ONTARIO AGRI-FOOD INNOVATION ALLIANCE
TIER I RESEARCH PROGRAM GUIDE

OCTOBER 1, 2019

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ONTARIO AGRI-FOOD 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.

TIMELINES FOR 2019-20 PROGRAMMING

Tier I Research Program:
- Program Launch: October 1, 2019
- Availability of on-line application in Next Generation Research Management System (NG-RMS):
  Anticipated week of October 7
- Intent fields due: November 6
- Full Proposal submission deadline: November 26 at noon
- Anticipated award notification: End of February 2020

Draft Timelines for other 2019-20 Alliance Programming:
- KTT Funding Program - Launch October 30; Proposals due December 11
- Gryphons LAAIR Program - Launch October 30; Proposals due December 11
- HQP Scholarship Program - Launch November 20; Application due date TBD
- Tier II Program: Proposals can be submitted any time of year. It is anticipated that proposals will be submitted in NG-RMS beginning in mid-October 2019. Until that time, proposals can continue to be submitted off-line.

This guidance document is focused on program details and the application process for the Tier I Research Program. Details about the other Alliance programs will be available when their respective program launches.

WHAT IS NEW FOR 2019

There are significant changes in the focus and administration of the Alliance Tier I Research Program in 2019. These include:
- New OMAFRA research priorities
- Development and submission of applications in the ‘Next Generation’ Research Management System (NG-RMS)
- A single stage (Full Proposal only) call with an Intent process (fields to be completed in advance of submission deadline)
- Research team member invitation process
- New KTT Manual and sample KTT plans
- No paper OR-5 form. Fields filled in on-line by researcher. Approvals electronically in NG-RMS post-submission.

Please read this document carefully to understand these changes and allow sufficient time to apply as there are new requirements, including the November 6th Intent deadline.
RESEARCH PRIORITIES
The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) undertook a new approach to research priority setting in 2019. Research priorities for the Alliance Research Program are aligned within the Ministry’s core businesses and objectives: Protection and Assurance, Stewardship, and Economic Development 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. Specific research questions, together with the research problem/information gap and desired outcomes of the research, have been identified for the 2019-20 Alliance Tier I Research Program. These questions are outlined in the Appendix of the full OMAFRA Research Priorities document.

Program applicants must clearly demonstrate that their proposal is within scope of OMAFRA’s research priorities and addresses one or more of the specific research questions in the Appendix of the priorities document. Please note: a few of the research questions are identified in the Appendix as requiring a Value Assessment Plan as part of the research proposal.

Researchers are strongly advised to read through the entire OMAFRA Research Priorities document, including the Appendix, as some research topic areas and related questions are not intuitively located within the document. Researchers are also encouraged to search the document electronically for key words that are of interest to them. The priorities document is posted on our website and available in the online application system.

RESEARCH STATIONS
Through the unique partnership between the University of Guelph and OMAFRA, 15 crop and livestock research stations located throughout Ontario drive research support for the agri-food industry. The stations are owned by the Agricultural Research Institute of Ontario (ARIO). The University of Guelph manages the stations with oversight from OMAFRA’s Research and Innovation Branch.
RESEARCH FUNDING – TIER I AND TIER II
Research is supported by funding project operating costs and/or subsidizing the cost of access to the research stations.

Tier I: Provides Project Operating Funding for research related to one or more current OMAFRA research priorities, as well as access to OMAFRA-funded resources, such as OMAFRA-supported technicians and research stations. External partner funding is required to cover 8% of the total annual cost of research station usage for the approved project.

Project Specifications:
- **Duration**: up to 36 months (3 years)
- **Maximum Funding Request**: up to $80,000 annually ($240,000 total)

The duration of the proposed projects and the size of the budget request must be commensurate with the nature of the research proposed.

Tier II: Provides access to OMAFRA-funded resources, such as OMAFRA-supported technicians and research stations for projects that meet current OMAFRA research priorities. Partners fund 8% of total annual cost of research station usage for the approved project, plus project operating costs.

