\*\*This is a locked template. To edit, select “View” 🡪 “Edit Document”

To move through the sections you wish to modify, hit tab\*\*

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

**On-line Application FAQs**

**And**

**Full Proposal Working Template**

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**FULL PROPOSAL - WORKING COPY**

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

# INTRODUCTION

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

The Strategic Research and 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 and Development Program provides targeted grant assistance for entities involved in Alberta’s livestock and meat industry.

Submissions to SRDP should target novel and innovative approaches to:

1. Environmental Stewardship;
2. Economic Development and Competitiveness; 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 and 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, Research 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, Livestock Research & Extension Branch, Alberta Agriculture & Forestry, 7000 – 113 street, J. G. O’Donoghue Building, Edmonton, AB T6H 5T6; Polly.Virdee@gov.ab.ca.

# PROJECT OVERVIEW

## Project Details

### Project Title

**[Help]** Provide a clear, descriptive title for the proposed project. The project title MUST remain the same on the Letter of Intent and the Full Proposal Application (unless prior approval is obtained) **(max 150 characters including spaces)**

|  |
| --- |
| Click or tap here to enter text. |

### Brief Project Summary for External Communications

**[Help]** Provide a plain language, non-confidential summary of the project. If the proposal is successful, this summary may be used for public distribution, such as a media release.**(Max 500 characters)**

|  |
| --- |
| Click or tap here to enter text. |

### Targeted Industry

**[Help]** Select one species from the following list which your project will target (if there is more than one species which is applicable please select other and provide details in the text box). If you are targeting a specific commodity within a particular species, please outline that as well. This list is by no means exhaustive.

Sector: Target Industry:

|  |  |  |
| --- | --- | --- |
| Choose an item. |  | Choose an item. |

Please specify (if applicable):

|  |
| --- |
| Click or tap here to enter text. |

### Problem Statement

**[Help]** Define the problem, and its impacts (including economic) on the livestock industry. Provide a brief review of existing projects or strategies that address the same problem in Canada and elsewhere. Provide a clear justification for this proposed approach. **(max 3500 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

### Total Project Duration

The maximum period of support is **three years** unless approval is obtained prior to submission and a strong justification is presented.

|  |  |
| --- | --- |
| Click or tap here to enter text. | Years |

### 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)

|  |
| --- |
| 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).

|  |
| --- |
| Click or tap to enter a date. |

### Research Team Leader:

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | First Name: | Last Name: | Position: |
| Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Department: | Organization: | Country: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | City: | Province/State: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Postal Code/ZIP: | Email: | Telephone: | Fax: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Stand-alone Project or Part of Larger Program

Check the corresponding box and provide details below **[Help]** Please indicate how this application fits into existing, ongoing or recently completed projects and who the other participants might be. If available, please list the Project Title, Team Leader and Project ID **(Max 1500 characters including spaces).**

[ ] Stand-alone project [ ] Part of a larger program/application

|  |
| --- |
| Click or tap here to enter text. |

# PROJECT DETAILS

## Project Background and/or Proposed Solution:

**[Help]** Describe the project background and include related research and development work that has already been completed to date by your team and/or others. Please give reference to relevant literature where appropriate. Please address the Problem Statement (from 2.1.1) and describe the proposed solution. **(Max 3200 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

## Objectives:

### Specific Objectives:

[Help] List the specific objective(s) of this project **(Max 1500 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

### Anticipated Outcomes:

**[Help]** Identify the expected deliverables/outcomes with respect to performance measures. Identify the anticipated performance measures, provide details on the anticipated outcomes in the box below (e.g. expand on each of the performance metrics like where the publications will be submitted to, the types of HQP trained, etc...). **(Max 400 characters including spaces).**

|  |  |
| --- | --- |
| Number of Industry Partners:  | Click or tap here to enter text. |
| Number of Public partners:  | Click or tap here to enter text. |
| Number of highly qualified personnel trained:  | Click or tap here to enter text. |
| Number of scientific publications and presentations:  | Click or tap here to enter text. |
| Number of Industry Communications\*:  | Click or tap here to enter text. |
| Number of patents and licenses:  | Click or tap here to enter text. |

\*i.e. agriculture press, industry events, radio

If necessary, provide a[*Gantt chart*](http://en.wikipedia.org/wiki/Gantt_chart) , experimental/process flow diagram, or any accompanying material in DOCUMENT ATTACHMENTS.

