



**BC Salmon Farmers Association
Marine Environmental Research Program
2018 – 2019 Application Guidance Document**



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This document provides guidance on the completion of the BCSFA Marine Environmental Research Program application forms.

We encourage communication with the Association during the preparation of the application. Contact: Mairi Edgar, BCSFA Research and Development Coordinator at Mairi@bcsalmonfarmers.ca or by phoning (250) 203- 6344.

Important notes on applying for 2018-19 funding:

- **Statement of Interest:** Potential applicants are asked to state their interest in applying by contacting Mairi Edgar, BCSFA Research and Development Coordinator at Mairi@bcsalmonfarmers.ca, as soon as possible.
- **Funds Available:** The maximum request for funds is \$50,000 per year. There are two years remaining in this funding program. One year projects will be given preference, given the short timeline remaining for the program.
- **Timelines:** Deadline for Submission: November 10th, 2017. 11:59 pm.
 - Applicants can expect to hear about the status of their applications by January 30th 2018. The project term begins April 1, 2018.
- **Priorities:** Please refer to the BCSFA website (<http://bcsalmonfarmers.ca/research-innovation/#cfp-trigger>) for the research priorities of the program and the focus of the 2018 Call for Proposals.
- **Application Completion:** Incomplete or late applications will not be accepted.
- **Submission:**
 - Submissions should be made to **Mairi Edgar** (mairi@bcsalmonfarmers.ca), by **Nov 10, 2017 11:59 pm** and include
 - **Opening cover letter/email detailing:**
 - names of suggested third party reviewers – 2-3
 - names of any reviewers in conflict with the proposal, so that they are not contacted.
 - **Completed application and budget form** (12pt font, .doc, .pdf, .xls)



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1. Applicant Information

Provide all requested information in this section. Much of the correspondence on the project will be done by e-mail, so a valid e-mail address is particularly important.

2. Project Information

Provide all requested information. Specific details on a few fields are below.

Priorities Met: Relevant research priorities can be found on the BC Salmon Farmers website under Research and Innovation (link provided on page 1). There will be opportunity to expand on the justification behind your selected priorities in Section 8.

Leveraging: Please disclose information on other funders of this project and the amount being funded.

3. Signature

Provide signature of applicant, title and date of signing.

4. Applicant Organization and Collaborator Organization (s) Profiles

Provide a short profile of applicant and collaborator (s) organization / employer / affiliation.

5. Project Work Team Descriptions and Relevant Qualifications

Provide a short description (1/2 page each), detailing relevant qualifications of the project team members. Details should include names, addresses, affiliations and position titles. Also, please attach CVs for each principle investigator and technician (4 page maximum each). These can be attached in your submission e-mail as pdf or word doc files.



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6. Project Problem / Rationale (2 page maximum)

Clearly define the problem being investigated, the rationale behind the need for investigation, and how this relates to the research priorities of the BC Salmon Farmers Association.

7. Project Objectives (1.5 page maximum)

Detail the top (up to 5) objectives of your proposed work.

8. Priorities (1 page maximum)

Clearly explain what priorities of the BCSFA Science Advisory Council (see our website) are being met by this work, and detail how.

9. Leveraging Funds (1 page maximum)

Are there other funding agencies or institutions providing support for this project? If so, please provide a general overview of who and how much is being provided. There is opportunity for these details in the budget attachment as well.

10. Experimental Protocol Design & Data Management (3 page maximum)

Clearly explain the materials and methods to be used in the design of the research (maximum 3 pages). If more space is required for images, maps, etc., please attach as an appendix to the application.

Also, please provide information on how you intend to manage the data/samples to be collected – where will it be stored, and are there any requests for sharing the data/samples with other related research groups?



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11. Detailed Timelines

Clearly outline timelines for this work (referencing milestones). Please be specific to month and year. Please add rows to the table as needed.

12. Detailed Deliverables (1 page maximum)

Identify the major deliverables of this project – do you intend to publish your findings? Will a student be completing a graduate program through this work? Are you helping to build the technical expertise within your team? Will you be presenting this work at a conference or symposium?

For every year of your project, please include the following project deliverables as follows: short quarterly updates due June 30th, September 30th and December 31st and a final report due April 30th (one final report due for multi-year projects).

13. Risks and Mitigations

It is important that the risks to the completion of the proposed research and proposed mitigations to those risks are defined, so that a known management strategy is in place in case an issue arises. Please complete the pre-filled table, and add any other risks and mitigations that may be particularly related to your project. Please add rows as necessary.

14. Conflicts of Interest (1 page maximum)

There are two types of conflicts of interest to consider, with respect to the applicant and their relationship to the BCSFA and the Science Advisory Council, who are responsible for the review of proposals and funding decisions. Please consider your conflicts of interest, in terms of the descriptions below and detail them in your application.

- 1) Direct Conflict** – A direct conflict of interest is a direct relationship or representation of staff from the BCSFA, a board member of the BCSFA, or a



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Science Advisory Council member (e.g. relative, spouse, supervisor/employee).

- 2) Indirect Conflict** – An indirect conflict of interest is an indirect relationship with staff from the BCSFA, a board member of the BCSFA, or Science Advisory Council member (e.g. work colleague, in-direct reporting authority, etc.).

15. Project Budget

Please complete the Budget schedule of the application. Instructions are found on Tab 1 of the budget excel file. It is recommended to provide sufficient justification / rationale for each budget item as it pertains to the proposed project. If you require more room than allotted in the spreadsheet for your details, please attach them on a separate word document with your application submission. Please closely consider how you might utilize in-kind support from this funding program (boats, farm site access, etc.).