**2018-2019 Strategic Research and Development Program**

**On-line Application FAQs**

**And**

 **Letter of Intent Working Template**

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# LETTER OF INTENT - WORKING COPY

**\*\*DO NOT submit this document as an application\*\***

This document should be used as a working copy for your letter of intent application. The information can be cut and pasted into the online application form. Applications will be accepted **only** through the electronic application system at the following link:

**https://www.fundingconsortium.gov.ab.ca/.**

# INTRODUCTION

**2018-2019 Strategic Research & Development Program**

The Strategic Research & Development Program (SRDP) is designed to enable both basic and applied research initiatives aligned to Alberta Agriculture and Forestry’s (AAF) Business Plan and priorities. The Strategic Research & Development Program provides targeted grant assistance for entities involved in Alberta’s livestock and crop industries.

Submissions to SRDP should target novel and innovative approaches to:

1. Economic Development and Competitiveness;
2. Environmental Stewardship; and
3. Assurance and Public Safety.

LOIs and Full Proposal are reviewed on an on-going basis. The review process typically takes between 3-4 months from submission of LOI to reach a funding decision by AAF. **Only a pdf copy of the signature(s) is required at full proposal stage**. They can be emailed to Polly.Virdee@gov.ab.ca or by fax 780-427-1057. All applicants will be notified of the status of their letter of intent by email.

For the purpose of co-funding, your proposal may be disclosed to the Funding Consortium members [www.fundingconsortium.ca](http://www.fundingconsortium.ca) and/or other Alberta based funding agencies.

If you **do not** want your proposal disclosed to other funding agencies, please notify Polly Virdee by email Polly.Virdee@gov.ab.ca. Consent is implied if there is no response.

The Terms and Conditions for the Strategic Research & Development Program can be found [here](http://livestock.agriculture.alberta.ca/Programs/index.htm?contentId=AGUCMINT-263327); and all submissions to the Research and Development Program directly or through targeted calls adhere to these Terms and Conditions. Guidelines for the individual targeted calls can be found within the calls themselves.

**Program Information:**Susan Novak, Director, 780-643-2998 or Susan.Novak@gov.ab.ca

**On-Line Application:**

Alysson Blaine, Industry Development Officer, 780-643-2999 or Alysson.Blaine@gov.ab.ca

Polly Virdee, Project Coordinator*,* 780-644-0182, or Polly.Virdee@gov.ab.ca

**Notice of Collection**

Personal information provided to the AFC members via the research funding proposal process may require sharing information confidentially with external reviewers to assist with the evaluation process. This information is collected under the authority of Section 33 (c)andSection 34 (1)(a)(i)of the Freedom of Information and Protection of Privacy (FOIP) Actand/or where applicable, the Personal Information Protection Act (PIPA), and is protected by the privacy provisions of these Acts. For further information on the collection and use of this information, contact Polly Virdee, Project Coordinator, Strategic Research & Development Program, Innovation Agriculture Grants Section, Alberta Agriculture & Forestry, 7000 – 113 street, J. G. O’Donoghue Building, Edmonton, AB T6H 5T6; Polly.Virdee@gov.ab.ca.

# investigators

## Investigators

***[Help]*** *Administrative roles, grants held, awards received, etc.*

**Title: First Name: Last Name:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Department: Organization: Position:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Address: City: Province/State:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Postal Code/ZIP: Country: Email:**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Telephone: Fax:**

|  |  |
| --- | --- |
| **( )** | **( )** |

|  |  |  |
| --- | --- | --- |
| **Degrees/Certificates/Diplomas:** | **Institution Received From:** | **Year Received:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Publications and Patents:

***[Help]*** *Number of refereed papers, relevant patents obtained, conference proceedings, and relevant publications from the last five years.*

|  |
| --- |
|  |

## Other Evidence of Productivity:

***[Help]*** *Administrative roles, grants held, awards received, etc.*

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|  |

## Co-Investigators

***[Help]*** *Use the grid below to add the first/last/institution name of the team member, and then click Add.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | First Name  | Last Name | Organization |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# PROJECT DETAILS

1.

