



**OFFICE *of* RESEARCH**

AGRI-FOOD PARTNERSHIP

# **Ontario Agri-Food Innovation Alliance Tier 2 Research Program Guide**

*August 2023*

**TABLE OF CONTENTS**

- Ontario Agri-Food Innovation Alliance Research Program Overview..... 3
  - Research Priorities ..... 3
  - Tier 2 Research Program..... 4
  - Proposal Review Process ..... 4
  - Equity, Diversity, and Inclusion ..... 5
- How to Apply ..... 5
  - Open Call..... 5
  - Online Application System – Research Management System (RMS)..... 5
  - Lead Applicants and Co-Applicants..... 5
- Full Proposal Application ..... 6
  - Support for Applicants..... 6
  - Tier 2 Proposal Template ..... 6
    - Research Priority Selection*..... 7
    - Research Team and Invitation Process* ..... 7
    - Highly Qualified Personnel*..... 8
    - Knowledge Translation and Transfer (KTT)* ..... 9
    - Supporting Documentation*..... 9
    - OR-5*..... 10
- Budget Guidelines..... 10
  - Research Centre Use and Access Fees..... 10
  - Leverage / Partner Funding ..... 10
  - Overhead/Indirect Costs..... 12
  - Building a Project Budget ..... 12
  - Data ..... 13
  - Safeguarding Research..... 13
  - Intellectual Property (IP) and Non-Disclosure Agreements (NDA)..... 14
- Award and Post-Award Processes ..... 14
  - Tier 2 Proposal Decision Notification and Award Phase ..... 14
  - Project Monitoring Phase – Project Reporting ..... 14

Data Management Plans ..... 15

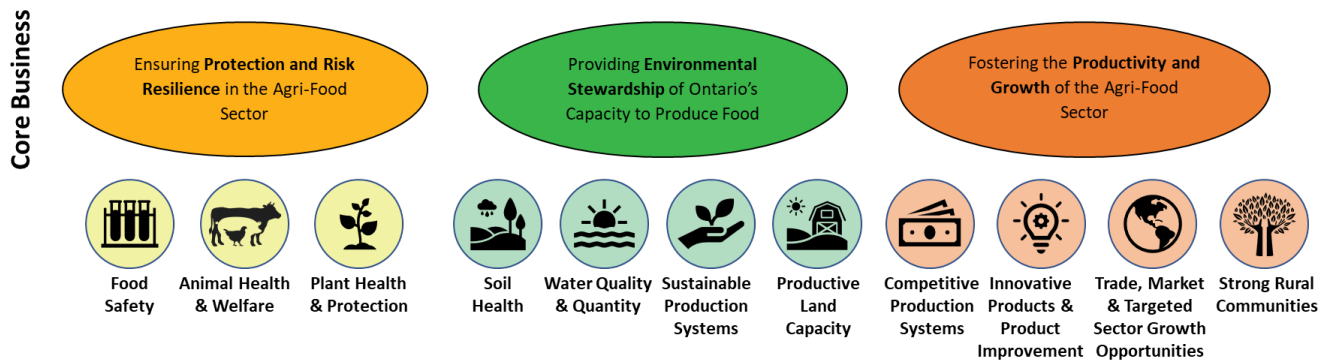
**ONTARIO AGRIFOOD INNOVATION ALLIANCE RESEARCH PROGRAM OVERVIEW**

The priority-driven Ontario Agri-Food Innovation Alliance Research Program supports leading research aligned to support strong rural communities, keep our food safe, and develop a prosperous, environmentally sustainable agri-food sector in Ontario. Through the unique partnership between the University of Guelph and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), crop and livestock research centres located throughout Ontario drive research support for the agri-food industry. The centres are owned by the Government of Ontario through its agency, the Agricultural Research Institute of Ontario, and are managed by the University of Guelph through the Ontario Agri-Food Innovation Alliance.

Researchers and industry partners may access OMAFRA-supported research centres and technicians through Alliance programming. These programs provide access to crop and animal production facilities in a setting designed for experimental research.

