# Research Management System (RMS) Tier I Text-based Application

This document outlines the Tier I application process within the RMS system. Some fields will be filled automatically. Fields identified with an \* are mandatory. Individual tabs and major subheadings on the web-based application are identified in this document. Please be aware that this document is strictly to assist with the development of a proposal, but ultimately all proposals need to be completed within the web-based RMS application system. The Alliance Tier I Program guide is available on the [Alliance Tier I program webpage](https://www.uoguelph.ca/alliance/funding-programs/research/apply-project-operating-funding-tier-i).

There are several sections where additional pop-up windows will be created in the RMS, with functionality that cannot be replicated in this document. However, tables have been created to mimic the information requested as closely as possible. Where there are drop-down lists in the RMS, the choices are listed.

Please contact rescoord@uoguelph.ca if you require this content in an alternate format.

## GENERAL (this will appear as a tab in RMS)

### Basic Information (this is a major subheading the RMS application)

**Program Type:** Alliance – Tier I Research Program *(This field is auto-generated by the web-based application, reflecting the program type of your proposal)*

**Submission Number:** *(This field is auto-generated by the web-based application, providing a unique submission number for your proposal)*

**Status:** *(This field is auto-generated by the web-based application, reflecting the status – draft, submitted – of your proposal)*

**\* Proposal Title -** Please include Proposal Title in the following text box. Please refrain from using research-field specific abbreviations and short forms in the Proposal Title. The proposal title word limit is 22 words.

Click or tap here to enter text.

**\* Short Title**

Please include Short Title in the following text box. The short title has a 50 character limit.

Click or tap here to enter text.

**\* Project Description**

Summarize, in plain language in the text box below, the research problem(s) that will be addressed and provide an overview of the project and the approach. Outline the advances that the proposed research will bring to the Ontario Agri-Food sector. Note: In subsequent fields, you will be asked to more fully describe specific goals, benefits and anticipated outcomes of the proposed research. The Project Description word limit is 150 words.

Click or tap here to enter text.

**\* Start Date**

Projects should start on the first day of the chosen month. For Alliance programs, projects must start on or after May 1. For OMAFRA administered programs (e.g., OAFRI), projects must start on or after April 1.

 *(Within the web-based application, there is a calendar button to select a date using* MM/DD/YYYY format.*)*

Click or tap to enter a date.

**\* End Date**

 *(Within the web-based application, there is a calendar button to select a date using* MM/DD/YYYY format.*)*

Click or tap to enter a date.

**Project Duration in Days**

*(This field is auto-generated by the web-based application based on the submitted proposed start and end date)*

### Lead Applicant (this is a major subheading the RMS application)

**Lead Applicant**

*(This field is auto-generated by the web-based application based on your profile created upon registration)*

**Organization**

*(This field is auto-generated by the web-based application based on your profile created upon registration)*

### Classification (this is a major subheading the RMS application)

**\* Main Sector or Commodity** (select an option from the following drop-down menu)

Choose an item.

**(Note: A mandatory field “Sub Sector or Commodity” will appear with a drop-down list unique to what was selected in the “Main Sector or Commodity” drop-down)**

**\* Intended Benefit** (select an option from the drop-down menu below)

Definitions:

* Intended Benefit identifies where a research project fits along the research and innovation continuum. OMAFRA requires this information as part of provincial reporting under the Canadian Agricultural Partnership (CAP). Select the option that best describes the focus of your project along the research and innovation continuum (refer to tip sheet for more information about the continuum).
* Note: “New Technology” is defined as a product, practice, process, or system that differs significantly from existing technologies, including being modified to meet different requirements or tested in different situations.

Choose an item.

**\* Primary Research Priority**

Select the research priority that your proposal is addressing from the drop-down menu. Refer to the applicable call documentation for guidance.

Choose an item.

