

# Tier 1 Research Program Town Hall

September 14, 2023

# Agenda

- Tier 1 Research Program and application process
- Award phase and reporting
- Q & A – Virtual participants can submit questions via the Teams meeting chat

**Online Participants: Please mute your microphone**  
**Presentation will be posted online**

# Tier 1 Research Program - Overview

- Project operating funding and subsidized access to [Research Centre](#) resources
- Single stage call (Full Proposals only)
- Submission in the Research Management System (RMS)
- **Intent process:** 'General' and 'Peer Review' tabs completed in advance of deadline (to allow for peer/panel review planning) – *there is no intent submission button*

Process	Date
Call for Full Proposals	August 16, 2023
Intent fields to be complete	October 13, 2023
Full Proposals due	Tuesday, November 7 at 1:00 pm
Award notification	Anticipated March 2024
Project start date	On or after May 1, 2024

**Project Duration:** Up to 3 years    **Maximum Funding Request:** \$240,000 total

# Proposal Development Workshop

This meeting is an opportunity for faculty to join program staff and U of G Research Program Directors to learn more about the proposal development and review process and hear advice and tips for preparing high quality proposals. Meeting will include an RMS demo.

- Thursday, September 21, 2023, from 3:00 – 4:30 p.m. in ANNU room 141
- [Click here access the virtual option](#)

# Other Alliance Programs

## **Knowledge Translation and Transfer (KTT) Program**

- Mobilization projects invited (no KTT Research projects in this call)
- Call for Proposals: October 26, 2023
- Full Proposals due: February 15, 2024

## **Tier 2 Research Program**

- Continuous intake – apply any time

# Research Centre Fee Subsidy

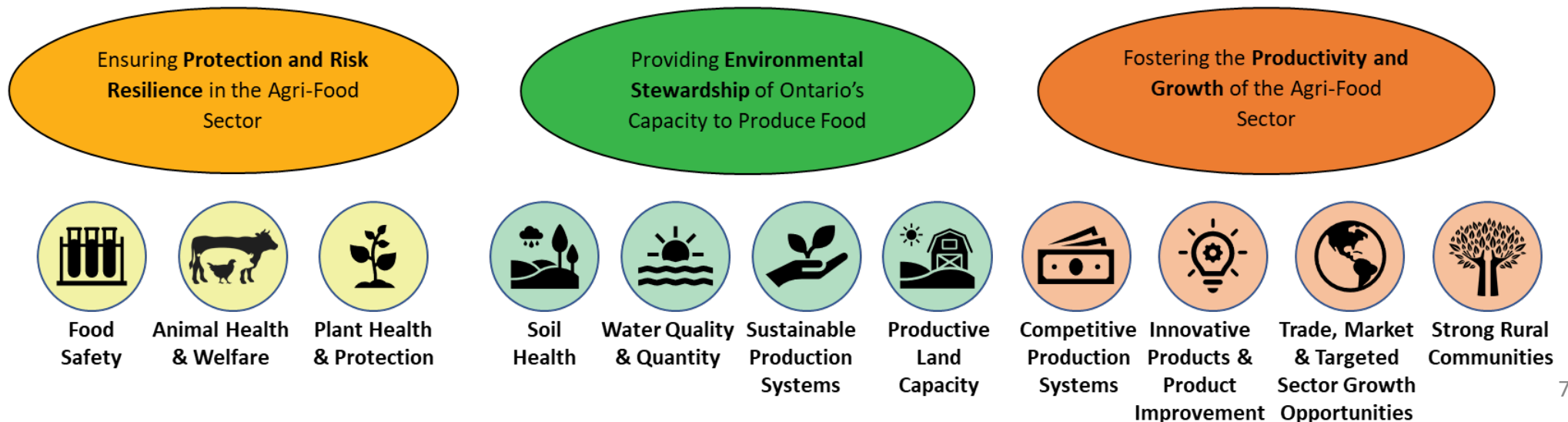
**New for 2024:** For projects starting on or after May 1, 2024, the subsidy rate is changing from 92% to:

- 89% for Tier 1 projects. External partner funding is required to cover 11% of the total annual cost of research centre usage
- 85% for Tier 2 projects. External partner funding is required to cover 15% of the total annual cost of research centre usage