For a complete list of research stations and associated access fees, please visit our [website](#).

PROPOSAL REVIEW PROCESS
All proposals will be reviewed by external scientific peer reviewers, as well as a review panel consisting of subject matter experts from academia, government and industry. Proposals will be reviewed against established criteria including:
- Strength of the project lead(s) and research team;
- Benefits to client groups and contribution to Ontario’s agri-food sector. End users should be engaged early on wherever possible;
- Fit with priorities. Projects must demonstrate how the project addresses a specific research question;
- Quality and clarity of the experimental design;
- Deliverables that are clear, tangible, measurable and achievable;
- Strength of the Knowledge Translation and Transfer (KTT) plan;
- Value for money; and
- Evidence of involvement of relevant partners through leverage and partnerships.

Review panels will make funding recommendations to the Ontario Agri-Food Innovation Alliance Research Program Management Committee. Final funding decisions are at the discretion of OMAFRA.

HOW TO APPLY

**SINGLE STAGE CALL AND INTENT PROCESS (NEW!)**
The Ontario Agri-Food Innovation Alliance research program awards operating (Tier I) funding annually via a competitive, peer-reviewed call for proposals process.
While the research call cycle has historically been a two-stage process (Letters of Intent and Full Proposals), the process for 2019 will be a single stage call (Full Proposals only). A major driver for this change is to address the need for earlier award notification that is amenable to graduate student recruitment at a more appropriate time in the academic cycle, as well as to permit advanced planning for field work in year one of the projects.

For the single stage call, a mandatory Intent process is being implemented to support peer review and review committee planning in advance of the submission deadline.

The Intent process requires that all applicants complete the ‘General’ and ‘Peer Review’ tabs in the NG-RMS Application by November 6, 2019. There is no ‘submit’ button or formal process for the Intent process. Simply ensure those two tabs are complete by this date to signal your intent to submit a Full Proposal to the program.

**ONLINE APPLICATION SYSTEM – NEXT GENERATION RESEARCH MANAGEMENT SYSTEM (NEW!)**

Work has been underway for some time to develop and implement the “Next Generation” Research Management System (NG-RMS), which will replace the current RMS system. A phased approach is being used for the implementation of NG-RMS:

- The 2019 Tier I program call and other fall programming is being administered in the NG-RMS; and
- Active projects will continue to be administered in the current RMS until data migration takes place. More details about this migration process will follow.

While the NG-RMS has a new look and new functionality, the overall approach to applying to Alliance programs will be familiar. It is highly recommended that additional time be allocated for completion of the application in the NG-RMS. Of particular note is the team member invitation process which requires action from both the researcher and team members in advance of the submission deadline.

**REGISTERING IN THE NG-RMS**

A new login in NG-RMS is required to apply to the Tier I Program. Registering and logging into the NG-RMS will bring you to your Researcher Workbench where you can apply to open calls. UofG faculty contact records have been migrated from the current RMS system, but for security reasons passwords have not. Enter your uoguelph.ca email address on the NG-RMS login page (https://omafra2.smartsimple.ca/) and select “Forget Password”. Enter a new password at the prompts. Please contact rescoord@uoguelph.ca if you experience any difficulties logging in.

To open an application, select the Alliance Tier I Research Program and click on “Determine Eligibility”. Confirm your eligibility to apply for funding to access an application.

NG-RMS works in a variety of web browsers, but we do not recommend that you use Internet Explorer as some functionality does not work well.

**ELIGIBILITY**

**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.
A Co-Applicant (optional) is a researcher or partner that plays an important and ongoing role in the development and implementation of the project. Co-applicants are identified and invited from the team member tab in NG-RMS. There can be only one Co-applicant.

University of Guelph faculty members are eligible to be the lead applicant and/or a co-applicant on any Ontario Agri-Food Innovation Alliance Research Program project. Adjunct faculty members may also apply if they are eligible to hold research funding at the University of Guelph.

