

## **INSTRUCTIONS AND GUIDELINES FOR SUBMITTING A PROPOSAL PROOF OF CONCEPT RESEARCH AND CLINICAL TRIALS**

The Beef Cattle Research Council (BCRC) invites proposals focused on projects **related to proof of concept research and clinical trials** that support the sustainability and competitiveness of the Canadian beef industry.

### **Timelines**

**September 3, 2024** – deadline for proposal submission

**Mid-October 2024** – applicants will be notified of funding decisions

### **Project Timeframe**

Projects that are six months to one year in duration may be submitted. If the need for a longer timeframe can be clearly demonstrated, projects over one year may be considered.

### **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 research projects in areas relevant to the Canadian beef industry is eligible to apply.

### **Budget**

#### Budget

Enter a brief description of the expense and the budgeted amount. Use Add Expense to add another line. The Total Budget will calculate automatically.

#### Equipment

Details must be provided around proposed equipment purchases. All equipment purchases greater than \$10,000 must be preapproved.

#### BCRC Request

The total BCRC funding request must NOT exceed \$50,000 (including overhead or science service charge) regardless of project duration.

#### Indirect/Overhead Costs

Projects conducted at universities or at other non-AAFC facilities are eligible for overhead costs which will be calculated by BCRC to a maximum of 15% of total project costs.

#### Science Service Charges

Projects conducted at AAFC facilities are eligible for science service charges which will be calculated by BCRC to a maximum of 10% of total project costs.

### **Additional Funding**

Match funding is encouraged but not required for proposals submitted under this call. If applicable, proposals should identify all sources and amounts of additional funding for the proposed research project, including

both in-kind and cash contributions.

Funding under this call is intended for small-scale projects. The intent of this funding is NOT to support existing funding for ongoing projects.

### **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 supporters, 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. 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 cannot normally exceed 10% of the total eligible costs to complete the project.**

*\*Fair value of in-kind contributions should reflect current, relevant, and market-based information or another methodology acceptable to BCRC.*

### **Animal Care Approvals**

All animals used in research projects approved by the BCRC must be cared for according to Guidelines of the Canadian Council on Animal Care. Where required, documentation indicating that the institution's Animal Care Committee has approved the proposed protocol(s) must be received by the BCRC before funding will be released.

If the animal care committee requires any revisions to the research protocol, the BCRC will review the revised proposal prior to allowing the project to be initiated to ensure revisions do not detract from the validity of the research.

The BCRC recognizes that obtaining an 'Institutional Animal Care Approval' can be an onerous process and therefore does not insist on having the Institutional Animal Care Approval completed before proposal submission. It is encouraged that this process be initiated as soon as practical so as not to delay project initiation if the BCRC approves funding.

### **Letters of Support**

The BCRC does NOT require or read letters of support.

### **Documentation submitted after the deadline**

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**

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

### **Reporting**

All reporting requirements will be defined in the funding agreement.

### **Policy to prevent duplication**

The BCRC regularly communicates with other beef research funding bodies. When a researcher that has submitted a proposal to the BCRC also submits similarly titled proposals to other beef research 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 research priorities among funders, minimize duplication of effort, and ensure the most strategic and efficient use of beef research funds.

## Confidentiality of research proposed to the BCRC

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.

## Confirmation of Receipt

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

## Signatures

Signatures are required with full proposals. If the document 'Approvals and Signatures – Proof of Concept' containing signature(s) of the researcher and co-investigator(s) is not submitted with the proposal, it must be received by BCRC within 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 is necessary for a project to be initiated, the employer/supervisor must also sign the Approvals document.

Checklist for submitting a <b>Proposal</b>
<b>Have you:</b>
Read and followed the 'Instructions and Guidelines for Submitting LOIs and Proposals – Proof of Concept' document?
Completed the online form prior to the deadline: <ul style="list-style-type: none"><li>• Complete the online form '<a href="#">BCRC Proposal Form – Proof of Concept</a>'.</li><li>• Upload the form 'Approvals and Signatures – Proof of Concept'.pdf prior to submission<ul style="list-style-type: none"><li>○ <i>Electronic signatures ARE acceptable. Signatures can be submitted separately using the PDF signature file.</i></li></ul></li><li>• An Institution Animal Care Approval<ul style="list-style-type: none"><li>○ <i>Note that this is not required upon submission but must be received by the BCRC prior to project initiation. 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></li></ul></li></ul>
Received confirmation of receipt? <ul style="list-style-type: none"><li>• <i>Confirmation of receipt will be sent for every full proposal submitted.</i></li><li>• <i>If confirmation is not received within one business day of your submission, the BCRC <u>has not received</u> the documents.</i></li></ul>