**\* Primary Research Focus Area**

Please select the research focus area your proposal is addressing. Please refer to applicable call documentation for guidance. *(Upon selection of a Primary Research Priority in the RMS, another box will appear here to select a Primary Research Focus Area)*

**Research Question ID** *(This question must be answered directly in the RMS)*

The call documentation provides a list of Research Questions. Please enter the ID of the question to which you intend to respond and ensure that your Research Question aligns with your Primary Research Priority and Primary Focus Area. In the RMS this will autocomplete from a pre-defined list of options as you enter a number.



**\* Research Question**

The call documentation provides a list of Research Questions. In the text box below, please paste in the text of the Research Question(s) that your proposal intends to address and ensure that your Research Question aligns with your Primary Research Priority and Primary Focus Area.

Click or tap here to enter text.

### Research Scope & Location (this is a major subheading the RMS application)

**\* Geographic Reach of Project Impact** (select an option from the drop-down menu)

Choose an item.

**\* Region(s) of Ontario where project research is conducted** (Select all counties where project activities will take place)

*(This field will need to be completed directly in the RMS. The web-based application provides a searchable box for Ontario counties)*



**\* Will the research use any ARIO Research Centres or UofG Central Animal Facility?** (Additional information will be necessary on the Budget tab if you are using any OMAFRA Research Centres or Campus Animal Facility)

Choose an item.

**\* Research Centre Usage (**Select all the research Centres where project activities will take place.) *(This will need to be answered directly in the RMS. The web-based application provides a searchable box for Research Centres as described above, e.g. writing ‘El’ provides the option of ‘Elora’)*



## TEAM (this will appear as a tab in RMS)

**Please note: There is an ‘invitation’ process for team members in RMS. Be sure to allow time for this process during proposal development.**

Involvement of all team members in the project will be reported on in progress reports. Organizations or individuals who are end users of the research and are not involved in the project should be identified in the KTT table. Highly Qualified Personnel (undergraduate and graduate students, and post-docs) should be added to the HQP Trained table below, not in the Team Member table.

Adding and inviting Team Members and Delegates: Select ‘Invitations’ on the left navigation bar to identify and invite your team members *(this functionality is only present within the web-based application)*. This is the only way team members can be associated with your proposal (*applies to web-based application only*).

Team members should be confirmed (invitation accepted) at the time of full proposal submission. Where this is not possible, the text box below can be used to provide details. About Team Members and Delegates:

* **Collaborators:** Collaborators play an active role in the execution of the project (technical, advisory or knowledge broker functions).
* **Co-Applicant:** A Co-Applicant is optional and limited to one per application. A Co-Applicant plays a significant and ongoing role in the project. The Co-Applicant must use their own work bench to edit the application and accept the terms and conditions. Note, only one person can edit a given application at a time - please exit the proposal when finished. The Co-applicant must accept the terms and conditions before the Lead Applicant can submit the proposal.
* **Delegate:** A delegate is optional and limited to one per application. A delegate’s only role is to assist the Lead Applicant in the creation and editing of the application and progress reports (for awarded projects). A delegate must be part of your organization. Please note: If the delegate is also a collaborator or HQP on the project, please also add them to the team table with a collaborator role or in the HQP Trained table (collaborators and HQP are important program performance indicators).

**Please note:** Delegates and Co-Applicants will be able to view and edit the entire proposal. Collaborators will be able to view the proposal except for the budget expenditures tables, Collaborators will have no editing privileges.

### Project Team Members (this is a major subheading the RMS application)

List the names of all project team members and their specific role in the project. Note: FTEs must be entered as a value between 0 and 1 where 1.0 is a full-time contribution (35 hours per week for an entire year). For example, if you plan to devote an average of 10% of your time, or 3.5 hours a week, to this project, then enter 0.1.

