



Ontario Agri-Food Innovation Alliance Tier 2 Research Program Guide

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TABLE OF CONTENTS

Ontario Agri-Food Innovation Alliance Research Program Overview.....	3
Research Priorities	3
Tier 2 Research Program.....	3
Proposal Review Process	5
Indigenization, Equity, Diversity, and Inclusion	5
How to Apply	5
Open Call.....	5
Online Application System – Research Management System (RMS).....	6
Lead Applicants and Co-Applicants.....	6
Full Proposal Application	7
Support for Applicants.....	7
Tier 2 Proposal Template	7
<i>Research Priority Selection</i>	7
<i>Research Team and Invitation Process</i>	7
<i>Highly Qualified Personnel</i>	9
<i>Knowledge Translation and Transfer (KTT)</i>	9
<i>Supporting Documentation</i>	10
<i>OR-5</i>	10
Budget Guidelines	11
Research Centre Use and Access Fees.....	11
Leverage / Partner Funding.....	11
Overhead/Indirect Costs.....	13
Building a Project Budget	13
Data	14
Research Security	15
Intellectual Property (IP) and Non-Disclosure Agreements (NDA).....	15
Award and Post-Award Processes	16
Tier 2 Proposal Decision Notification and Award Phase	16
Data Management Plans	16
Post Award Reporting.....	17
Non-Compliance with the Terms of the Award Agreement.....	17

ONTARIO AGRI-FOOD INNOVATION ALLIANCE RESEARCH PROGRAM OVERVIEW

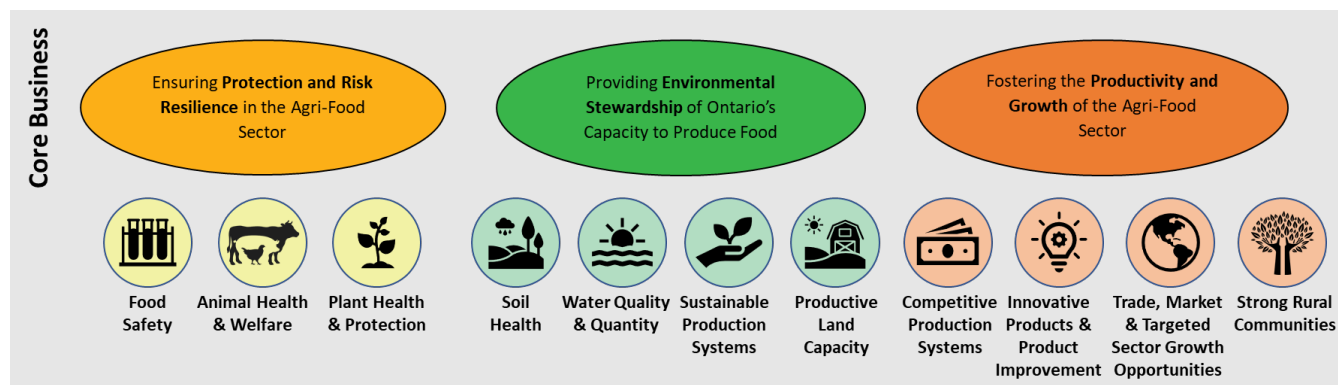
The priority-driven Ontario Agri-Food Innovation Alliance (the Alliance) Research Program supports leading research aligned to support strong rural communities, keep our food safe, and develop a prosperous, environmentally sustainable agri-food sector in Ontario. Through the unique collaboration between the University of Guelph and the Ministry of Agriculture, Food and Agribusiness (OMAFRA, the Ministry), 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, Agricultural Research and Innovation Ontario (ARIO), 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

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 in the following image.

OMAFRA Research Priorities by Core Business



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 [Ministry's Research Priorities](#) document. Program applicants must demonstrate that their proposal fits within scope of Ministry's research priorities and focus areas. Tier 2 projects do not need to address a specific research question in the Ministry's Research Priorities document.

Tier 2 Research Program

The Tier 2 Research Program provides access to Alliance-funded resources at the research centres (e.g. land, animals, technical and support staff, data, and equipment) for projects that

meet current Ministry research priorities. 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](#).