# OMAFRA Research Priorities

- OMAFRA's 11 research priorities align within the Ministry's three core business areas
- Research priorities have focus areas and **specific research questions** to be addressed in proposals
- Priorities document is accessible on the [program website](#) and in RMS
- Read the full document as location of some research questions not intuitive

Core Business



# Indigenous Research Opportunities

- OMAFRA priorities for the current call include an expansion of topics related to fostering innovation, sustainability and resilience within Ontario's agricultural landscape.
- Indigenous research is an enhanced area of focus. Research questions include:
  - Develop a research project to address key needs, challenges or emerging opportunities in support of Indigenous agriculture and food systems in Ontario (RIB ID 2013.012).

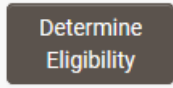


# Other Research Priority Highlights

Other new or enhanced areas of research focus include:

- Strong rural communities: Strengthening rural communities through multidisciplinary collaborations.
- Innovation in products and practices: Exploring disruptive technologies to tackle challenges faced by Ontario's agri-food sector.
- Environmental sustainability: Soil health, greenhouse emissions, and the impacts of emerging substances of concern. The call also recognizes the critical role of digital ecosystems in advancing agriculture.
- See slides 35-37 for a full list of new research questions.

# Research Management System (RMS)

- All Alliance programming is administered in the RMS
- If you have never registered in the RMS select “Register” on the login page <https://omafra2.smartsimple.ca>
- Contact [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca) for login assistance if needed
- To apply:
  - Log in to the RMS and find the Tier 1 open call
  - Click on the “Determine Eligibility” button  and answer the eligibility questions
  - Complete all tabs (Intent fields due October 13)
  - Append supporting documentation in PDF format (CVs, letters of support, Value Assessment Plan if applicable)

Recommended  
browsers:  
Chrome, Safari,  
Firefox

# Eligibility

- University of Guelph faculty members are eligible to be the lead applicant and/or a co-applicant on any Alliance Research Program project
- Adjunct faculty members may also apply if they are eligible to hold research funding at the University of Guelph and are not employed by or have a financial interest in any of the collaborating organizations or co-funders.

*Prior to a new proposal being reviewed in any Alliance Research Program, the Lead Applicant and the Co-Applicant must be in “good standing” for all existing projects under the Alliance Research Programs(e.g., reports and DMPs)*

# Support for Applicants

- Ontario Agri-Food Innovation Alliance **Tier 1 Program Guide**
- **Instructions and tool tips** within the RMS application
- **Off-line templates** to support proposal development:
  - Microsoft Word application template
  - Excel budget template; CRA and sub-award budget templates
  - Value Assessment Plan template
- **KTT Manual** and sample KTT plans
- **Research Program Directors** (see slide 31)
- **OMAFRA Research Analysts** (see slide 32 and 33)

*Questions about the application process or technical difficulties?*

*Contact our Research Program Coordinators at [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca)*

# Resources for Researchers

**Apply for Research Funding**



[Apply for Funding](#)

**Quick Tips: Preparing Your Tier 1 Proposal**



[Preparing Your Tier 1 Proposal](#)

**KTT Services & Resources**



[KTT Services & Resources](#)

**Data Management Plans**



[Data Management Plans](#)

**Quick Tips: Preparing Your Report**



[Preparing Your Report](#)

**Amendment Requests**



[Amendment Requests](#)

**Acknowledging OMAFRA Funding**



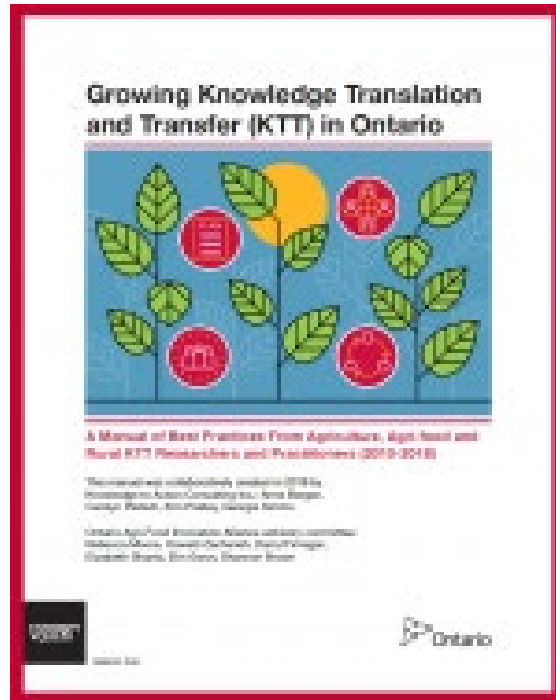
[Acknowledging OMAFRA Funding](#)

