitive and sustainable over the short and long term, based on the following criteria:

1. relevance to the core research objectives and priority areas as stated in 'BCRC Call for Proposals – Establishment of Research Chairs',
2. incremental nature of the proposed research capacity,
3. institutional and matching investments, and
4. program support provided by the research institution (including available support staff, infrastructure, etc.).

All proposals submitted to the BCRC must follow the guidelines outlined in this document.

Who is eligible to apply?

Any research institution within Canada with the ability and a track record of success in delivering research programs in areas relevant to the Canadian beef industry is eligible to submit proposals.

When are applications considered?

Specific timelines are outlined in the 'BCRC Call for Proposals – Establishment of Research Chairs' document posted on the BCRC website (www.beefresearch.ca).

Timeframe for projects

Given that this is a new area of investment for the BCRC there is flexibility related to the funding amount and longevity of support for an individual Research Chair. A five-year commitment renewed once, for a total of 10 years, is a recommended timeframe. Other options will be considered however the maximum BCRC commitment is a 10-year period. The BCRC intends to commit funding to support two Research Chairs over the next two years with additional calls in subsequent years subject to annual BCRC funding allocations.

Proposal application

Applicants must submit the file entitled 'BCRC Establishment of Research Chair Proposal Form' before the deadline. The deadline is outlined on www.beefresearch.ca.

A checklist for submitting a proposal is provided on page 4 of this document.

Institution – provide complete contact information.

Date of appointment – indicate the proposed date of appointment of Chair.

Length of appointment – indicate the number of years that funding is requested in support of the proposed Chair.

Long-term goal and focus of position – briefly outline the long-term focus of this newly created Chair position, specifically highlighting how it will align with the *Canadian Beef Research and Technology Transfer Strategy 2018-2023* (see www.beefresearch.ca). Include the anticipated balance of workload allocated to research, extension, teaching and administration.

Need for Chair position and current capacity gaps that exist – provide an explanation of the specific need for the creation of the Chair including current capacity gaps that it will remedy.

Complementarity of position – define how the proposed Chair will compliment and support existing positions, programs, and infrastructure both within the institution/department as well as with other institutions/programs/positions currently in place across Canada. A clear need for the position, avoiding duplication, must be shown. Outline how the newly created Chair will be positioned to take full advantage of available facilities and infrastructure.

Mandate to support industry through extension efforts – clearly outline how the proposed Chair will include industry-focused extension efforts within their research program.

Incrementality of position – it is required that BCRC funding result in the creation of a new position and not replace or supplement an existing or recently vacated position. The newly created Chair position may be filled by a current researcher within the institution however the vacancy created by this reassignment must be filled. Provide a brief explanation of how the proposed Chair position will meet these requirements.

Budget

Proposals including up to a 10-year maximum commitment by the BCRC will be considered with institutional and other funding sources clearly identified.

Indicate all sources and amounts of additional cash funding for the proposed Chair position, specifying whether each source will be applied for, has been applied for, or has been confirmed.

Salary & Benefits – provide details regarding Chair salary and benefits. Technician support for the Chair position will also be considered as an eligible component of the estimated budget.

Travel – include expenses to attend industry events, conferences or scientific meetings.

Research Equipment & Supplies – details must be provided for any equipment to be purchased in support of the proposed Chair position.

IT Equipment & Support – outline budgeted expenses for information technology (IT) support of Chair position.

Technology Transfer – provide details for proposed technology transfer activities delivered through the Chair position.

Program Funding – describe any funds proposed to be utilized by the Chair as ‘seed’ money to leverage additional research funding sources.

Budget commentary – clearly explain all budget items, including institution commitments and other sources of funds, both secured and that which is outstanding or will be applied for. Define the strategy for how any outstanding funds will be secured.

Commitment to position – provide an overview of the institution’s commitment to maintenance of the Chair position including beyond conclusion of any BCRC funding commitment. This may also include non-financial support provided to the chairholder to ensure the success of their work, such as supports to the research environment, mentoring, administrative support, etc.

Signatures – proposal must be signed by both the Applicant and the Institutional Lead.

Letters of Support

The BCRC does not require or read letters of support.

Documentation submitted after the deadline

Once a proposal has been submitted, the BCRC may request any missing or additional information. No unsolicited documentation is permitted after the submission deadline.

Appeals of funding awards

Decisions by the BCRC are considered final.

Reporting

All reporting requirements will be defined in the funding agreement.

Confidentiality of proposals submitted to the BCRC

All those who review proposals submitted to the BCRC are required to sign a statement of confidentiality in their review of submissions.

Submission checklist

Checklist for submitting a Proposal	
<i>Have you:</i>	
Read and followed the 'Instructions and Guidelines' document?	
Completed the 'BCRC Establishment of Research Chair Proposal Form'?	
Emailed the following document to proposals@beefresearch.ca prior to the deadline? <ul style="list-style-type: none">• 'BCRC Establishment of Research Chair Proposal Form' PDF format	