



INSTRUCTIONS & GUIDELINES FOR SUBMITTING A LETTER OF INTENT & RESEARCH PROPOSAL

All proposals submitted to EFA must follow the guidelines outlined in this document.

1. Egg Farmers of Alberta (EFA)'s Call for Letters of Intent (LOI) and Full Proposal Process

Researchers are invited to complete and submit an application during EFA's call for Letters of Intent (LOI). LOIs must be received by the date indicated in Section 7. Applicants must submit the file entitled '2021 EFA Letter of Intent.docx.'

Submissions will be evaluated by the Research Committee. Selected projects will be invited to submit a Full Proposal by the date indicated in Section 7. All applicants will be notified of the Committee's decision. Invitation to submit a Full Proposal does not guarantee that the research proposal will be funded. Full proposals must be submitted by the date indicated in Section 7.

Research proposals will be evaluated based on the following criteria:

- How well the project addresses the identified research priorities stated above
- A clear communication and technology transfer plan that will facilitate the uptake of research by the egg industry and communicate results to the public and/or policy makers as appropriate
- Whether the proposed project is new, innovative, pro-active, and advances the current status (or an explicit explanation of how the project fits into a larger research program)
- Scientific merit
- Potential for impact on industry practices, productivity, sustainability, or the egg market

Proposals will be sent for external review to scientific experts as appropriate. Reviewers will sign non-disclosure agreements and will have to declare all potential conflicts of interest. By submitting an application to EFA's Call for Proposals the applicant agrees to have their proposal shared with Results Driven Agriculture Research (RDAR) for review and possible funding.

Submission of a proposal authorizes EFA to publish the project titles and contact information, funding requested and the brief summary for communication as provided on the application form.

2. Applicant eligibility

Any individual or organization (academic institution, private industry, government or nongovernment organization) from Canada with ability and/or a track record of success in carrying out research projects in areas relevant to the Canadian egg industry is eligible to apply.

Although preference will be given to research conducted in Alberta, research conducted in other areas of Canada will be considered.

3. Funding requirements: minimum and maximum limits

There is no minimum limit to the amount of funds a PI can request for a research project. The maximum funding request from EFA for projects submitted is \$50,000, regardless of project duration. Projects will be submitted to RDAR in consideration of leveraging funding however if the total ask exceeds \$50,000 we request that you submit the project to the Ag Funding Consortium in lieu of EFA's Call for Proposals. Total amount of funds requested is taken into consideration along with other important criteria in evaluating the proposal. Applicants with other funding sources will be given priority consideration.

4. Submitting more than one project

There is no limitation to the number of LOIs a researcher can submit. Researchers are welcome to submit applications for multiple projects that align with EFA's research priorities.

5. Duration of project

EFA understands that sound research takes time. There is no limitation to the length or duration of a project.

Regardless of length, timeliness is considered at the evaluation phase, and clear milestones and deadlines must be outlined for each project. Projects of more than one year will require an annual Interim Report due on the anniversary date of the project's initiation. Funding for subsequent years of multi-year projects is dependent on satisfactory reporting of progress toward meeting the milestones of the project. Every effort will be made to coordinate reporting deadlines and requirements with other funding organizations.

6. Overhead costs

EFA does not offer funding to cover overhead or indirect costs associated with a research project. EFA's focus is to maximize the resources directly associated to and available for the research project.

7. Timelines

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| January 26, 2021 | Call for Letters of Intent (LOIs) opens |
| April 9, 2021 | Letters of intent (LOI) due |
| May 31, 2021 | Invitation of selected LOI for full proposal |
| July 30, 2021 | Full proposals due |
| October 22, 2021 | Announcement of Awards |

8. Successful Proposals

Submission of a proposal does not entitle an applicant to a grant from EFA. If the grant from EFA is insufficient to cover the entire cost of the Project, the Applicant is solely responsible for raising the funds required from other sources to complete these activities. The Applicant acknowledges that the grant is the only financial assistance EFA will provide for the project.

Upon approval of a proposal, written confirmation and description of additional funding secured (cash and in-kind) will be required. Applicants will be responsible for noting any stacking issues for funding (i.e. portion of funding required for matching funds to other grants) as well.

If a proposal is approved by EFA, the Applicant must enter into a Project Investment Agreement by December 31, 2021 to be eligible to receive funding. This Project Investment Agreement will specify the terms and conditions governing the funding. Please be advised that the Project Investment Agreement contains clauses specific to Intellectual Property:

- If the Applicant pursues commercialization of the Intellectual Property, the Applicant shall inform the Funder and the Funder shall provide its input on certain aspects of the arrangement which the Funder has an interest in, such as choice of commercialization partner, assignments rights and royalties and any agreements entered into, including but not limited to licensing agreements.
- Should the Applicant enter into a licensing agreement which provides that the Applicant will receive revenue from the Intellectual Property, the Applicant shall share 10% of the revenue received with the Funder.

9. Reporting and Technology Transfer Requirements

EFA will require the applicant to submit detailed interim progress reports and financial statements at minimum once per year. A final report and financial statement will be required within 90 (ninety) days of completion of the project. Final payment, if any, will be awarded upon approval of the final report and financial statement.

Researchers invited to submit a Full Proposal will be required to complete a Communications Plan (as provided in the template)

Researchers receiving funding from EFA must commit to a 10-15-minute presentation webinar to share the results with EFA's Research Committee. The presentation will be followed by a short Q&A. This webinar will be recorded, edited, and posted to EFA's producer website. This activity should be included in the Communication Plan.

10. Acknowledgment

Successful applicants must ensure acknowledgement is given to Egg Farmers of Alberta in all print and verbal communications related to the research project.