**Research Program Directors**

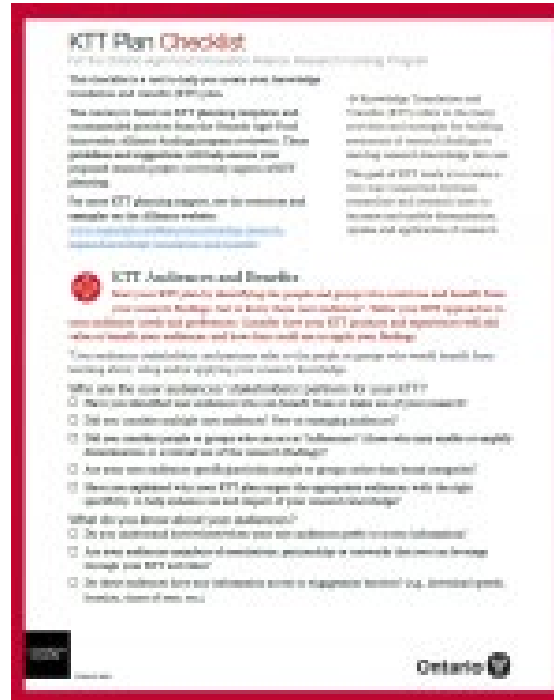


[Research Program Directors](#)

# Alliance Knowledge Mobilization Resources



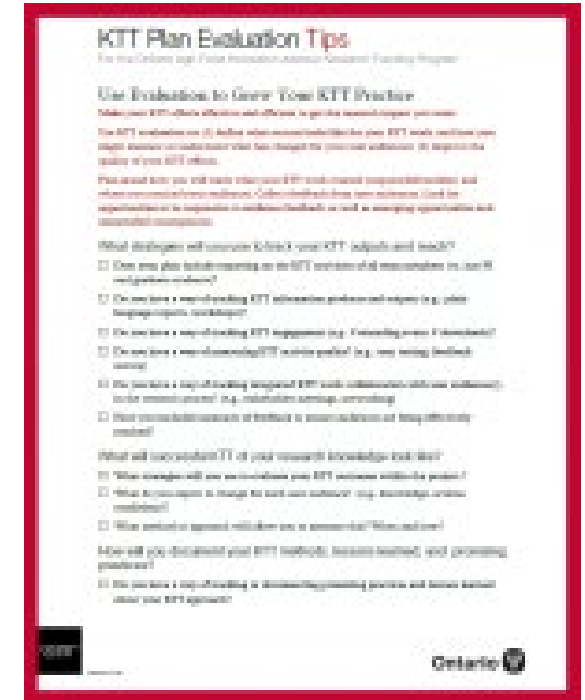
Growing KTT in Ontario



KTT Plan Checklist



KTT Example Plans

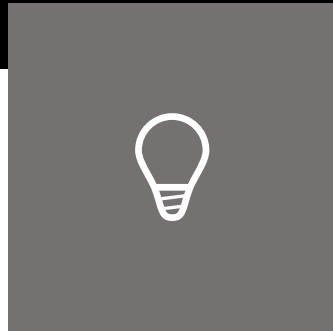


KTT Plan Evaluation Tips

<https://www.uoguelph.ca/alliance/KTT-services-and-resources>

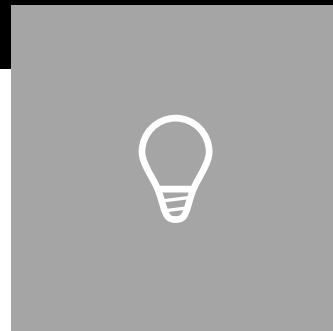
Contact [kttadmin@uoguelph.ca](mailto:kttadmin@uoguelph.ca) with questions