## Novelty, Innovation, and Knowledge:

**[Help]** Describe the new knowledge that will be generated from this work. Indicate if you expect that the results of this work will generate specific intellectual property. How does this project add specific knowledge, particularly in relation to your team? What is novel, innovative or unique about this project? **(Max 1500 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

## Deliverable(s)

**[Help]** Describe the specific major deliverables of your project. **(Max 1000 characters including spaces).** If necessary, provide a Gantt chart, experimental/process flow diagram, or any accompanying material in SECTION 7 – DOCUMENT ATTACHMENTS.

|  |
| --- |
| Click or tap here to enter text. |

## Project Design, Methodology, and Experimental Approach

**[Help]** Describe the research to be undertaken. Provide details on the experimental approach. Justify the choice of experimental and statistical analyses to be utilized in the proposed project and give reference to relevant literature where appropriate. Graphical representation of the experimental design can be attached in SECTION 6 – Document Attachments **(Max 9600 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

## Benefit to the Alberta

**[Help]** Quantify the overall benefits to the agriculture industry in Alberta resulting from this project. Include the economic benefits that may result from this project. **(Max 3200 characters including spaces)**

|  |
| --- |
| Click or tap here to enter text. |

## Knowledge translation, transfer, and commercialization

**[Help]** Describe how the outcomes arising from the proposed project will be translated to be utilized by the livestock industry across the entire value-chain. Outline a specific plan that will be used to optimize technology adoption, implementation and/or commercialization. In addition, discuss the communication and technology transfer strategy that will be utilized to reach the scientific community and the livestock industry. **(Max 3200 characters including spaces)**

|  |
| --- |
| Click or tap here to enter text. |

## Project team and Qualifications

**[Help]** Describe the R&D team, composition, expertise and the role each member will play. Describe how this team will be able to achieve the stated objectives/deliverables and outcomes for the proposed work. If there is a team member/collaborator outside of Alberta (to which funds will be flowing), please describe why that collaborator is integral to the success of the project (e.g. if there is a University with infrastructure necessary to complete the project which does not exist in Alberta) **(Max 3200 characters including spaces)**

|  |
| --- |
| Click or tap here to enter text. |

## Ability to Complete

**[Help]** Describe the access that the team has to the required facilities, equipment and resources and describe in detail the access the team has to the required intellectual property both to complete this work in the lab and to take this work to the commercial stage (if appropriate). Indicate the challenges or risks that may affect the successful completion of the project and the mitigation strategies that will be utilized **(Max 3200 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

## Has your project received the following screening and approval?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| 1. Canadian Environmental Assessment Act |[ ] [ ] [ ]
| 2. Alberta Environment Act |[ ] [ ] [ ]
| 3. Human Ethics Approval |[ ] [ ] [ ]
| 4. Animal Care Approval |[ ] [ ] [ ]
| 5. Transgenic Crop Permit |[ ] [ ] [ ]
| 6. Other?  |[ ] [ ] [ ]
| Other, Please specify:  | Click or tap here to enter text. |

## Literature Cited

**[Help]** Provide summarized reference information to all literature cited throughout the proposal. **(Max 3200 characters including spaces)**

|  |
| --- |
| Click or tap here to enter text. |

# BUDGET

## LOI Budget by Source

**[Help]** Increases from the Letter of Intent budget to the full proposal budget will NOT be considered unless requested by the Funders or with adequate justification in advance.

Suggested Budget Amounts from LOI will autopopulate from the LOI submission.