Project Team Members

| **First Name** | **Last Name** | **Position1** | **Organization** | **Email** | **Affiliation2** | **Role3** | **Funding Source4** | **Expertise and Participation in Project** | **FTE** |
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* **1Position** – Choice of: Faculty – Regular, Faculty -Adjunct, Faculty – Emeritus, Researcher/Scientist, Research Associate, Research Technician, Non-academic
* **2Affiliation** – Choice of: Academic/Research, Business/Industry (private sector), Government – Federal , Government – OMAFRA, Government – Provincial (Other), Government – Municipal, Government – Non-Canadian, Indigenous (community, business, organization or individual), Non-governmental organization
* **3Role** – Choice of: Lead Applicant, Co-Applicant, Collaborator – Researcher/Scientist, Collaborator – Advisory, Collaborator – Knowledge Broker
* **4Funding Source** – Choice of: This project (in whole or in part), Another OMAFRA program, Other funding source, N/A
* **Expertise and Participation in Project** – Populate with free text to outlineteam member expertise on the project
* **FTE** – FTEs to be entered as a value between 0 & 1

**Team Comments**

Use the text box below to add any necessary context to the team list. E.g., provide comments about individuals you are considering adding, but with whom you have not yet discussed their participation / have not yet invited.

Click or tap here to enter text.

### HQP Trained (this is a major subheading the RMS application)

Identify all HQP (undergraduates, graduate students and Post-Docs) that will be trained as part of this project, regardless of the funding source (i.e. not limited to the HQP Scholarship Program). HQP recruited to the project will be reported in progress reports.

If at the time of application, HQP names are not known just use ‘TBD’ or other placeholder for the name (an email is not required), but please specify their organization, position (undergraduates, graduate students or Post-Docs), their participation in the project and their funding source.

HQP Trained

| **First Name** | **Last name** | **Organization** | **Email** | **Position1** | **Participation in Project2** | **Funding Source3** |
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* **1 Position** – Choice of: HQP – Masters, HQP – PhD/DVSc, HQP–Post Doc, HQP–Undergraduate, HQP-Diploma
* **2 Participation in the project** – Populate with free text to outline HQP participation/activities on the project
* **3 Funding Source** – Choice of: This project (in whole or in part); HQP Scholarship (UofG Only); other funding source

## PROPOSAL DETAILS (this will appear as a tab in RMS)

**Key words**

Please provide 5-10 descriptive key words pertaining to your proposal in the text box below (15 words maximum).

Click or tap here to enter text.

**\* Alignment with OMAFRA Priorities**

In the text box below please clearly identify and describe how the project addresses specific OMAFRA priority(ies) as identified in the applicable call documentation. There is a 300 word limit.

Click or tap here to enter text.

**\* Objectives**

What will the project accomplish? Describe the main objectives of the project using a bulleted list in the following text box. There is a 150 word limit.

Click or tap here to enter text.

**\* Literature Review**

Provide a comprehensive review of the relevant and recently published literature, including the rationale for the methodology used (where applicable). Full citations (e.g. with manuscript titles) should be provided for sources referenced. Upload the reference list under the ‘Documentation’ tab; do not include references with the text here (max 1500 words).

Click or tap here to enter text.

**\* Benefits & Rationale**

Explain why the project is needed and describe the associated benefits of this work (Max 400 words)

This question aims to address:

* What is the primary problem your project could solve?
* What is the rationale for your approach? How is your approach better or different than others?
* Quantify, where possible, the problem and the anticipated benefits (e.g., $, acres, %).
* Who/which sub-sector has the problem your project could solve and how will they gain from this work?

Click or tap here to enter text.

### Milestone List

Milestones should be defined and measurable. Milestones are those critical tasks that if not completed successfully or with sufficient quality, will prevent the successful completion of the whole project. (The web-based application provides an ‘Add/Edit Milestone’ button, to open a pop-up window to populate the milestones list)

Milestones

| **Description of the Activity** | **Planned Start Date** | **Planned End Date** |
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**\* Methodology**

Provide a detailed plan for accomplishing the objectives and milestones. Make sure you provide enough detail about your research or experimental plan so that reviewers i) can understand how your objectives will be achieved, and ii) can evaluate the appropriateness of the methods chosen and the statistical soundness of the approach (where appropriate). Researchers may upload documents supporting the methodology in the ‘Documentation’ tab. Please include the methodology in the following text box. There is a 1500 word limit.