**Research Priorities**

Each year the OMAFRA undertakes a research priority setting process. Research priorities for the Alliance Research Program are aligned within the Ministry’s core businesses and objectives Protection and Risk Resilience, Environmental Stewardship, and Productivity and Growth as illustrated below.



Each of these research priorities has a set of goals and research focus areas, in addition to five cross-cutting focus areas. Research priorities and focus areas are outlined in greater detail in the OMAFRA Research Priorities document which is available on the [Priority-Driven Programs Support World-Class Research and Training webpage](#). Program applicants must demonstrate that their proposal is within scope of OMAFRA’s research priorities and focus areas. Tier 2 projects do not need to address a specific research question in the OMAFRA research priorities document.

## Tier 2 Research Program

The Tier 2 Research Program provides access to OMAFRA-funded resources, such as OMAFRA-supported technicians and research centres for projects that meet current OMAFRA research priorities. Research station access for awarded proposals is subsidized at a rate of 92%<sup>1</sup>. Please note, **these awards do not provide any operating funding** for research. For projects which require operating funding, please refer to the Alliance [Tier 1 Program webpage](#).

Non-Alliance funds are required to support the non-subsidized portion (8%) of the total cost of the research centre usage for the approved project, plus project operating costs. All external funding must be confirmed through the inclusion of a letter(s) of support in the Supporting Documentation of a proposal prior to the awarding and start date of a Tier 2 project.

If a Tier 2 project receives additional funding after being awarded, please contact [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca) to determine the steps needed to ensure the project record is accurate. Increases in project scope and/or duration from additional funding may require an [amendment request](#).

For a complete list of research centres and associated access fees, please view the [Research Centre Fee webpage](#).

## Proposal Review Process

All proposals will be reviewed internally by University of Guelph and OMAFRA in collaboration with Research Station Managers who will determine the feasibility and availability of station services for implementing the project. There must be sufficient external funds secured to successfully complete the project. The review criteria for Tier 2 proposals are:

1. Does the proposed research address an OMAFRA priority and/or OMAFRA research focus area?
2. Has the researcher provided sufficient and appropriate detail in team, methodology, objectives, deliverables and KTT? Note: If the proposal is supporting a larger research project or initiative, that initiative can be described, but the proposal should focus only on what will be achieved in the Tier 2 project.
3. Is there sufficient leveraged funding to cover the research station fees and additional operating costs?
4. Is the proposed research new (i.e., not a duplication)?

Research centre access is also conditional on service availability at the proposed research centres, as per recommendations from the Research Station Managers.

Support for Tier 2 proposals is at the discretion of OMAFRA.

---

<sup>1</sup> For Tier 2 projects starting on or after May 1, 2024 the subsidy rate will be 85% (15% of the full cost of the research centre fee will be covered by non-Alliance sources).

## Equity, Diversity, and Inclusion

The University of Guelph is committed to the principles of equity, diversity and inclusion (EDI). All applicants to Alliance funding programs are encouraged to review the [EDI Resource Document for Researchers](#) developed by the U of G Office of Research Services. A general question about EDI is included in the proposal. This question is not part of the proposal evaluation.

## HOW TO APPLY

### Open Call

The Ontario Agri-Food Innovation Alliance Tier 2 Research Program accepts proposals on a rolling basis throughout the fiscal year. Please ensure that you have selected the appropriate call and fiscal year timeframe associated with the year in which your research project will be starting.

The review process for proposals begins as soon as they are submitted, and best efforts are in place to ensure reviews occur in a timely fashion. The application process consists of a single stage call (Full Proposals only). When creating a proposal, please ensure you allow 4-6 weeks for the proposal to be reviewed. Proposals should always be submitted prior to any work occurring, as work performed prior to an award agreement may not be covered under the subsidy provided by the Tier 2 project.