# skills for **RESEARCH IMPACT**



## **PLANNING FOR RESEARCH IMPACT**

Oct. 17, 2023  
1:00 – 2:30 pm



## **STAKEHOLDER ENGAGEMENT**

Oct. 24, 2023  
1:00 – 2:30 pm



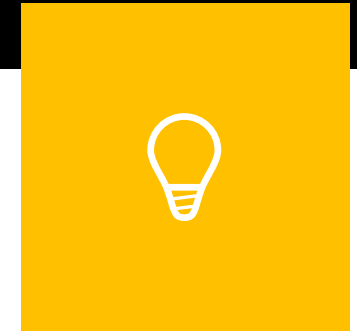
## **CLEAR LANGUAGE WRITING**

Oct. 31, 2023  
1:00 – 2:30 pm



## **KTT STRATEGIES AND DISSEMINATION**

Nov. 7, 2023  
1:00 – 2:30 pm



## **EVALUATING KTT ACTIVITIES**

Nov. 14, 2023  
1:00 – 2:30 pm

For more information and to register: [uoguel.ph/research-impact](https://uoguel.ph/research-impact)



# Team Members & Invitation Process

- Ensure that the appropriate research expertise is brought to bear on the research objectives to be achieved, including implementation of KTT
- Details of the **team member invitation process** are in the RMS. Become familiar with the process and allow sufficient time for team members to accept their invitations.
  - All team members should confirm their participation in the project by the Full Proposal submission date
  - Confirmed **Collaborators** will have read-only access to the proposal; **Co-Applicant** and **Delegate** (both optional) will have ability to edit
- The involvement of all team members (including their estimated actual FTE contributions to the project) will be reported on in annual and final reports
- Ensure that all UofG technical staff (Alliance and non-Alliance supported) involved in the project are identified in the team member table
- The funding source field on Team Member records should identify if a team member is drawing salary from a project (Project in part/in whole, or Other Funding Source), while Alliance funded technicians should be identified as Another OMAFRA Program



# Highly Qualified Personnel

- Highly qualified personnel (HQP) are captured in a separate table from team members in the RMS
- Provide details on all HQP that will be involved in the project, regardless of their stipend funding source and whether they have been specifically identified – undergraduates, graduate students and post-docs
- Highly Qualified Personnel do not need to be invited

*The training and development of HQP is an important objective of the Alliance and an Agreement performance indicator*

*Effort should be made where possible to engage HQP in Alliance-funded research projects*

# Leverage & Partnerships

- No prescribed leverage requirements for individual projects given diversity of research funded (discovery, policy, public good, industry-pull) – however the Alliance has overall leverage targets to meet
- Effort should be made to secure partner support wherever possible (cash and in-kind). Letters of support also strengthen proposals
- In-kind contributions must provide an essential, tangible benefit to the project and be valued appropriately
- Refer to Program Guide for budget details, including eligibility of expenses and co-funder support
- **Please remember to include non-Alliance funded technical support as contributions to the project**

# Budget and Research Centres

- Identify all research centre services to be used (if applicable)
- Non-Alliance cash support required to cover the non-subsidized portion of research centre access fees
- Project expenditures are described in three tables:
  - Funds Requested from the Program
  - Cash Support from Partners (if applicable)
  - In-kind Support from Partners (if applicable)
- Fully explain/justify expenditures in the text boxes provided
- All leveraged cash funds must be processed through the Research Services Office, with a separate OR5 form.