Click or tap here to enter text.

**\* Deliverables**

Specify the tangible and measurable outputs from your project in the text box below (e.g. a product, prototype, toolkit, report, recommendations, dataset(s), website, policy briefs, survey results etc.). There is a 100 word limit.

Click or tap here to enter text.

**\* Equity, Diversity and Inclusion (EDI): We are committed to enhancing Equity, Diversity and Inclusion (EDI) in our programs. We are gathering information to establish a baseline of the capacity and understanding of EDI practices. Please describe how you will incorporate EDI principles in your project.**

Please consider the following two questions in your response:
1. Please describe your approach to building your research team and creating an equitable and inclusive team environment. 2. Please describe any EDI considerations integrated into the stages of designing and deploying your project.
Discuss how EDI concepts are included in the research process from the formulation of research questions to the dissemination of results.
This field is used for informational purposes only in this call cycle. It should include project-level information and strategies, and, as such, should not contain personal information regarding team members. (Max 400 words)

Click or tap here to enter text.

## KTT (this will appear as a tab in RMS)

### KTT User Audiences (this is a major subheading the RMS application)

Who will you engage using your knowledge translation and transfer (KTT) Plan? Click ‘ADD/Edit User Audience’ to list the audiences (people or groups) that will benefit from learning about, using and/or applying knowledge from your project. The audiences you list here must be reached/engaged using the activities listed in your KTT Plan (The KTT Plan section is below or, if this is a two-stage call, the KTT Plan will appear at Full Proposal).

**User Audience**

* User Audiences: identify the user audiences who can benefit from or make use of knowledge from your project. Audiences should be targeted and specific. The audiences you list here must be reached/engaged using the activities in your KTT Plan.
* Audience Category: Select the most appropriate category for each identified user audience (audience categories are provided via a drop-down list).
* Value to User Audience: What value will your User Audiences gain from being engaged in your project? Explain why this audience is an appropriate target for your KTT.

User Audiences

| **User Audiences** | **Audience Category\*** | **Value to User Audience** |
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\*Audience Category - Choice of: ‘Farmers, Associations, NGOs’, ‘Processors, Manufacturers, Companies’, ‘Professional Services’, ‘Government (policy and program development and delivery)’, ‘IP Staff, commercialization partners’, ‘Rural communities’, ‘Indigenous communities’, ‘Public or consumer groups’, ‘Other Researchers’, ‘Students’, ‘Other’

### KTT Plan (this is a major subheading the RMS application)

The KTT Plan lists all the activities that will be completed during the project to engage the User Audiences identified above. The following resources are available on the Alliance website to assist you when building your KTT Plan:

(i) [Growing Knowledge Translation and Transfer in Ontario: A Manual of Best Practices](https://www.uoguelph.ca/alliance/system/files/Growing_KTT_in_Ontario_Manual_of_Best_Practices.pdf) (PDF 1.58 MB):
(ii) [KTT Example Plans (PDF 1.26 MB)](https://www.uoguelph.ca/alliance/system/files/KTT%20Example%20Plans_Research%20Funding%20Program%202019-20.pdf)
(iii) [KTT Plan Checklist (PDF 189 KB)](https://www.uoguelph.ca/alliance/system/files/KTT%20Plan%20Checklist_Research%20Funding%20Program%202019-20.pdf)
These documents can also be found on the [***KTT files webpage***](https://omafra2.smartsimple.ca/files/1855218/379770/KTT%20Files/) *in the RMS.*

KTT Plan

| **User Audiences1** | **KTT Activity2** | **Activity Details3** | **Suitability of KTT Methods4** | **Anticipated number of activities5** | **Projected Timeline - start** | **Projected Timeline - end** | **Estimated Cost** |
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| **Total Estimated Cost** |  |  |  |  |  |  | *Auto-generated*  |

* **1 User Audiences.** Choose from your User Audiences table on the KTT tab the User Audience(s) that will be reached/engaged using this activity. You can use more than one user audience for each KTT activity.
* **2 KTT Activity.** Select the appropriate KTT activity for the User Audience(s) chosen above. Options listed in the drop down menu below.