Please Note: Prior to being awarded any new project(s) under the Alliance, lead applicants and co-applicants must be fully compliant with all reporting requirements for existing projects under the OMAFRA-UofG / Alliance Research Program.

THE NG-RMS FULL PROPOSAL APPLICATION

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

- This program guide;
- Instructions and tool tips (denoted by 🌐) in the NG-RMS Application Template;
- Tip sheets available on the NG-RMS Researcher Workbench Home page (‘Help’ icon);
- Microsoft Word version of the application template and an Excel version of the budget template are available as optional resources on the program website. Please note all project and budget content must be entered in the NG-RMS prior to submission; and
- If you experience technical difficulties or need support with the NG-RMS application template please contact our Research Program Coordinators at rescoord@uoguelph.ca or at x56863 (Vanessa Knox) and x56877 (Zach Telfer).

FULL PROPOSAL TEMPLATE
The Full Proposal application consists of several sections that are navigated via tabs across the top of the on-line application in the NG-RMS. All tabs must be completed. The majority of the application instructions are provided in the NG-RMS, but some additional guidance is provided below.

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

RESEARCH PRIORITY SELECTION
Identify the specific research question your proposal will address (from the Appendix of the OMAFRA Research Priorities document). Select the Research Priority and Research Focus Area associated with that question from the drop-down lists in the NG-RMS. Note: All OMAFRA research focus areas are listed in NG-RMS, but not all of them have research questions associated with them for the Alliance Tier I call. Please ensure you are selecting the correct priority and focus area based on the research question you selected from the Appendix of the priorities document.

Please ensure you clearly identify the specific research question you are addressing in the ‘Alignment with OMAFRA Priorities’ field in the ‘Proposal Details’ tab of the NG-RMS application.
RESEARCH TEAM AND INVITATION PROCESS (NEW!)

Team members and Highly Qualified Personnel are identified in their respective tables in the Team tab in the NG-RMS. Inviting Research Team members is a new process in NG-RMS. This process is described in the application template and in the tip sheets (accessible under the ‘Help’ icon on the NG-RMS home page). Co-applicants, Delegates (described below) and all Collaborators should confirm their participation in the project and be registered in NG-RMS by the Full Proposal submission date.

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 application and progress reports (for awarded projects). A Delegate must be part of your organization. A Delegate, while not formally a team member, is identified and invited from the team member tab in NG-RMS. 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 the NG-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).

The project team composition should ensure that the appropriate research expertise is brought to bear on the research objective(s) to be addressed. 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. Documenting FTE contributions are important to support performance indicator reporting.

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

HIGHLY QUALIFIED PERSONNEL

Highly qualified personnel (HQP) are undergraduate and graduate students or post-doctoral fellows receiving training through the proposed research. These HQP are captured separately from team members in the NG-RMS. Please provide details on all HQP that will be involved in the project, regardless of their stipend funding source. Highly Qualified Personnel do not need to be invited. 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 the first and last name within the HQP table and complete all other fields except for e-mail address.

KNOWLEDGE TRANSLATION AND TRANSFER (KTT)

The KTT tab in the application consists of two tables: KTT User Audiences and the KTT Plan. Instructions for completing these two tables are in NG-RMs.
There are several resources available to assist you in creating your KTT plan. Visit the KTT Services and Resources page 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.

Contact kttadmin@uoguelph.ca if you have any questions about these resources or the KTT section of your proposal.

**VALUE ASSESSMENT PLAN AND SUPPORTING DOCUMENTATION**

Value Assessment Plan (must be in PDF format)

- A few research questions require that a Value Assessment Plan (VAP) be completed and uploaded to the proposal. The VAP document is accessible from the program website and the top of the application in NG-RMS;
- Research questions requiring a VAP are identified as such in the Appendix of the OMAFRA priorities document. Upload the VAP in the Documentation tab under Other Supporting Documentation in NG-RMS.

