

## **INSTRUCTIONS AND GUIDELINES FOR SUBMITTING A PROPOSAL ESTABLISHMENT OF RESEARCH CHAIRS**

The Beef Cattle Research Council (BCRC) invites applications outlining proposed concepts for the establishment of Research Chairs in key areas of importance to the Canadian beef 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 stated in in the [2018-23 Canadian Beef Research and Technology Transfer Strategy](#),
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 'Call for Proposals – Establishment of Research Chairs' document posted on the BCRC website ([www.beefresearch.ca](http://www.beefresearch.ca)).

### **Project Timeframe**

*The intended start date for a Research Chair funded through this call will be July 2022*, unless clear justification for an alternate date is provided and accepted by the BCRC. The interval between BCRC funding decisions and Research Chair start date is intended to allow time for necessary matching funds to be procured.

### **Capacity Investment**

The maximum BCRC commitment will be ten years, with an interim review required for any commitment beyond five years. A five-year commitment renewed once, for a total of ten years, is the recommended timeframe although other options may be considered.

The BCRC intends to commit funding to support one Research Chair through this call with additional calls in subsequent years subject to annual BCRC funding allocations.

### **Proposal Form**

Applicants must submit the file entitled 'BCRC Proposal Form - Establishment of Research Chairs' prior to the deadline as outlined in the 'Call for Proposals – Establishment of Research Chairs' document.

### Institution

Provide complete contact information

### Date of Appointment

Indicate the proposed date of Chair appointment. The intended start date for a Research Chair funded through this call will be July 2022, unless clear justification for an alternate date is provided and accepted by the BCRC.

### 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](#). 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

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.

### 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.

### **Proposal 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 the proposed Chair position.

### Technology Transfer

Provide details for proposed technology transfer activities delivered through the proposed 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.

### **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 documentation. No unsolicited documentation is permitted after the proposal submission deadline.

### **Appeals of funding awards**

Decisions taken on awards 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.

### **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.

## Submission Checklist

Checklist for submitting a <b>Proposal</b>	
<b>Have you:</b>	
Read and followed the 'Instructions and Guidelines' document?	
Completed the 'BCRC Proposal Form - Establishment of Research Chairs'?	
Emailed the following document to <a href="mailto:proposals@beefresearch.ca">proposals@beefresearch.ca</a> prior to the deadline? <ul style="list-style-type: none"><li>'BCRC Proposal Form - Establishment of Research Chairs' in PDF format</li></ul>	
Received confirmation of receipt <ul style="list-style-type: none"><li>Confirmation of receipt will be sent for every full proposal submitted.</li><li>If confirmation is not received within one business day of your submission, the BCRC <u>has not received</u> the documents.</li></ul>	