Tier 2 projects are typically allowed a maximum duration of 36 months (3 years). However, if a corresponding grant requires more time, the research centre access and project duration may be approved for up to 60 months (5 years). If you plan to submit a Tier 2 project with a duration longer than 36 months, please contact a Research Program Coordinator at rescoord@uoguelph.ca before submitting your proposal.

Research centre access requests in a proposal grant access to standard services (e.g., land or animals) at specific research centres. Research centre access for awarded proposals is subsidized at a rate of 85%. If your needs fall outside the scope of these standard services, please contact the Research Centre Manager to discuss alternate services, including availability and potential costs. Program staff can support capturing these requests in the proposal in RMS.

Access to testing services at the Agriculture and Food Laboratory and the Animal Health Laboratory is subject to laboratory capacity. Approval of an Alliance project does not guarantee that testing services will be available when needed. Please contact the laboratories directly to confirm whether your testing needs can be accommodated.

A Ministry-approved, fully awarded Tier 2 project is required **before** research centre usage begins. Approved Tier 2 projects will have an Award Agreement signed by both the Lead Applicant and Department Chair or designate. A PDF of the signed Tier 2 Award Agreement can be located within the RMS project record under the 'Agreement' Tab.

It is the responsibility of the Lead Applicant to ensure the work is covered by a fully awarded Tier 2 project to avoid being charged the unsubsidized rate. The Research Centre Manager will confirm award status before research centre access is permitted.

Non-Alliance funds are required to support the non-subsidized portion (15%) of the total cost of the research centre usage for the approved project, plus all other project operating costs. All external funding must be confirmed through the inclusion of a letter(s) of support in the Supporting Documentation field of the proposal prior to the awarding and start date of a Tier 2 project.

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

Proposal Review Process

Upon proposal submission, an OR-5 and compliance review is conducted. Revisions may be requested as part of the OR-5 review process. Please respond to these requests as quickly as possible.

All proposals will be reviewed internally by the University of Guelph and the Ministry in collaboration with Research Centre Managers who will determine the feasibility and availability of research centre services (e.g. land, animals, technical and support staff, data, and equipment) for implementing the project. There must be sufficient external funds secured to successfully complete the project, which should be outlined in the proposal budget. The review criteria for Tier 2 proposals are:

1. Does the proposed research address a Ministry priority and/or Ministry 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 Centre 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 Centre Managers.

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

Indigenization, Equity, Diversity, and Inclusion

The University of Guelph is committed to the principles of indigenization, equity, diversity and inclusion (IEDI). 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 IEDI 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 proposal submissions on a rolling basis throughout the fiscal year. Please ensure that you have selected the appropriate call as indicated by the fiscal 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 up to 6 weeks for the proposal to be reviewed. A fully awarded Tier 2 project is required **before** research centre usage begins.

Online Application System – Research Management System (RMS)

All Alliance programming is administered in the RMS. Log in to the RMS through the [RMS Login webpage](#). Please contact 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 start date 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. 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 applications 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 (using their U of G email address for their RMS login credentials) if all 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 of 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
- [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

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.

A validation process will take place upon submission to ensure all mandatory fields are complete and the budget balances.

Research Priority Selection

Select the Ministry 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 Ministry 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. Co-applicants, Collaborators, and Delegates (described below) should confirm their participation in the project and register in the RMS, prior to proposal submission. Confirmed Collaborators will have read-only access to the proposal (except for the Expenditures of Project Funding table within the Budget tab and the Data, IP, and Research Security tabs). Co-Applicants and Delegates (both optional) will have the ability to view, edit, and submit 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 in Alliance programs performance indicator reporting).

Collaborative and multi-disciplinary projects are encouraged. 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., Ministry staff).

Students and Postdocs 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 research expertise from all relevant disciplines and broad perspectives are 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 role in the project should be described in the team member table.**

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/Ministry 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 as there are no operating funds awarded.**
- **Another OMAFA program** – for Research Technicians etc. who are supported through other funding from the Alliance (e.g., base funded Technician) or Ministry programs. This not to be used for Ministry 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, Ministry staff, collaborating researchers etc.). Their salaries **should not** appear in the budget, as they are paid regardless of project funding.