### Online Application System – Research Management System (RMS)

All Alliance programming is administered in the RMS. Log in to the RMS through the [OMAFRA RMS Log In webpage](#). Please contact [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca) if you experience any difficulties logging in.

To open a proposal, select the 'Alliance Tier 2' research program under 'Invited Calls' and click on 'Determine Eligibility'. **It is important that your project begins in the fiscal year identified in the call.** If the RMS does not contain a call applicable to the fiscal year you are looking to start a project in, please contact [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca). Confirm your eligibility to apply for funding to access a proposal.

*For the best experience we suggest using the latest version of Chrome, Firefox or Safari. Internet Explorer is no longer supported by the RMS platform provider.*

### Lead Applicants and Co-Applicants

The **Lead Applicant** is the primary award holder and is accountable for project management and compliance with any reporting requirements, including management of project funding and financial reporting.

A **Co-Applicant** (optional) is a researcher that plays an important and ongoing role in the development and implementation of the project. Co-Applicants are identified and invited from the Invitations tab in RMS. There can only be one Co-Applicant. Co-Applicants have the same editing capabilities on proposals and reports as the Lead Applicant.

Current University of Guelph faculty members (UGFA Unit 1 or 2) are eligible to be the Lead Applicant or a Co-Applicant on any Ontario Agri-Food Innovation Alliance Research Program project. Retired faculty members holding Professor Emeritus status are eligible to be the Lead Applicant or a Co-Applicant, as long as they are eligible to hold research funding at the University of Guelph. Adjunct faculty members may also apply as a Lead Applicant or Co-Applicant if all of the following conditions are met:

- They are eligible to hold research funding at the University of Guelph. This status is verified by the Chair/Director and Dean through the approval of the OR-5 form;
- They are not employed by or have a financial interest in any of the collaborating organizations or co-funders; and
- Their adjunct position permits them to engage in research-related activities that are not under the direction of another individual.


Non-faculty team members are not eligible to be either a Lead or Co-Applicant.

***Prior to awarding any new project under the Alliance, the Lead Applicant and the Co-Applicant (if applicable) must be in “good standing” for all existing Alliance projects-including up-to-date reporting, Data Management Plan submissions, and current with recovery all outstanding Research Centre fees and other financial obligations.***

## FULL PROPOSAL APPLICATION

### Support for Applicants

The following supports are available to assist researchers in the application process:

- This Tier 2 program guide
- Instructions and tool tips (denoted by ) in the RMS Proposal Template
- Tip sheets available on the RMS Researcher Workbench home page ('Help' icon). Please Note: These tips sheet are developed for the Tier 1 Program – so not all of the content is as relevant to the Tier 2 application process
- [KTT Services and Resources webpage](#) (more details on KTT below)

For support completing the RMS proposal template please contact our Research Program Coordinators at [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca)

### Tier 2 Proposal Template

The Tier 2 proposal consists of several sections that are navigated via tabs across the top of the on-line application in the RMS. All tabs must be completed. The majority of the proposal instructions are provided in the RMS, but some additional guidance is provided below.

***An RMS validation process will take place upon submission to ensure all mandatory fields are complete.***

## Research Priority Selection

Select the OMAFRA Research Priority and Research Focus Area that your project will address. Please describe how your project aligns with the selected program priority and focus area in the 'Alignment with OMAFRA Priorities' field in the 'Proposal Details' tab. Tier 2 projects do not need to address a specific research question.

## Research Team and Invitation Process

Team members and Highly Qualified Personnel are identified in their respective tables in the Team tab in the RMS. The **research team members invitation process** is described in the proposal template and in the tip sheets (accessible under the 'Help' icon on the RMS home page). Co-applicants, Collaborators, and Delegates (described below) should confirm their participation in the project and be registered in RMS, prior to proposal submission. Confirmed Collaborators will have read-only access to the proposal (except the budget); Co-Applicants and Delegates (both optional) will have the ability to edit the proposal.