LOI Budget Totals are an important part of the approved LOI. The full application should not exceed this by more than 10% without prior authorization. The LOI amounts cannot be changed on the full proposal form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AAFCash | Gov’t Cash | Gov’tIn-kind | IndustryCash | IndustryIn-kind | TotalProject Cost |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Yearly Budget Request Details:

**[Help]** Use the following embedded Microsoft Excel Spreadsheet to provide your budget plan per year.

**Please enter information\* only in the appropriate cells.** The rest of the spreadsheet is designed to auto populate based on the information provided.

The Industry and Government Sources contributions must match the amounts provided in the budget table (section 5.3.1 and 5.3.2)

**Input Cash into the purple cells ( )**

**Input In-Kind into the yellow cells ( )**

**Input Transfers into the green cells ( )**

If you will be sending a portion of the requested dollars to a collaborating institution, please indicate in the table how much and for which category of expenses.

*Orange cells will auto-calculate from the cash and in-kind inputs and are there to double check accounting* **( )**

**\*To edit the table, double click and an embedded excel table will allow you to edit the cells. Click anywhere outside of the table to return to the word document and save your inputs**

Overhead is NOT an eligible expense on AAF requests.

***Please keep a copy of this table/excel document, if your proposal is approved, you will require the information you entered in this table for your reports***.

##

## Sources (Industry & Government)

### Industry Sources

**[Help]** Industry sources include any company funding and expertise in-kind from industry sources as well as national/provincial industry organization investments (e.g. Cluster Grants, or National Industry Groups, e.g. Dairy Farmers of Canada)

|  |  |
| --- | --- |
|  | Confirmed? |
|  | Name (no abbreviations) | Amount Cash | Amount In-Kind | Yes | No |
| 1. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]
| 2. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]
| 3. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]
| 4. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]
| 5. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]

### Government Sources

**[Help]** Government sources include any federal or provincial government funding as well as university contributions.***Please note****: Grant dollars provide by the* ***Government of Alberta*** *CANNOT be leveraged as cash on a request to AAF, regardless of which Ministry supported the project. Grant dollars provided* ***may be*** *represented as In-Kind contributions.*

|  |  |
| --- | --- |
|  | Confirmed? |
|  | Name (no abbreviations) | Amount Cash | Amount In-Kind | Yes | No |
| 1. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]
| 2. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]
| 3. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]
| 4. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]
| 5. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |[ ] [ ]

## Budget Commentary

**[Help]** Provide a detailed description of industry and government sources of funding (cash and in-kind) and an explanation/justification of the project costs. The cost must match the funding request in Section 4.1 Yearly Budget by source. Include a description of industry financial support secured or anticipated. Budgets must be carefully documented and justified. AF funds may be used for supplies, personnel, travel, equipment, etc. as required to carry out the project and need to be identified. Budgets MUST be granular. Bulk estimations (e.g. “Supplies and material cost is $25,000/year, based on average consumables/lab supplies cost per month” – will not be accepted and will require revision. **Overhead and Taxes (GST, PST and HST) is not eligible expenses. (Max 7600 characters including spaces).)**

|  |
| --- |
| Click or tap here to enter text. |

PERSONNEL:

Total Cash = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

Total In-kind = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

TRAVEL:

Total Cash = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

Total In-kind = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

CAPITAL ASSETS:

Total Cash = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

Total In-kind = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

SUPPLIES:

Total Cash = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

Total In-kind = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

COMMUNICATION/DISSEMINATION:

Total Cash = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

Total In-kind = $***Click or tap here to enter text.***

Government/Universities/Industry (identify each organization)

***Click or tap here to enter text.***

#

# R&D TEAM DATA SHEETS

## Research Team Leader

**[Help]** Enter information for thePrincipal Investigator. A detailed Curricula Vitae can be attached in SECTION 6 – Document Attachments.