*See the Program Guide for details about indirect costs/overhead:*

- *Levied by collaborating institutions*
- *Levied by UofG on partners providing leveraged funding*

# Data and Intellectual Property

- **Data sharing and access** – Three questions which outline any potential restrictions on the sharing of project data
- **Safeguarding Research** – Applicants will answer a question about the need for risk mitigation strategies related to their project or partners
- **Intellectual Property** – Details on IP expected to be developed from the proposed research is required for the full proposal
- Concerns about disclosing sensitive IP? Contact [The Research Innovation Office](#) to assist with information to be included in the proposal to allow adequate committee review

# Supporting Documentation

- **Team Member Supporting Documentation:**
  - Lead Applicant and Co-Applicant CVs (required)
- **Proposal Details Supporting Documentation (if applicable):**
  - Literature review references (required)
  - Additional methodology information
- **Other Supporting Documentation (if applicable):**
  - Letters of support; confirmation of funding (including dollar values)
  - Value Assessment Plan (mandatory for a few research questions as well as product development proposals)
  - Sub-Award/Collaborative Research Agreement (CRA) budget templates

Letters of support can be provided after the proposal submission deadline.  
Email them to [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca).

***No paper OR-5 form or signatures required. Fill in fields online.***  
***Approvals will happen after submission.***

# Proposal Review Process

- Relevance screen – fit with priorities
- All proposals will be reviewed by external scientific peer reviewers and a review panel consisting of subject matter experts from academia, government and industry
- Review panels make funding recommendations to the Ontario Agri-Food Innovation Alliance Research Program Management Committee
- Final funding decisions are at the discretion of OMAFRA

# Tips for Success

The strongest proposals:

- Are complete and well-written
- Clearly demonstrate how the project addresses an OMAFRA research question
- Have a robust team and HQP development
- Demonstrate realistic benefits to end users
- Articulate well defined and tangible deliverables
- Have fully developed methodology, with sampling plans and statistical approaches defined where applicable
- Identify relevant user audiences and appropriate tactics for knowledge mobilization; budget and resources to support KTT are identified
- Fully explain and justify budget items and demonstrate value for money
- Provide evidence of stakeholder support (where applicable)

## Start early!

It takes time to engage partners and collaborators and build a strong proposal

# Proposal Review Criteria

- Fit with OMAFRA priorities (research questions)
- Strength of the project lead(s) and research team; HQP training
- Quality and clarity of the experimental design
- Benefits to client groups and the agri-food sector. End users should be engaged early on wherever possible/appropriate
- Objectives and deliverables that are clear, tangible, measurable and achievable
- Strength of the Knowledge Translation and Transfer Plan
- Value for money
- Evidence of involvement of relevant partners through leverage and partnerships

| *Panel review scorecard is provided in the Program Guide*



# Award Phase

- Conditions of funding need to be met prior to award
- All leveraged funding must be confirmed with a letter prior to award
- Data Management Plans (DMPs) are a condition of funding. DMPs must be reviewed, endorsed and submitted by the Library. Details at:  
<https://www.uoguelph.ca/alliance/dmp>
- Completion of Award Agreement online via DocuSign process

*Prior to being awarded any new project under the Alliance, Lead Applicants and Co-Applicants must be fully compliant with all reporting, DMP and financial requirements for existing projects under the Alliance Research Program.*

# Progress Reporting

## Progress Reporting and Accountability

- Annual reports due 30 days past anniversary of start date
- Final reports due 60 days after project end date

*Please make Alliance program staff aware of any major project delays or changes as soon as they occur*

## Reporting tips

- Provide information in all fields even if results are preliminary
- Include KTT by all team members and attach relevant KTT products
- Report tip sheet available on the [Alliance website](#)

*Please ensure all reports are as complete and comprehensive as possible to avoid revision workflows*

# Amendment Requests

- An amendment request is required for the following situations:
  - A project delay or extension (change to the start or end date of a project)
  - A change to the objectives or deliverables (scope) of the project
  - A change in the lead applicant
- Requests for changes to a project should be submitted via the Research Management System (RMS) as early as possible
- To request an amendment, there must be a recent Annual Report associated with the project (no more than nine months old)

*Extension requests should be submitted as early as possible and at least three months before the end date of the project*

# Research Program Performance Indicators

*Fully developed proposals, and complete and accurate progress reports, are essential to support performance measurement and other reporting obligations under the Alliance Agreement, as well as support effective knowledge mobilization by OMAFRA and UofG*

## Select metrics:

- Leverage (cash and in-kind)
- Faculty FTEs
- Technician FTEs (Alliance and non-Alliance funded)
- Collaborators (team members)
- HQP (students and post-docs)
- Co-funders
- KTT Activities

# Acknowledging Alliance/OMAFRA Funding

- Recipients of funding must acknowledge Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) support in all public communications products, including news releases, web copy, magazine stories, public-facing reports, interviews, journal articles, conference posters and oral presentations.
- More details on how to acknowledge OMAFRA funding are available on the [Acknowledging OMAFRA Funding](#) webpage.