Choose an item.

* **3 Activity Details.** Describe in additional detail the selected KTT activity including who will be involved in its implementation. For KTT activities that will take place more than once (e.g., annual or quarterly meetings), please include expected specific event dates in this section.
* **4 Suitability of KTT Methods.** Briefly explain why you believe this method will be an effective knowledge exchange approach to reach the target User Audience(s) (*refer to* [*the* KTT Plan Checklist (PDF 189 KB)](https://www.uoguelph.ca/alliance/system/files/KTT%20Plan%20Checklist_Research%20Funding%20Program%202019-20.pdf) for examples)
* **5 Anticipated number of activities**. For KTT activities that will be completed more than once for this User Audience(s) (such as annual meetings), please indicate how many times it will occur. Indicate when each one will be completed in the Activity Details above. Must be an integer.
* **Projected Timeline** – **start**
* **Projected timeline** – **end**
* **Estimated Cost**. Please ensure that these costs are reflected in your budget as they will not auto-populate.

## BUDGET (this will appear as a tab in RMS)

**Amount Requested from the Program**

Click or tap here to enter text. (Must be an integer)

**\* Are there any other sources of project funds?**

Choose an item. *Additional information will be necessary on the Budget tab in RMS if you have any other sources of project funding.*

**\* Overhead/Indirect Costs Rate %** (Field autofills as 0 for Ontario Agri-Food Innovation Alliance)

Other Sources of Project Funding(this is a major subheading the RMS application. *It only appears if you selected Yes for ‘Other Sources of Project Funds’)*

******Please identify all partners who will provide cash and/or in-kind support to this project, including the applying organization (lead applicant organization) if applicable. Please consult the Program Guide/Call for Proposals for details on eligible sources of leverage.

Research Centre Use: If you have identified that you will be using an Agricultural Research Institute of Ontario (ARIO) owned Research Centre, please complete the Research Centre details below, on this application tab prior to completing your expenditures tables. The non-subsidized portion of Centre fees must be covered by third party (non-OMAFRA) sources and therefore funding partner(s) are required.

Other Sources of Project Funding

| **Source Type1** | **Organization Name** | **Funding Program (if applicable)** | **Cash Amount** | **In-Kind** | **Total** | **Funding Status2** | **Funding Source3** | **Trust Number (if available)** | **General Purpose of Partner Funds** |
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* **1 Organization Name –** In the RMS Use the “Binoculars' icon to look up an organization name from the directory.
* **Source Type –** Choice of: Lead Applicant Organization, Co-Funder Organization
* **Funding Program –** Several organization provide several different funding programs, or streams (e.g., NSERC offers several different programs such as the Alliance or Discovery grants). Please input the overall organization under Organization Name and the specific stream or program under Funding Program
* **2 Funding Status –** Choice of: Confirmed, Requested
* **3 Funding Source –** Choice of: Academic/Research, Business/Industry (private sector), Government – Federal (Canada), Government – Federal (NSERC, SSHRC, CIHR), Government – Federal (Other), Government – OMAFRA, Government – Provincial (Ontario), Government – Provincial (Other), Government – Municipal, Indigenous (community, business, organization or individual), Non-governmental organization
* **General Purpose of Partner Funds**

### Research Centre (this is a major subheading the RMS application)

**This table appears within RMS only if you have selected that you will be using a Research Centre on the General tab.**

**Please note: There is significant functionality built into RMS to support the identification of research centre services and the calculation of fees. It is recommended that this section be completed directly in RMS.**

This section of the budget provides details of the proposed Centre use and calculates the usage fees for ARIO owned Research Centres. For details of centre services and costs, please refer to the Research Centre Fee List on the [Alliance Tier I Program webpage](https://www.uoguelph.ca/alliance/funding-programs/research/apply-project-operating-funding-tier-i).