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | First Name: | Last Name: | Position: |
| Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Department: | Organization: | Country: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | City: | Province/State: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Postal Code/ZIP: | Email: | Telephone: | Fax: |
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|  |  |  |
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| Degrees/Certificates/Diplomas: | Institution Received From: | Year Received: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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### Publications and Patents

**[Help]** Number of refereed papers, relevant patents obtained, conference proceedings, and relevant publications from the last five years. **(Maximum 1000 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

### Other Evidence of Productivity

**[Help]** Administrative roles, grants held, awards received, etc. **(Maximum 1000 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

## Research Team Member(s)

**[Help]** Enter information for each research team member in the grid below. A detailed Curricula Vitae can be attached in “Section 6-Document Attachments”. All co-investigators must consent to working on the team prior to submission.

### Team member #1

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | First Name: | Last Name: | Position: |
| Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Department: | Organization: | Country: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | City: | Province/State: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Postal Code/ZIP: | Email: | Telephone: | Fax: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| Degrees/Certificates/Diplomas: | Institution Received From: | Year Received: |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

### Brief description of their expertise and contributions to the project

**[Help]** Please include a description of the contribution of the team member to the proposed project and their relevant expertise and background. Space is limited, so attached CVs for team members will be accepted in SECTION 6 – **(Maximum 400 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

### Team member #2

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | First Name: | Last Name: | Position: |
| Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Department: | Organization: | Country: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | City: | Province/State: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Postal Code/ZIP: | Email: | Telephone: | Fax: |
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| Degrees/Certificates/Diplomas: | Institution Received From: | Year Received: |
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### Brief description of their expertise and contributions to the project

**[Help]** Please include a description of the contribution of the team member to the proposed project and their relevant expertise and background. Space here is limited, so attached CVs for team members will be accepted in SECTION 7 – **(Maximum 400 characters including spaces).**

|  |
| --- |
| Click or tap here to enter text. |

### Team member #3

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | First Name: | Last Name: | Position: |
| Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Department: | Organization: | Country: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | City: | Province/State: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Postal Code/ZIP: | Email: | Telephone: | Fax: |
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| Degrees/Certificates/Diplomas: | Institution Received From: | Year Received: |
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### Brief description of their expertise and contributions to the project

**[Help]** Please include a description of the contribution of the team member to the proposed project and their relevant expertise and background. Space is limited, so attached CVs for team members will be accepted in SECTION 6 – **(Maximum 400 characters including spaces).**

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| Click or tap here to enter text. |

### Team member #4

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | First Name: | Last Name: | Position: |
| Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Department: | Organization: | Country: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | City: | Province/State: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Postal Code/ZIP: | Email: | Telephone: | Fax: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| Degrees/Certificates/Diplomas: | Institution Received From: | Year Received: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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### Brief description of their expertise and contributions to the project

**[Help]** Please include a description of the contribution of the team member to the proposed project and their relevant expertise and background. Space is limited, so attached CVs for team members will be accepted in SECTION 6 – **(Maximum 400 characters including spaces).**

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| Click or tap here to enter text. |

### Team member #5

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | First Name: | Last Name: | Position: |
| Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Department: | Organization: | Country: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | City: | Province/State: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Postal Code/ZIP: | Email: | Telephone: | Fax: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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### Brief description of their expertise and contributions to the project

**[Help]** Please include a description of the contribution of the team member to the proposed project and their relevant expertise and background. Space is limited, so attached CVs for team members will be accepted in SECTION 6 – **(Maximum 400 characters including spaces).**

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| Click or tap here to enter text. |

#

# DOCUMENT ATTACHMENTS

**[Help]** Attach any supporting documents such as letters of support or information related to this project. Formats accepted are .xls, .xlsx, .pdf, .doc and .docx. (**Maximum size of each attachment is 5120 KB).**

## **Suggested Proposal Attachments**

Gantt Chart

Experimental Approach - Append this section to the proposal **if** scientific nomenclature, text (bold, italic, subscript and superscript), tables, charts or images, are a part of your proposal

Visual Experimental Design – graphical representation of the experimental design

Institutional Approval forms where available (i.e.: ethic, animal care approval)

Curriculum Vitae of Principal Investigator and Project Team Members

Publications and patents, other evidence of productivity

Letters of support - At the time of submission of the full proposal, you must have written support for any industry, government, or other funding

A PDF copy of the signature(s) should be attached in this section. If you cannot attach them prior to submission for any reason, please email them to Polly.Virdee@gov.ab.ca or faxed to 780-427-1057. In circumstances where collaborators are unavailable for signatures from collaborators and collaborator's institutions may follow submission by emailing them to Polly.Virdee@gov.ab.ca, with the expectation that every effort was made to secure all signatures by full proposal due date.

