

INSTRUCTIONS AND GUIDELINES FOR SUBMITTING A LETTER OF INTENT BEEF CATTLE INDUSTRY SCIENCE CLUSTER V 2028-2033

The Beef Cattle Research Council (BCRC) invites applications of research and development in areas that address priorities identified by the BCRC.

Research letters of intent will be evaluated for their likelihood to help the Canadian beef industry remain competitive and sustainable over the short and long term, based on three criteria:

1. relevance to the identified research priorities stated in the 'BCRC Call for Letters of Intent',
2. scientific merit, and
3. a clear communication and technology transfer plan to facilitate the uptake of research results by the beef industry.

All letters of intent submitted to the BCRC must follow the guidelines outlined in this document.

A webinar will be hosted by the BCRC on **August 5, 2026 from 10 am – 12 pm MT** to provide further explanation, project examples, and a Q&A session around the target Outcomes and Priorities for this call. We encourage researchers and others to attend if you are considering submitting an LOI.

[Register for the Webinar Here](#)

Policy to prevent duplication

The BCRC regularly communicates with other beef research funding bodies. When a research team that has submitted a letter of intent 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.

Who is eligible to apply?

Any individual or organization (academic institution, private industry, government, or not-for-profit/non-government organization) from Canada capable of carrying out research projects in areas relevant to the Canadian beef industry is eligible to apply. Non-Canadian researchers may be included on projects as collaborators, but Canadian project leads are preferred for this call.

Collaborators

Only list collaborators who have been approached and have agreed to participate directly in the project. Specific contributions of each collaborator will need to be identified at the full proposal stage. If collaborators at multiple institutions will receive funding through this project, the amount allocated to each institution must be outlined in the Project Budget Commentary.

When are applications considered?

Specific timelines are outlined in the 'BCRC Call for Letters of Intent' document.

Project Timeframe

Projects up to five years in length may be submitted. Projects will commence no earlier than April 1, 2028 (subject to AAFC approval of the Science Cluster) and must be completed by March 31, 2033.

Please note that all Cluster projects must operate on an April – March fiscal year.

Letters of Intent

To facilitate project submissions and to avoid unnecessary time and effort being spent on proposals that are unlikely to be funded, the BCRC requires that a letter of intent (LOI) first be submitted. Applicants must submit the file entitled 'BCRC Letter of Intent Form'. Following a review of the LOI, individuals or institutions may be invited to submit a full proposal. Invitation to submit a full proposal does not guarantee that the research proposal will be funded.

When all submitted letters of intent do not sufficiently address particular research priorities, the BCRC reserves the right to bypass the letter of intent process and directly solicit specific full proposals.

A checklist for submitting an LOI is provided at the end of this document.

Proposal Form

For researchers who are invited to submit a full proposal, instructions and guidelines as well as application forms will be posted at www.beefresearch.ca.

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.

Budget

Direct Costs

The estimated project budget should include only funding that is directly applicable to the proposal. Do not include funding for other related projects.

Fiscal Years

For Cluster projects, fiscal years begin April 1 and end March 31. For example, a fiscal year marked "2023/24" refers to April 1, 2023 – March 31, 2024.

Equipment

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

Budget Commentary

In the budget commentary section, please briefly explain all budget items. If collaborators at multiple institutions will receive funding through this project, the approximate allocation to each institution is appreciated at the LOI stage; detailed budgets with a breakdown by institution are not required until the full proposal stage.

Additional Funding

Letters of intent as well as full proposals must clearly identify all sources and amounts of additional funding for the proposed research project. This must include both in-kind and cash contributions.

In-kind Contributions

In-kind contribution means the fair value* attributed to goods and/or services required to complete the project that are provided by the fund recipient or other project supporters (governments and/or industry supporters, partners or association members), requiring no outlay of cash.

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

Full-time salaries of research leads and collaborators are **not eligible** as in-kind contributions. In-kind contributions **cannot exceed 10%** of the total eligible costs to complete the project. Supporting documentation and/or justification **will be required** for every in-kind contribution.

Communications and Technology Transfer Plan

While recognizing that not all research goes as planned, we are interested in your plans to transfer key results back to the desired beef industry stakeholders to encourage adoption, uptake and/or commercialization where appropriate. Advancement of funds for technology transfer activities will be contingent upon the completion of a technology transfer plan and review of research outcomes by the BCRC.

Budget allocations for technology transfer will be contingent on confirmation by the BCRC of the most appropriate communications and technology transfer activities.

Animal Care Approvals

All animals used in research projects approved by the BCRC must be cared for according to Guidelines of the Canadian Council of 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.

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 submitting an LOI or proposal. It is encouraged that this process be initiated as soon as practical so as not to delay project initiation if the BCRC approves funding.

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

Potential Reviewers

Letters of Intent must contain up to five nominations of potential reviewers. If a full proposal is invited and submitted, it will be submitted for up to three peer reviews. The BCRC will solicit reviews and reserves the right to use reviewers nominated in the LOI or other individuals as appropriate.

Letters of Support

The BCRC does NOT require or read letters of support.

Documentation submitted after the deadline for project proposals

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

Appeals of awards for funding projects

Decisions on the selection of Letters of Intent for advancement to the full proposal stage are considered final.

Reporting

Reporting requirements will be defined in the funding agreement.

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.

Signatures

Signatures are required on full proposals only. If the document 'Approvals and Signatures – Research' 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.

How to Submit

First submit a letter of intent using the file entitled 'BCRC Letter of Intent Form' prior to the submission deadline outlined on www.beefresearch.ca.

Checklist for submitting a Letter of Intent	
Have you:	
Read and followed the 'Instructions and Guidelines for Submitting LOIs' document?	
Completed the 'BCRC Letter of Intent Form'.pdf? Including the list of up to five potential reviewers	
Emailed the following document to proposals@beefresearch.ca prior to the deadline? 'BCRC Letter of Intent Form'.pdf	
Received confirmation of receipt of your submission? <i>Confirmation of receipt will be sent for every LOI submitted.</i> <i>If confirmation is not received within one business day of your submission, the <u>BCRC has not received the documents.</u></i>	

If the letter of intent is approved and the BCRC requests a full proposal, instructions and guidelines as well as proposal submission forms will be posted at www.beefresearch.ca. The deadline will be indicated in the invitation to submit a full proposal.