A Delegate (optional – limit of one) is an individual whose only role is to assist the Lead Applicant in the creation and editing of the proposal and progress reports (for awarded projects). A Delegate must be from the U of G. The Delegate role is added using the Invitations tab in RMS, however Delegates do not appear on the Team Member table of the proposal, as the Delegate role is considered entirely administrative with no active role in the research project. Delegates that play an active role in the research project must also be identified and invited as a Collaborator or identified in the HQP table in RMS (this is important for performance measure reporting).

There is no limitation placed on the balance of the team composition, but **all team members should play an active role as collaborators in the implementation of the project (advisory, researcher or knowledge broker).**

The team may include individuals from:

- U of G (researchers and other support staff e.g. technicians);
- Other University or research institutions in Canada or globally;
- Private businesses;
- Industry / commodity organizations;
- Non-governmental organizations; and
- Provincial, federal or municipal government departments (e.g., OMAFRA staff).

Students and Post-Docs should not be included as members of the Research Team. Please see the Highly Qualified Personnel section below.

The project team composition should ensure that the appropriate research expertise is brought to bear on the research objective(s) to be addressed. Where applicable, team members responsible for KTT should be identified in the team table. **A team member's expertise and their actual active role in the project should be described in the team member table.**

The **FTE** (full-time equivalent) you report in the team member table should reflect the total average annual time that each individual will contribute to the project. An FTE is 1.0 is a full-time commitment to the project (e.g., 35 hours per week) and an FTE of 0.1 is equivalent to 3.5 hours per week (for a 35-hour week). Documenting FTE contributions are important to support Alliance programs performance indicator reporting.

A **Funding Source** field captures the funding source for team members to help support the evaluation of the budget. This field applies primarily for team members working at the U of G who are funded as part of the project, other Alliance/OMAFRA funding, or from partner funds (e.g., Research Technicians, Research Associates, etc.). Select one of the following for each team member as appropriate:

- **This project (in whole or in part)** – for team members who will be supported directly with project funds. **This is not applicable for Tier 2 programming.**
- **Another OMAFRA program** – for Research Technicians etc. who are supported through other funding from the Alliance (e.g., base funded Technician) or OMAFRA programs. This not to be used for OMAFRA staff whose salaries **should not** appear in the budget, as they are paid regardless of project funding.
- **Other funding source** – for team members supported under this project through partner funds. These expenses, and the relevant co-funder(s), need to be **identified in either the “Cash from Partners”** (if funds are coming into the University) **or “In-kind Support from Partners” tables in the budget.**
- **N/A** - for all other team members (U of G faculty, OMAFRA staff, collaborating researchers etc.). Their salaries **should not** appear in the budget, as they are paid regardless of project funding.

The involvement of all team members (including their estimated actual FTE contributions to the project) will be reported in annual and final reports.

### Highly Qualified Personnel

HQP are students (undergraduate, graduate, or diploma) or post-doctoral fellows receiving training through the proposed research. These HQP are captured separately from team members in the RMS. Please provide details on **all** HQP that will be involved in the project, regardless of their stipend/salary funding source. Unlike Team Members, Highly Qualified Personnel do not need to be invited to the project through the invitations process.

Proposals can move forward without specific persons identified as HQP if the positions are not yet filled. If specific people are not identified, use “TBD” as a placeholder for the first and last name within the HQP table and complete all other fields except for e-mail address. An individual record is needed for each individual student/Post-Doc to be hired. To assist in evaluating the budget, identify Funding Source of each HQP entry as either ‘HQP Scholarship Program’ for students supported through the



Alliance HQP Scholarship program (which is not eligible leverage), or 'Other funding source' for students supported through leveraged partner funds.

***Ensure that all personnel that will be supported through the project, either through program or partner funds, are reflected in the Team Member and HQP Tables and clearly identified in the budget.***

## Knowledge Translation and Transfer (KTT)

The Alliance is committed to ensuring connections between researchers and research users. While the Tier 2 program does not provide operating funding, it is important to the program to demonstrate how this research will be disseminated. The KTT tab in the proposal consists of two tables: KTT User Audiences and the KTT Plan. Instructions for completing these two tables are in RMS.