**Please note:** A new Research Centre record is needed for every centre and service type, and for each fiscal year of use. Also, the non-subsidized portion of the Centre fee must be covered by cash from third party sources (non-OMAFRA sources) and identified in the ‘Cash From Partners’ table.

Research Centre Table

| **Centre** | **Service Type** | **Number of Units** | **# of animal days †** | **Cost per Unit1** | **Subsidy Percentage1** | **Usage Requested Fiscal Year**  | **Total Fee1** | **Subsidized Fee1** | **Fee to be expensed in budget1** |
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| **Total Estimated Cost** |  |  |  |  |  |  | *This field is autogenerated* | *This field is autogenerated*  | *This field is autogenerated* |

**†** For livestock services only

1 Centre costs, subsidies and fees are auto-calculated in RMS based on the centre and services selected

### Expenditures of Project Funding (this is a major subheading the RMS application)

This section of the budget allocates the cash and in-kind support requested from the program and the partners across various budget categories by fiscal year. There are three tables for:

1. Request From Program;
2. Cash support from partners; and
3. In-kind support from partners.

**The Program Guide and an Excel budget template are available on the** [Alliance Tier I program webpage](https://www.uoguelph.ca/alliance/funding-programs/research/apply-project-operating-funding-tier-i) **to support the development of your budget.**

**Relationship to Concurrent Research Funding**

Applicants may hold funds from other sources for similar research ideas/objectives as have been proposed/funded in other concurrent applications, however, there must be no duplication of funding for the same expense(s). In the text box below, please demonstrate how the funds requested from the Alliance Agri-Food Innovation Program are distinct from those covered by support from other sources and explain how funds will be used if all applications are successful. This question applies only to other research support that will or may be active within the funding period of the proposed Alliance Agri-Food Innovation Program Project. (This section has a word limit of 300.)

Click or tap here to enter text.

**\*Sub-Award Required**

Will you need a Sub-Award Agreement? A Sub-Award Agreement is required when a portion of the program funds will be transferred to another researcher from your same institution. If you require a Sub-Award, you must upload a Sub-Award Budget in the field below.*(Note, if ‘Yes’ is selected, a new field will populate to indicate with who the Sub-Award is with, and to upload a Sub-Award Budget.)*

[ ] Yes

[ ] No

**\*CRA Required**

Do you anticipate that you will need a Collaborative Research Agreement (CRA) for this project? A CRA is required when a portion of the program funds will be transferred to a collaborating researcher at another institution.
(*Note, if ‘Yes’ is selected*, *a new field will populate to indicate with who the CRA is with, and to upload a CRA Budget*.)

[ ] Yes

[ ] No

## Data (this will appear as a tab in RMS).

## Answering ‘Yes’ to a data question will open a text field where more information will be required.

**\* Do you anticipate any legal, ethical or commercial restrictions to sharing project data with OMAFRA upon request (per the OMAFRA data license detailed in the OMAFRA-U of G Agreement)?**

[ ] Yes

[ ] No

**\* OMAFRA may request access to project data. Do you anticipate that you will need to manipulate your data before it is shared with OMAFRA (for example, will data need to be anonymized, de-identified, or aggregated?**

[ ] Yes

[ ] No

**\* Will third party data be used in this project?**

[ ] Yes

[ ] No

**\* Safeguarding Research**

It is important that researchers assess and mitigate the risks to their research, development, and intellectual property. Information of [safeguarding research is available on the University of Guelph website](https://www.uoguelph.ca/research/for-researchers/other/safeguarding-research).
Please review the [Risk Assessment checklist available on the University of Guelph website.](https://www.uoguelph.ca/research/secure/for-researchers/other/university-guelph-guide-completing-national-security-guidelines-research-partnerships-risk)
Based on the questions and considerations under the Know Your Research or Know Your Partner lists, would this research project require any risk mitigation strategies?