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.

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 Postdoctoral 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/Postdoc to be hired. Similar to the Team Member table, identify Funding Source of each HQP entry as either ‘Other funding source’ or N/A (if the student will not receive compensation, e.g., coursework Masters students).

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 the research knowledge 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.
- [Knowledge Translation and Transfer \(KTT\) Plan Appraisal Tool](#): This tool is a decision aid / rubric to help reviewers appraise and assess KTT Plans in the Ontario Agri-Food Innovation Alliance's research project proposals. In addition to these resources, Alliance staff are available to help guide you in the creation of your KTT Plan. Contact 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 must be in PDF format to be appended to the proposal and may include the following:

- Team Member Supporting Documentation
 - CV's of the Lead Applicant and Co-Applicant (mandatory)
- Proposal Details Supporting Documentation (optional)
 - Relevant articles demonstrating industry needs
 - One-page diagram which illustrates the methods described in the proposal
- Other Supporting Documentation
 - Letters of support. Note: Letters of support from the Ministry are not admissible
 - Confirmation of leveraged funding (a letter confirming 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 at proposal submission.

Be sure to indicate there are external sources of funding (required for Tier 2) or in-kind support use of ARIIO 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 Centre 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. This table will appear when you select 'Yes' to the 'Are there any other sources of project funds?' question on the budget tab.

Third party (non-Alliance) funding is required to cover the non-subsidized portion (15%) 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 Tab.

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).

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 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 Ministry 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 the Ministry (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);
- In-kind leverage for funds or support that were spent or utilized before the project start date, such as resources that were part of the activities leading up to or naturally preceding the new project;
- 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 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 OMAFA Program").

As all Tier 2 projects require leveraged funding, please ensure you select "Yes" on this field in the OR-5 tab in the RMS.

Overhead/Indirect Costs

Indirect costs must be included at the applicable rate on all partner cash contributions leveraged in the budget. **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 [Research Services Office webpage about Indirect Costs of Research at the University of Guelph](#). Indirect costs are assessed for accuracy 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 Tier 2/4 webpage](#) 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 proposal template.

1. **Amount Requested from the Program** – always should be \$0.00 as no operating funds are provided in the Tier 2 program.
2. **Other Sources of Project Funds** identifies the cash and in-kind support from partners. This table will appear after indicating 'Yes' for 'Are there any other sources of project funds?'. Click 'ADD Funding Source' under the 'Other Sources of Project Funding' section and provide the details requested for each funding partner supporting the project.
3. **Research Centre Usage** calculates the total Research Centre fees accumulated during the course of the project that need to be accounted for in the budget. Click 'Add Research Centre Usage' under the 'Research Centre' section to enter in a single usage. Each crop/animal type requires its own usage entry for each fiscal year. Once all usage entries are entered, the table under the 'Research Centre' section will provide a total Fee to be

Expensed in Budget (Cash from Partners table). Please ensure the fiscal year for each research centre fee expenses align with the budget fiscal years in the Cash from Partners table.

4. **Expenditures of Project Funds** - There are three tables that to be completed in the Budget tab (these tables will appear in a pop-up window when you click the 'ADD/Edit Project Expenditures' button):
- Request from Program (for the Tier 2 program this is to indicate project fiscal years only);
 - Cash from Partners (appears when you indicate there are other sources of funding for the project); and
 - In-kind Support from Partners (appears when you indicate there are other sources of funding for the project). Complete 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. Use of partner funds and in-kind support should be allocated across budget categories and fiscal years. Each row in the budget corresponds to a U of G fiscal year (May 1 – April 30) that the project will take place. E.g., A 3-year project beginning October 1st would require 4 budget periods (fiscal years) – the first and last periods covering 6 months only.

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

A Data Management Plan is a condition of funding for all projects (see the [Data Management Plan](#) section below).

As per the Ministry's Data and Intellectual Property Licence described in the OMAFA-University of Guelph Agreement, please be aware that the Ministry can request and use project-generated Data, Records and Intellectual Property (IP) internally for educational use and for use in informing government policy. The Ministry cannot share data with third parties or use it for commercial benefit without written consent. The Data and IP Licence does not give the Ministry the right to access Background or Third-Party Data for any purpose other than the sole purpose of exercising its limited rights under the Data and IP Licence. Please reach out to Research Program Coordinator at rescoord@uoguelph.ca if you have any questions.