There are several resources available to assist you in creating your KTT plan. Visit the [KTT Services and Resources webpage](#) to access these resources.

- [Growing Knowledge Translation and Transfer in Ontario: A Manual of Best Practices](#): This manual outlines a collection of best practices in agri-food and rural KTT that can help guide you through the development of your KTT plan.
- [KTT Plan Checklist](#): A practical tool based on the Alliance KTT plan template. These guidelines, prepared by Alliance funding program reviewers, ensure your proposal covers key aspects of KTT planning.
- [KTT Example Plans](#): Examples of complete KTT plans to help provide ideas of innovative KTT activities as well as questions to consider as you answer each section.

In addition to these resources, Alliance staff are available to help guide you in the creation of your KTT Plan. Contact [kttadmin@uoguelph.ca](mailto:kttadmin@uoguelph.ca) for guidance around the KTT section of your proposal or if you have any questions about these resources.

## Supporting Documentation

Supporting documentation should be in PDF format and may include the following:

- CV's of the Lead Applicant and Co-Applicant
- Letters of support. **Note: Letters of support from OMAFRA are not admissible**
- Confirmation of leveraged funding

***Confirmation of the nature and value of cash and in-kind support is required before the project can be awarded.***

**OR-5**

OR-5 fields are completed on-line by the applicant on the OR-5 tab within the RMS. Departmental and College approval will be obtained electronically following proposal submission. No further action is needed by the applicants.

Be sure to identify if there are external sources of cash funding, use of ARIO research centres, and declare any financial interest in any project partners on the OR-5 Form.

**BUDGET GUIDELINES****Research Centre Use and Access Fees**

Identify that you are using a research centre in the 'General' Tab in RMS. This will create a section on the Budget tab where you identify the specific research centre services you require. Full instructions are available in the RMS.

Visit the [Program website](#) for a complete list of Research Centres and Research Station Access Fees.

**Leverage / Partner Funding**

Funding partners are individuals or organizations that contribute cash and/or in-kind support to the project. These partners are captured under the 'Other Sources of Project Funding' section within the Budget tab in the RMS.

Third party (non-Alliance) funding is required to cover the non-subsidized portion (8%)<sup>2</sup> of the research centre access fee, as well as all other operating costs associated with the project.

***All cash leverage from partners must come through the Office of Research Services and have a separate OR-5 associated with it.***

***At the time of a Tier 2 award, all partner funding must be confirmed with a document uploaded in the 'Supporting Documentation' field on the Documentation.***

While developing your proposals, ensure the Objectives, Deliverables and Milestones are achievable and in alignment with the project funding.

***Ideally the Tier 2 project will align with the full scope and timelines of the project being funded by co-funders (where appropriate).***

---

<sup>2</sup> For Tier 2 projects starting on or after May 1, 2024 the subsidy rate will be 85% (15% of the full cost of the research centre fee will be covered by non-Alliance sources).

If the Tier 2 project receives additional funding after being awarded, or if there are significant changes to partner support for the project, please contact [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca) to determine the steps needed to ensure the project record is accurate. Increases in project scope and duration from additional funding may require an [amendment request](#).

In-kind contributions are non-cash contributions providing a direct, tangible benefit to the project. The donated asset or contribution must be essential to the project's success and, if not donated, would need to be purchased and paid for from other partner funds. In-kind contributions must be in lieu of eligible project expenses only.

All cash and in-kind contributions must be fully explained in the RMS budget Justification text boxes. The value of the in-kind assets or services donated must reflect fair market value for the time period it is donated. The eligibility and value of in-kind contributions will be assessed by reviewers.