☐Yes

☐No

## IP (this will appear as a tab in RMS)

Intellectual Property Considerations

Please note that rights pertaining to ‘Foreground’ (or ‘Arising’) Intellectual Property developed from this project will be governed by:

1. Your Institution’s Invention Policy
2. Copyright Policy and Software-Creation Policy
3. Your employment Collective Agreement (if applicable)
4. Ontario Agri-Food Innovation Alliance Agreement (if applicable)

Please contact your innovation support team for questions related to the above.

Every effort should be made to exploit results from OMAFRA-funded projects for the benefit of Ontario.

The information in this IP section of the proposal will only be visible to Program Administrators and Review Committee members, all of whom are bound by confidentiality agreements. This information will be maintained securely against broader or public release.

If concerned about disclosing sensitive IP directly in this proposal, it is strongly suggested you contact the Program Manager or your innovation contact who can assist you with how best to communicate the necessary and appropriate information in your proposal to ensure it can be assessed properly by the review committee.

**\* For the implementation of the research described in the proposal, are you planning to use any pre-existing (Background) Intellectual Property owned by you or a project partner?** If any aspect of this research requires the use of third-party IP (e.g., data, technology or product formulation) generated prior to this project that is protected under a copyright or patent OR requires a Confidentiality or Material Transfer Agreement, please respond ‘Yes’ to this question.’

[ ] Yes

[ ] No

**\* Are any of the following types of Intellectual Property (Foreground or Arising IP) expected or anticipated to be developed from the proposed Research? Check all that apply.**

[ ] Copyright (e.g., Reports, theses, publications, videos, research tools and test methods, research data, databases, engineering process drawings, source code, software, apps)

[ ] Patents (e.g., Novel or improved product, process, composition)

[ ] Plant Breeders’ Rights

[ ] Industrial Design

[ ] Trademark

[ ] Trade Secret

[ ] N/A

**\* Non-Disclosure Agreement(s)**

Do you need or anticipate needing a Non-Disclosure Agreement?

[ ] Yes

[ ]  No

If yes, please provide more information about the nature and need for the anticipated Non-Disclosure Agreement including the parties involved, the nature of the information being protected, and any implications for data sharing or disseminating project results.

Click or tap here to enter text.

## DOCUMENTATION (this will appear as a tab in RMS)

All Supporting Documents MUST be in PDF FORMAT in order to be included in the pdf version of your application.

Important: Any PDF files that have security restrictions in place such as Content Copying or Extraction have been encrypted and cannot be included. The security settings can be viewed by opening the PDF and clicking File > Document Properties > Security (steps may vary depending on the version of your PDF reader). To be included the PDF documents will need to be regenerated without the restrictions.

 Supporting documents may include:

* CV’s of the Lead Applicant and Co-Applicant (required)
* References for your literature review
* Methodology information (e.g. One-page diagram which illustrates the Methods described in the proposal)
* Value Assessment Plan (mandatory for several OMAFRA research questions and any project that could develop a novel product or service)
* Letters of support/ Confirmation of Funding from Co-Funders (required for prior to award)
* Relevant articles demonstrating industry need
* Responses to Review Comments

## PEER REVIEWERS (this will appear as a tab in RMS)

Please suggest a minimum of 5 Scientific/Academic Peer Reviewers (maximum of 10) who may be contacted to review the full proposal. Ensure the suggested Scientific/Academic Peer Reviewers are not in conflict of interest and can actually review your project.

Conflict of interest is defined as a conflict between your suggested peer reviewers' duties and their responsibilities with regard to the review process and that person's private, professional, business or public interests.