Please note there is an expectation that any third-party agreements related to your project include, and do not limit, the provisions of the Ministry's Data and Intellectual Property Licence.

Research Security

The University of Guelph recognizes that its research reputation is founded on open and collaborative partnerships with national and international partners in the academic, government, industry and non-profit sectors. These play a key role in research advancements and addressing social, technological and economic issues, and require the research community to take steps to ensure their research is protected.

As required under the OMAFA-U of G Agreement, the University will perform a research security assessment prior to awarding Ontario Agri-Food Innovation Alliance Research and Innovation Funds or allowing activities to be carried out at an ARIO Research Centre.

Applicants are required to identify, mitigate, and manage research security risks in accordance with the Alliance's research security risk management policies and processes. To support this objective, applicants will provide information on the RESEARCH SECURITY tab in the proposal template in RMS. The Research Security Checklist is based directly on the Federal Government's National Security Guidelines for Research Partnerships Risk Assessment Form.

For more information about research security for Alliance programs, including what information is collected and how it is used, please visit the [Alliance Research Security webpage](#).

Please note that the Government of Ontario has the right to decline participation of any person, organization, company, or entity in your project, prior to or after the commencement of the project, 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.

If you have concerns about the security of your research, including after award, please contact a Research Program Coordinator as soon as possible at rescoord@uoguelph.ca

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.
 - All projects are awarded subject to conditions. Standard conditions for all projects include confirmation of funding, submission and Library endorsement of a Data Management Plan (DMP), and confirmation that Lead and Co-Applicants (if applicable) are in good standing with the Alliance.
- Review of proposal submissions and timely awarding is important to support effective program management. Please reach out to a Research Program Coordinator at rescoord@uoguelph.ca if you are unable to respond to revision requests or meet all your conditions by the condition date. Unless alternative arrangements have been made with Alliance program staff, your response to revisions requests and/or conditional offer should be submitted on time to avoid withdrawal of approved subsidy.
- Award Agreements are issued for projects once the conditions of funding have been addressed and approved by Alliance staff. Execution of Award Agreements will occur by an online 'DocuSign' process. The Lead Applicant and the Department Chair will receive notification via email that there is an Agreement to sign. Research Centre access should not commence until a fully executed Award Agreement is in place.

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. The library will forward the endorsed DMP to the Alliance.

Post Award Reporting

- Timely and quality reporting by faculty is an important obligation and expectation under the Alliance. Visit the Alliance website for [tips on preparing a high-quality report](#).
- Annual progress reports are due 30 days after the anniversary of the project start date. However, the Alliance reserves the right to modify the reporting timelines and shift to a different (less frequent) reporting schedule.
 - Final reports are due 60 days past the project end date.
- Reports become available in RMS 45 days before the due date.
- Upon submission, UofG program staff will undertake a completeness and compliance review of reports. Revisions may be requested prior to advancing the report for Ministry review. Please respond quickly to revision requests.
- Reports are then reviewed by Ministry Research Analysts to ensure adequate progress on scientific and KTT objectives. Revisions may be required before final approval of the report.
 - Any changes to the start and end dates, objectives, deliverables or significant deviations from the awarded budget must be requested and approved by the Ministry, typically through the amendment request process.
- The Key Summary Statements from the final report, along with the Project Description and Objectives, will be publicly available on the [Ontario Agri-Food Research & Innovation Portal](#) on the Government of Ontario website. Items in the Publications Table are also available in the portal.
- If you have questions about the amendment or reporting process, please contact rescoord@uoguelph.ca
Alliance program staff should be notified of any issues affecting project progress as soon as they are identified. Project extensions should be requested at least three months prior to the project end date.

Non-Compliance with the Terms of the Award Agreement

If there is a failure to comply with the terms of the Award Agreement, including reporting requirements, or if there are substantial unresolved issues related to project progress, the Alliance has the right to deny research centre access and/or the right to terminate the project.