## Attachments of Signature Pages

A PDF copy of the signature(s) **should** be attached in this section. If you cannot attach them prior to submission for any reason, please email them to *Polly.Virdee@gov.ab.ca* or faxed to 780-427-1057. In circumstances where collaborators are unavailable for signatures from collaborators and collaborator's institutions may follow submission by emailing them to Polly.Virdee@gov.ab.ca, with the expectation that every effort was made to secure all signatures by full proposal due date.

# SIGNATURES AND EMPLOYER’S APPROVAL

Research Team Leader

|  |
| --- |
| I agree with the information provided in the Application Form and will serve as an effective Team Member for this work.  |
| Research Team Leader Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date: Click or tap to enter a date. |
| I agree with the information provided in the Application Form and will provide the required resources from my Institution as outlined in the Application Form. |
| Research Team Leader’s Employer’s Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date:Click or tap to enter a date. |

Research Team Member

|  |
| --- |
| I agree with the information provided in the Application Form and will serve as an effective Team Member for this work.  |
| Research Team Member Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date: Click or tap to enter a date. |
| I agree with the information provided in the Application Form and will provide the required resources from my Institution as outlined in the Application Form. |
| Research Team Member’s Employer’s Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date:Click or tap to enter a date. |

Research Team Member

|  |
| --- |
| I agree with the information provided in the Application Form and will serve as an effective Team Member for this work.  |
| Research Team Member Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date: Click or tap to enter a date. |
| I agree with the information provided in the Application Form and will provide the required resources from my Institution as outlined in the Application Form. |
| Research Team Member’s Employer’s Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date:Click or tap to enter a date. |

Research Team Member

|  |
| --- |
| I agree with the information provided in the Application Form and will serve as an effective Team Member for this work.  |
| Research Team Member Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date: Click or tap to enter a date. |
| I agree with the information provided in the Application Form and will provide the required resources from my Institution as outlined in the Application Form. |
| Research Team Member’s Employer’s Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date:Click or tap to enter a date. |

Research Team Member

|  |
| --- |
| I agree with the information provided in the Application Form and will serve as an effective Team Member for this work.  |
| Research Team Member Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date: Click or tap to enter a date. |
| I agree with the information provided in the Application Form and will provide the required resources from my Institution as outlined in the Application Form. |
| Research Team Member’s Employer’s Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date:Click or tap to enter a date. |

Research Team Member

|  |
| --- |
| I agree with the information provided in the Application Form and will serve as an effective Team Member for this work.  |
| Research Team Member Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date: Click or tap to enter a date. |
| I agree with the information provided in the Application Form and will provide the required resources from my Institution as outlined in the Application Form. |
| Research Team Member’s Employer’s Name:Click or tap here to enter text. | Title/Organization:Click or tap here to enter text. |
| Signature: | Date:Click or tap to enter a date. |

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

You may attach any required documents to your proposal. A PDF copy of the signature(s) can be emailed to Polly.Virdee@gov.ab.caor fax to 780-427-1057.

The Applicant agrees, by clicking the **SUBMIT** button, that you have read and agreed to the Terms and Conditions for the Strategic Research and Development Program. The Terms and Conditions can be found [here](https://www1.agric.gov.ab.ca/%24Department/deptdocs.nsf/all/lr16678/%24FILE/SRDP_Terms_and_Conditions_2018-02-12.pdf).

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.

# RFOAS - FAQS FOR APPLICANTS

## RFOAS Meaning:

* Research Funding Online Application System = RFOAS.

## 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 and we will delete it for you.
* 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.