***When documenting your leveraged funding in the RMS, funding partners may have both an Organization and Funding Program (for example NSERC Discovery has the Organization 'NSERC' and Funding Program 'Discovery'). Please ensure you correctly identify these as independent entries (for example do not input the Organization as 'NSERC Discovery').***

Funding partners can include:

- U of G (Lead Applicant organization) cash support only (e.g., scholarships, start-up funds etc.);
- Federal (including tri-council), provincial (including non-Alliance OMAFRA funding), or municipal governments;
- Other universities / research Institutions;
- Business and Industry;
- Non-governmental organizations; and
- Individual donors, private foundations.

Ineligible partner cash and in-kind:

- In-kind support from OMAFRA (time, resources, supplies, materials, etc.);
- In-kind support from U of G including use or provision of existing supplies, materials, and equipment belonging to the Lead Applicant, Co-Applicant, or U of G collaborators and their departments;
- In-kind support from existing agreements with U of G to provide researchers with reduced cost access to equipment or services (e.g., rental car agreements);
- Salaries for individuals that are 'regular, base-funded' positions within the applying or donating organization (e.g., government scientists). These individuals, if involved in the project, should be identified on the 'Project Team Members' table and invited to participate in the project. Their Funding Source in the Team Members' table should be identified as "N/A"; Time of staff at

partnering organizations who are not part of the project team can be considered in-kind support when it is non-advisory service type work (e.g., data/sample collection or provision of analytical services);

- Teaching assistantships, unless they are part of the base stipend of the student and are identified in their offer letter;
- Other Alliance funding, including graduate student stipends awarded under the HQP Scholarship Program (however, these HQP must still be identified the HQP table); and
- Alliance-funded Technician time (however, Alliance-funded Technicians must be identified on the team member table to support performance indicator reporting, and their Funding Source should be identified as "Another OMAFRA Program").

***Please ensure you select "Yes" on the "Does this proposal depend on matching or leveraged funds from other sources?" question on the OR-5 tab in the RMS.***

## Overhead/Indirect Costs

All indirect costs must be included at the applicable rate on partner cash contributions from government and industry sponsors. **Identify these costs in the 'Operating-Other' category in the 'Cash from Partners' expenditure table and describe them in the budget justification text box.** More information is available through the [Office of Research webpage about Indirect Costs of Research at the University of Guelph](#). Indirect costs are assessed during the OR-5 approval process. A proposal will not be forwarded for review if it fails to capture relevant indirect costs.

***Ensure indirect costs on partner funds are captured in the budget in the Operating -Other category in the Cash from Partners budget table.***

## Building a Project Budget

An Excel version of the budget template is available on the Alliance [program website](#) as an optional tool to draft and plan your budget. This is for planning purposes only. Please *do not* upload this Excel budget to your proposal. You are required to complete and submit the budget in the RMS.

1. **Other Sources of Project Funds** identifies the cash and in-kind support from partners. Click 'ADD Funding Source' under the 'Other Sources of Project Funding' section within the Budget tab and provide the details requested for each Funding Partner supporting the project.
2. **Research Station Usage** calculates the total Research Station fees accumulated during the course of your project that need to be accounted for in the budget. Click 'Add Research Station Usage' under the 'Research Station' section within the Budget tab to enter in a single usage. Each crop/animal type requires its own Usage entry for each fiscal year. Once all Usage entries are

complete, the table under the 'Research Station' section will provide a total Fee to be Expensed in Budget.

3. **Uses of Project Funds** - There are three tables that will appear in the Budget tab (pop-up window):
  - Request from Program (indicate fiscal years only)
  - Cash Support from Partners
  - In-kind Support from Partners (if applicable)

As no operating funds are provided in Tier 2 projects, please leave the Request from Program table empty, except to indicate the fiscal years the project will occur in. Each row in the budget corresponds to a UofG fiscal year (May 1 – April 30) that the project will take place. E.g., A 3-year project beginning October 1<sup>st</sup> would require 4 budget periods (fiscal years) – the first and last periods covering 6 months only.

In the Cash Support from Partners and In-Kind Support from Partners, use of partner funds should be allocated across budget categories and fiscal years.