# Program Contacts

## **For support completing your application and help with RMS issues**

- UofG Research Program Coordinators (RPCs): [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca)

## **For KTT support**

- Victoria Holla, Knowledge Mobilization Manager: [holla@uoguelph.ca](mailto:holla@uoguelph.ca)

## **Other UofG, Office of Research, Agri-Food Partnership contacts**

- Laurie Halfpenny-Mitchell, Director, OMAFRA/UofG Agreement & Research Programs: [laurieha@uoguelph.ca](mailto:laurieha@uoguelph.ca)
- Stacy Favrin, Senior Manager, OMAFRA/UofG Agreement Research Programs: [favrinst@uoguelph.ca](mailto:favrinst@uoguelph.ca)
- Erica Cushnie, Manager, Research Programs: [cushniee@uoguelph.ca](mailto:cushniee@uoguelph.ca)

# UofG Research Program Directors

Research Priority	Research Program Director
Plant Health and Protection	Mary Ruth McDonald <a href="mailto:mrmcdona@uoguelph.ca">mrmcdona@uoguelph.ca</a>
Food Safety	Zvonimir Poljak <a href="mailto:zpoljak@uoguelph.ca">zpoljak@uoguelph.ca</a>
Animal Health and Welfare	Zvonimir Poljak (non-ruminants) <a href="mailto:zpoljak@uoguelph.ca">zpoljak@uoguelph.ca</a> Trevor DeVries (ruminants) <a href="mailto:tdevries@uoguelph.ca">tdevries@uoguelph.ca</a>
Competitive Production Systems	Mary Ruth McDonald (plants) <a href="mailto:mrmcdona@uoguelph.ca">mrmcdona@uoguelph.ca</a> Trevor DeVries (animals) <a href="mailto:tdevries@uoguelph.ca">tdevries@uoguelph.ca</a> Manjusri Misra (technology/bioeconomy) <a href="mailto:mmisra@uoguelph.ca">mmisra@uoguelph.ca</a>
Innovative Products and Product Improvement	Paul Spagnuolo <a href="mailto:paul.spagnuolo@uoguelph.ca">paul.spagnuolo@uoguelph.ca</a> Manjusri Misra <a href="mailto:mmisra@uoguelph.ca">mmisra@uoguelph.ca</a>
Trade, Market, Targeted Sector Growth Opportunities	Kate Parizeau <a href="mailto:kate.parizeau@uoguelph.ca">kate.parizeau@uoguelph.ca</a> Manjusri Misra (bioeconomy) <a href="mailto:mmisra@uoguelph.ca">mmisra@uoguelph.ca</a>
Strong Rural Communities/ Productive Land Capacity	Kate Parizeau <a href="mailto:kate.parizeau@uoguelph.ca">kate.parizeau@uoguelph.ca</a>
Soil Health/ Water Quality and Quantity/ Sustainable Production Systems	Laura Van Eerd <a href="mailto:lvaneerd@uoguelph.ca">lvaneerd@uoguelph.ca</a>

# OMAFRA Research Priority Contacts

Adam Meyer, Manager, Research & Knowledge Management, Research and Innovation Branch  
[Adam.Meyer@ontario.ca](mailto:Adam.Meyer@ontario.ca)