## Project Title:

***[Help]*** *Provide a clear, descriptive title for the proposed project.*

*\*\*NOTE\*\* the project title MUST remain the same on the Letter of Intent and the Full Proposal Application (unless requested by the Funder), otherwise the funding application will be automatically rejected* ***(150 characters including spaces).***

|  |
| --- |
|  |

## Target Industry, Background, and Problem Statement:

***[Help]*** *Section maximum includes 3.2.1, 3.2.2, and 3.2.3* ***(Maximum 3500 characters)****.*

### Target Industry:

***[Help]*** *Select one or more species from the following list which your project will target. If you are targeting a specific commodity within a particular species, please outline that as well. This list is by no means exhaustive.*

Choose an item.

Please specify…

Click or tap here to enter text.

### Background:

***[Help]*** *Provide background on your project.*

|  |
| --- |
|  |

## Problem Statement:

***[Help]*** *Provide a layman’s non-confidential summary of the proposed problem your project will solve.*

|  |
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|  |

## Proposed Solution & Project Description:

***[Help]*** *Provide details on the proposed solution in a brief and concise manner* ***(Max 3500 characters).***

|  |
| --- |
|  |

## Benefit to Industry

***[Help]*** *Provide a brief description of the benefits that will result from this work, what impact it will have on the industry, how it addresses a key issue/problem the industry is facing, and how the benefits of this work compare to the amount of funding requested to do the work. If possible, please realistically quantify the overall benefits to the livestock industry resulting from this project, including potential economic benefit.* ***(1500 characters or less).***

|  |
| --- |
|  |

* 1.
	2.
	3.
	4.
	5.

## Project Start Date:

***[Help]*** *Indicate the start date on which the project is anticipated to begin or when expenses are to be incurred (YYYY/MM/DD). Support is awarded to a maximum of* ***three*** *years.*

Click or tap to enter a date.

## Project Completion Date:

***[Help]*** *Indicate the end date on which the project expenses are anticipated to be completed. (YYYY/MM/DD).* *Support is awarded to a maximum of three years.*

Click or tap to enter a date.

## Funding Request:

***[Help]*** *Disclose the estimated funding request from AAF, and any additional funding sources (both cash and in-kind contributions).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AAF****Cash** | **Gov’t** **Cash** | **Gov’t****In-kind** | **Industry****Cash** | **IndustryIn-kind** | **TotalProject Cost** |
|  |  |  |  |  |  |

## Budget Commentary:

***[Help]*** *Provide a brief description of industry and government sources of funding and a brief explanation/justification of the project costs. Include a description of industry financial support secured or anticipated* ***(1000 characters or less including spaces).***

# Suggested reviewers

## Reviewer 1

**Title: First Name: Last Name:**

**Department:**

**Organization:**

**Position:**

**Address:**

**City:**

**Province/State: Postal/Zip Code:**

**Country:**

**Telephone: ( ) Fax: ( )**

**Email:**

1. 1.

## Reviewer 2

**Title: First Name: Last Name:**

**Department:**

**Organization:**

**Position:**

**Address:**

**City:**

**Province/State: Postal/Zip Code:**

**Country:**

**Telephone: ( ) Fax: ( )**

**Email:**

1. 1.
	2.

## Reviewer 3

**Title: First Name: Last Name:**

**Department:**

**Organization:**

**Position:**

**Address:**

**City:**

**Province/State: Postal/Zip Code:**

**Country:**

**Telephone: ( ) Fax: ( )**

**Email:**

1. 1.
	2.
	3.

## Reviewer 4

**Title: First Name: Last Name:**

**Department:**

**Organization:**

**Position:**

**Address:**

**City:**

**Province/State: Postal/Zip Code:**

**Country:**

**Telephone: ( ) Fax: ( )**

**Email:**

# REVIEW & SUBMIT

***[Help]*** *Attachments are not accepted at LOI stage through RFOAS – if you have any critical supporting documents such as letters of support or information related to this project please email them to Polly.Virdee@gov.ab.ca.*

*Signature(s) are NOT required at LOI stage.*

Please carefully review for accuracy and completeness and then submit your proposal.

The Applicant agrees, by clicking the **SUBMIT** button, that you have read and agreed to the Terms and Conditions for the Strategic Research & Development Program. The Terms and Conditions can be found [here](http://livestock.agriculture.alberta.ca/Programs/index.htm?contentId=AGUCMINT-263327).