Specifically:

* They are not from the applying institution or OMAFRA, and are at least an arm's length away from the Lead Applicant
* If you are submitting more than one proposal, please consider providing a diversity of peer reviewers with specific expertise in the topic area.
* They are not related or employed by the Lead Applicant, Co-Applicant or any other member of the research team or the co-funders (people or organizations) of the project.
* They have not co-authored a journal article or other publication with the Lead Applicant or Co-Applicant or any other member of the research team or the co-funders (people or organizations) of the project during the past 2 years.
* They will not benefit monetarily or in any other way from the funding of this project.
* They are not in conflict in any way with the Lead Applicant, Co-Applicant, other team members or co-funders (people or organizations) identified in the project.

Peer Reviewers

| **First Name** | **Last Name** | **Email** | **Organization** | **Area of Expertise** |
| --- | --- | --- | --- | --- |
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*(Add more rows above as needed. The web-based application provides a ‘ADD/Edit Suggested Reviewer’ button, which opens a pop-up window, for listing peer reviewers)*

## DECLARATION (this will appear as a tab in RMS)

**The RMS has a declaration that must be acknowledged by both the Lead Applicant and the Co-Applicant prior to submitting the proposal.**

## OR-5 (this will appear as a tab in RMS)

**The completion of the OR-5 form and related approvals is entirely done from within the web-based application. This means a signed physical form to be uploaded to the proposal is not required. Approvals are obtained after submission of the proposal by the Lead Applicant.**

### Project Funding Sources (this is a major subheading the RMS application)

**\* Are there previously signed agreements which may impact this proposal (for example, terms on intellectual property)? If so, please specify account or agreement. (In the RMS, if ‘Yes’ is selected, another field will pop up allowing you to specify the account or agreement.)**

Choose an item.

**\* Does this proposal depend on matching or leveraged funds from other sources?**

Choose an item.

### Resource Use (this is a major subheading the RMS application)

**\* Will the proposed research make use of any ARIO Research Centres or UofG Campus Animal Facilities?**

Choose an item.

**\* Is faculty release time or faculty pay requested?**

Choose an item.

**\* Is new construction, equipment installation, or renovation required?**

Choose an item.

**\* Is additional space required?**

Choose an item.

**\* Project Purposes**

Choose an item.

**\* Does this proposal involve a topic relating to another country?**

Choose an item.

**\* Does this proposal involve collaborations with an institution/organisation outside of Canada?**

Choose an item.

**\* Collaborating Institution(s)/organisation(s) and their associated countries** (please identify these in the text box provided)

Click or tap here to enter text.

### Certifications (this is a major subheading the RMS application)

**\* Live Animals**

Choose an item.

**\* Bio-hazardous Materials**

Choose an item.

**\* Controlled Drugs**

Choose an item.

**\* Drugs**

Choose an item.

**\* Hazardous Substances**

Choose an item.

**\* Human Participants**

Choose an item.

**\* Radioactive Materials**

Choose an item.

**\* Radiation Emitting Devices**

Choose an item.

**\* Transgenic Animals/Plants**

Choose an item.

**\* OVC Health Sciences Centre Resources**

Choose an item.

### **Declaration of Financial Interest** (this is a major subheading the RMS application)

Members of the University Community have a responsibility to ensure that conflicts of interest, including financial relationships, wherever and whenever they arise, are identified and disclosed to the next person in the line of authority within the University so that the conflict situation will be addressed and, if possible, accommodated. Department/School and College authorization below of this proposal/application verifies that such disclosure has taken place and that the conflict has been addressed. For further information or assistance please contact the Associate Vice-President (Research Services). Policies and guidelines that address conflicts of interest can be found in the UGFA Collective Agreement (Article 8), Guidelines on the Acceptance of Research Support, and the Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student-Advisor Mediation Procedures. Note to researchers: Departmental and College approvals will be obtained electronically following proposal submission. No action is required by applicants and no paper OR-5 form is necessary.

**\* Do you have any financial interest in the sponsor or industry partner(s)**

Choose an item.