Research Priority	OMAFRA Research Analyst
Plant Health & Protection	Anna Formusiak <a href="mailto:Anna.formusiak@ontario.ca">Anna.formusiak@ontario.ca</a>
Food Safety	Hilary Graydon <a href="mailto:Hilary.Graydon@ontario.ca">Hilary.Graydon@ontario.ca</a>
Animal Health & Welfare	Michelle Linington <a href="mailto:Michelle.Linington@ontario.ca">Michelle.Linington@ontario.ca</a>
Competitive Production Systems	Kelley Knight <a href="mailto:Kelley.Knight@ontario.ca">Kelley.Knight@ontario.ca</a>
Innovative Products & Product Improvement	Kelley Knight <a href="mailto:Kelley.Knight@ontario.ca">Kelley.Knight@ontario.ca</a>
Trade, Market Targeted Sector Growth Opportunities	Robin Smart <a href="mailto:Robin.Smart@ontario.ca">Robin.Smart@ontario.ca</a>
Strong Rural Communities/ Productive Land Capacity	Robin Smart <a href="mailto:Robin.Smart@ontario.ca">Robin.Smart@ontario.ca</a>
Soil Health/ Water Quality and Quantity/ Sustainable Production Systems	Rajib Hazarika <a href="mailto:rajib.hazarika@ontario.ca">rajib.hazarika@ontario.ca</a>



# Other OMAFRA Contacts

Focus	OMAFRA Research Analyst
Indigenous Agri-food Systems	Elin Gwyn <a href="mailto:Elin.Gwyn@ontario.ca">Elin.Gwyn@ontario.ca</a>
Equity, Diversity, and Inclusion	Robin Smart <a href="mailto:Robin.Smart@ontario.ca">Robin.Smart@ontario.ca</a>
Knowledge Translation and Transfer	Tieghan Hunt <a href="mailto:Tieghan.Hunt@ontario.ca">Tieghan.Hunt@ontario.ca</a>