***Notice of Collection***

*The personal information you provide through this application process will be used to process your application through the 2018-2019 Strategic Research and Development Program. This may require sharing your information confidentiality with external reviewers to assist with the evaluation process. This information is collected under the authority of section 33 (c) and 34 (1)(a)(i) of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the privacy provisions of this Act. If you have any questions about the collection and use of this information, contact the Department of Alberta Agriculture and Forestry, Suite 307, J.G. O’Donoghue Building, 7000-113 Street, Edmonton AB, T6H 5T6; by telephone 780-644-0192; by fax 780-427-1057.*

# SYSTEM (RFOAS) - FAQS FOR APPLICANTS

1.
2.
3.

## Setting up and Logging into Your Account:

* I am a new user, how do I sign up for an account?
To sign up for an account go to https://www.fundingconsortium.gov.ab.ca. Under “New Users” enter your information then click “REGISTER”.
* How can I delete my account?
If you would like to delete your account, please email Alysson.Blaine@gov.ab.ca
* I have an account but forgot my password, how do I find it?
Click on “Forgot your password?” enter your email address and a password will be emailed to you.

## Creating Your Proposal / Editing Your Proposal:

* To create a **NEW** proposal (i.e. letter of intent or full proposal), select one of the current initiatives listed below.
* The logo of the lead Funding Agency is in front of the initiative name.
* To access a **CURRENT** proposal, that requires further work or editing, click on the “**My Proposals**” tab.
* To access a letter-of-intent that has been accepted and a full proposal submission has been requested, click on the tab “**My Proposals**”.
* Click on the (?) near the title to see additional information and a further description of each section of the application.

## Saving Your Work:

* There are three ways to save the data while filling out the proposal:
	+ - 1. Navigate through the footer links (click to the next or previous page of proposal)
			2. Navigate through the left links (proposal contents)
			3. Click on the ‘Quick Save’ link at the top of the page

If you log off or close the webpage without performing one of these three actions, the information typed into the page will NOT be saved.

* Because this is a web-based application, it is strongly recommended that you save your work often. A web-based application will TIME-OUT after a few minutes of inactivity. If this happens you will be prompted to log back into the application, and any unsaved work will be lost.

## Completing the Proposal:

* Please keep your answers for each section brief and to the point. There is a box at the bottom of each section that counts the number of characters that you have entered. It is the applicant’s responsibility to keep answers within the recommended number of characters for each section.
* Proposals exceeding the character count will be arbitrarily TRUNCATED or REJECTED when being reviewed by the Funders.
* If you use the MS Word template available on the Funding Consortium website to cut-and-paste your proposal text to the online form, please avoid using symbols and text formatting (bold, italics, etc.) as these will not carry over reliably into the online application.
* Please review the online application form for EACH INITIATIVE, the form may vary from the MS Word, Funding Consortium template.
* Character count if cutting and pasting from another document.
* Many of the sections are limited for length of text. If you exceed the character count in any of the sections, the funders reserve the right to reject your application.
* Go to the end of the pasted text, add a space and then the document counter will count the characters.
* The online system will provide you with the character count. If you are cutting and pasting from a word document onto the form, you must also manually type a character for the on-line counter to work.
* To view the number of characters in a paragraph in MS Word 2007 and 2010 click Review > Word Count. To review the number of characters in Word Version 2003 click Tools > Word Count.
* Generally, 3800 characters including spaces is equivalent to 1 page.
* The on-line system will reformat scientific nomenclature which uses subscripts, superscripts, bold and italic formats to regular text.

## Submitting the Proposal

* When the proposal is complete, click the "Submit" button on the final page to submit the proposal to the lead Funding Agency.
* Once your proposal has been submitted, you will receive an automated email reply to confirm that your proposal has been successfully submitted. Please also check your spam/junk email folder for this message.
* If you do not receive an automated message acknowledging submission of your proposal, please contact the lead Funding Agency for the initiative.

## Important Information

* This web-based application is NOT intended for online collaboration. It is recommended, that during proposal development you collaborate using other methods and then cut-and-paste the final text into the online application.
* The **"Help"** link provides the detailed information under each section.