Use of projects funds must be fully explained in the budget justification text boxes provided. When constructing your budget, please ensure the Salary expenditures align with the HQP and Team Members that will require salary support.

## Data

A Data Management Plan is a condition of funding for all projects (see the [Data Management Plan](#) section below). Please be aware that OMAFRA may require access to records, data, or agreements that the University has entered into with third parties which relate to your project. If you have any concerns about sharing data, records or the third-party information related to this project, please contact a Research Programs Coordinator by e-mail at [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca).

A few key questions regarding data sharing and access are included in the proposal under a new Data tab. Please consider your responses to these data sharing questions as you complete the [intellectual property](#) section of the proposal.

## Safeguarding Research

It is important that researchers assess and mitigate the risks to their research, development, and intellectual property. Information is available on the [Safeguarding Research webpage](#). Researchers are asked in the proposal template if their project requires any risk mitigation strategies based on the [Risk Assessment Checklist](#).

Please note that the Government of Ontario has the right to decline participation of any person, organization, company, or entity in the research project, prior to or after the commencement of research, on the basis of research security concerns, issues related to the privacy of personal information, confidentiality of confidential information, conflict of interest or a requirement of law.

## Intellectual Property (IP) and Non-Disclosure Agreements (NDA)

Under the Intellectual Property tab identify if any background (pre-existing) IP will be used in the project, particularly if it requires a confidentiality or material transfer agreement. Also indicate whether any foreground (new/arising) IP is expected or anticipated to be developed from the project and identify how it will be managed. Please reach out to the Research Innovation Office if you have any questions about IP ownership or management for Alliance funded projects.

If there is any data or other information that is coming into the project or will be generated during the project that will or may be confidential and require an NDA please clearly describe it, including implications for data sharing and dissemination of results.

## AWARD AND POST-AWARD PROCESSES

### Tier 2 Proposal Decision Notification and Award Phase

- Researchers will be notified of the outcome of the review and approval process via the RMS.
- Conditionally approved proposals must address any conditions of award described in the notification email (through the RMS).
  - o All projects are awarded subject to conditions. Standard conditions for all projects include confirmation of funding, submission of a data management plan (DMP), and confirmation that Lead Applicants are in good standing with the Alliance.
- Award Agreements are issued for electronic signature via our DocuSign process.

### Project Monitoring Phase – Project Reporting

- Annual Progress reports are due 30 days after the anniversary of the project start date.
- Annual reports will be reviewed and approved if acceptable or revisions may be requested.
- Final reports are due 60 days following the conclusion of the project. They are critical to the success of the Alliance.
- Annual and final reports become available 45 days before the due date. Timely and quality reporting by faculty is an important obligation and expectation under the Alliance.
- Some of the summary fields will be published publicly in a search portal and most of the report can be shared upon request to the program.
- Reports are reviewed and approved on completeness and merit by Alliance staff and OMAFRA Research Analysts. Visit the Alliance website for tips on preparing a high quality report.

***Any changes to the start and end dates, objectives, deliverables or budget in an awarded project must be requested and approved by OMAFRA through the amendment request process.***

***Please reach out to [rescoord@uoguelph.ca](mailto:rescoord@uoguelph.ca) promptly if you experience any issues with completing your project as proposed.***

## Data Management Plans

The Ontario Agri-Food Innovation Alliance is committed to fostering sound data management practices to facilitate new agri-food and rural research. Researchers awarded funding through the Alliance research program must complete a U of G library-endorsed Data Management Plan (DMP) as a condition of award for their approved project(s). A DMP summarizes how data generated over the course of a research project will be stored, shared and maintained. It can help improve the effectiveness and efficiency of a research project as well as help prepare data for preservation and sharing. Visit the [Data Management Plans webpage](#) for more details on how to complete a DMP.

***Data Management Plans are a condition of funding for all Alliance research projects. All DMPs must be reviewed and endorsed by the U of G library. Submit your DMP to [library@uoguelph.ca](mailto:library@uoguelph.ca). The library will forward the endorsed DMP to the Alliance.***