# Questions?

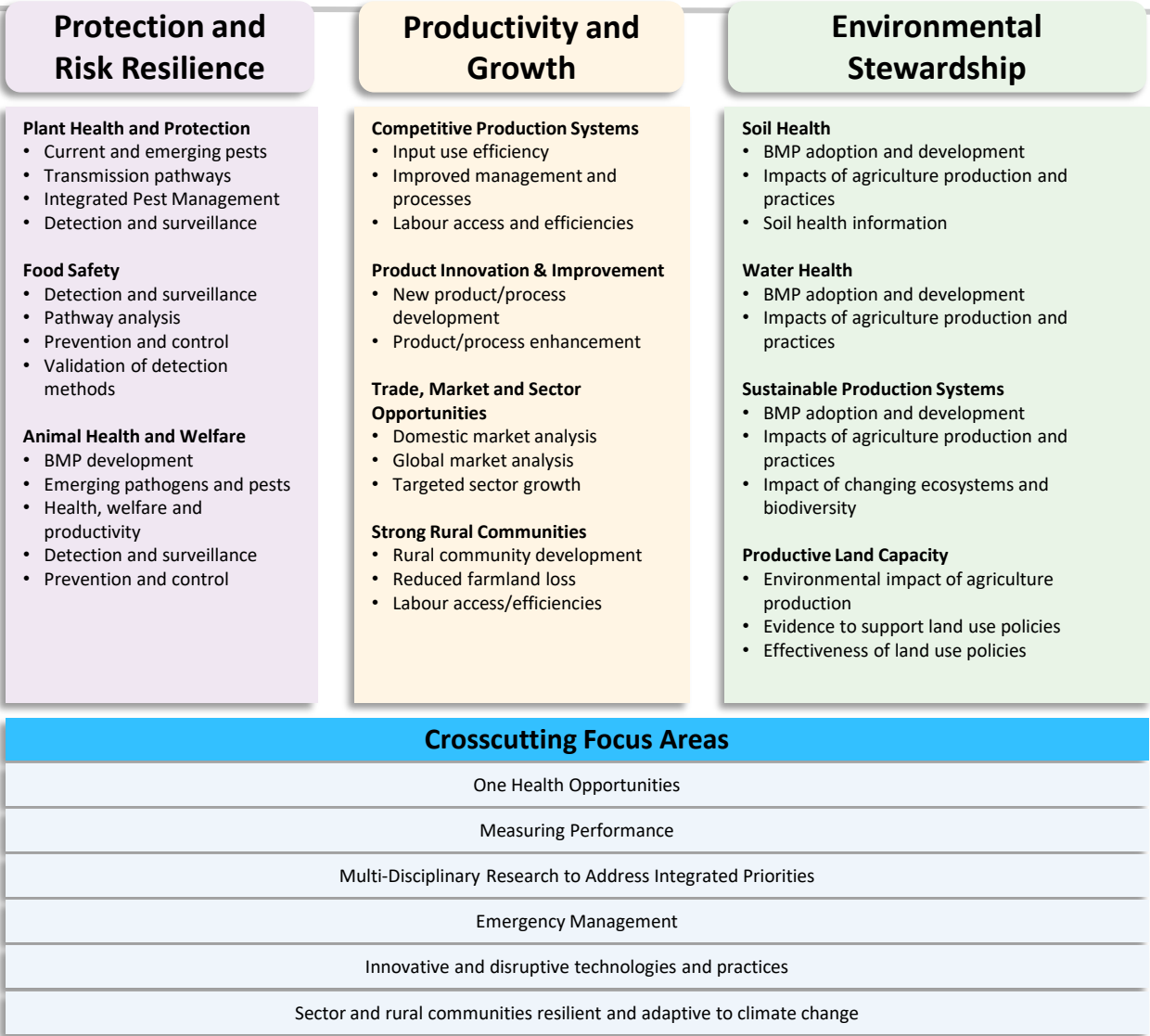
<https://www.uoguelph.ca/alliance/>

[rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca)

# OMAFRA's Research Agenda Reflects Agri-food Sector's Innovation Needs

The Research Agenda, aligned with ministry's core business areas, identifies 11 highest level Research Priority Areas with Focus Areas underneath (bulleted list) to guide research and innovation investments for a competitive and sustainable agriculture economy in Ontario.

- Ontario's agriculture industry is vast and is comprised of many sectors, subsectors and dimensions (e.g., primary production, processing, environment and rural communities).
- It aligns to the Grow Ontario strategy, Sustainable-CAP focus areas of Science, Research and Innovation and sector need.



Priority Area	Focus Area	New Research Questions for 2023
Strong Rural Communities	Multi-disciplinary collaborations to address complex needs	2023.012 - research project to address key needs, challenges or emerging opportunities in support of Indigenous agriculture and food systems
Strong Rural Communities	Rural Community Development	2023.010 - current and future demographic challenges in rural communities
Strong Rural Communities	Rural Community Development	2023.007 - drainage and maintenance costs for municipalities relating to federal rail lines
Innovative Products and Product Improvements	Innovative and Disruptive Technologies and Practices	2023.001 - new innovative opportunities (technologies, products, practices) address challenges facing Ontario’s agri-food sector
Innovative Products and Product Improvements	New Product Development	2023.016 - commercialization and development of novel livestock species (including aquatic animals)
Innovative Products and Product Improvements	New Product Development	2023.003 - next-generation, sustainable, and biodegradable plastic alternatives
Innovative Products and Product Improvements	New Product Development	2023.002 - value-addition of agricultural biomass crops, crop residues and other lignin by-products
Competitive Production Systems	Improved Management Processes	2023.017 - Improving the way greenhouses capture and use carbon dioxide
Competitive Production Systems	Improved Management Processes	2023.013 – Application of animal manure on minimal till/no-till cropping systems without negative environmental impacts
Competitive Production Systems	Improved Management Processes	2023.008 - Crop residue management and optimization under minimal till/no-till cropping systems
Competitive Production Systems	Innovative and Disruptive Technologies and Practices	2023.011 - new technologies and/or processes to advance Ontario’s digital ecosystems

Proposals must clearly indicate the challenge or opportunity being addressed, stakeholders who would benefit.

<b>Priority Area</b>	<b>Focus Area</b>	<b>New Research Questions for 2023</b>
Food Safety	Innovative and Disruptive Technologies and Practices	2023.015 - Innovative research designed to improve the safety of the Ontario food system.
Animal Health and Welfare	Innovative and Disruptive Technologies and Practices	2023.014 - Innovative opportunities that address animal health and welfare
Plant Health and Protection	Innovative and Disruptive Technologies and Practices	2023.006 - Night-time light emissions from greenhouses
Soil Health	Environmental Impacts of Management Practices	2023.005 - Novel processes, methods or tools to assess soil properties
Sustainable Production Systems	Environmental Impacts of Management Practices	2023.004 - Impacts of emerging substances of concern (ESOC)

Proposals must clearly indicate the challenge or opportunity being addressed, stakeholders who would benefit.