Supporting documentation should be in PDF format and may include:

- **Team Member Supporting Documentation**
  - CV’s of the Lead Applicant and Co-Applicant
- **Proposal Details Supporting Documentation**
  - Relevant articles demonstrating industry needs
  - One-page diagram which illustrates the Methods described in the proposal
  - References for your Literature Review
- **Other Supporting Documentation**
  - Letters of support
  - Confirmation of leveraged funding
  - Award letters to be leveraged with this proposal
  - Sub-Award/Collaborative Research Agreement (CRA) Budget Templates
  - Value Assessment Plan (VAP)

**OR-5**

An OR-5 Form is **no longer required to be uploaded to the application**. OR-5 fields are completed on-line by the applicant on the OR-5 tab within the NG-RMS. Departmental and College approval will be obtained electronically following proposal submission. No further action is needed by the applicants.
THE NG-RMS BUDGET AND LEVERAGE GUIDELINES

BUDGET LIMITS
Projects can be up to 36 months (3 years) with a maximum request of $80,000 annually ($240,000 total).

ELIGIBLE AND INELIGIBLE EXPENSES
The following provides a guideline of direct project expenses that are eligible under the Alliance Tier I Research Program. It is not an exhaustive list. Please contact rescoord@uoguelph.ca with any questions regarding eligibility of budget items (either as direct project expenses or as matching contributions).

Eligible project expenses (can also be provided by funding partners):
- Salaries of scientific or technical staff employed on a contract basis or hired specifically for the purposes of this project (including those at UofG if not funded by the Alliance). Value should be based on their FTE contribution to the project;
- Graduate student stipends;
- Goods and services necessary for the project (e.g. supplies, disposables, sampling, lab testing, equipment up to $10,000, etc.);
- KTT and technology transfer related costs such as the organization of workshops (venue, meals etc.) and communication materials;
- Publication costs (e.g. page charges for academic journals);
- Travel necessary to carry out the project (e.g. to research stations and field plots); and
- Travel to conferences where project information is being presented.

Ineligible project expenses:
- OMAFRA staff time or resources;
- Salaries of permanent staff whose compensation is not specifically dependent on on-going research project funding;
- Support for meetings/events that would occur regardless of project funding; and
- Capital purchases exceeding $10,000 over the life of a project (i.e., equipment/infrastructure with a useful lifespan beyond the duration of the project).

RESEARCH STATION USE AND ACCESS FEES
UofG faculty have access to 15 research stations at highly subsidized rates. If you intend to use a research station(s), please ensure this is identified in the ‘General’ Tab in NG-RMS. This will create a section on the Budget tab where you identify the specific research station services you require. Full instructions are available in the NG-RMS application.

Visit the Program website for a complete list of Research Stations and Research Station Access Fees.

Third party (non-OMAFRA) funding is required to cover the non-subsidized portion (8%) of the fee.

LEVERAGE / PARTNER FUNDING
Funding partners are individuals or organizations that contribute cash and/or in-kind support to the project.
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 approved project funds. In-kind contributions must be in lieu of eligible project expenses only.

All in-kind contributions must be fully explained in the budget notes. The value of the 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 the review committee.

The Alliance Tier I Research Program does not have prescribed matching or partner funding requirements. This approach recognizes that this program funds a broad diversity of research that spans the continuum from discovery research through to applied and pre-commercialization research, as well as policy and ‘public good’ research that is less likely to attract third party investment. Furthermore, there are significant differences in the ability of different end users to financially support research projects (e.g. smaller vs. larger industry groups).

OMAFRA wants to understand how their investment is used to leverage research capacity and other supports, as leverage is an Alliance performance indicator. So, while Tier I projects do not require matching funding, funding partners show industry and end user pull/support for a project, which helps build a strong rationale for the research. **Effort should be made to secure partner support wherever possible.**

Review committees will take into account the level and nature of partner support that could reasonably be expected for particular types of projects. All partner support, whether cash or in-kind, needs to be fully documented/justified and considered essential to directly carry out the work of the project.

Funding partners can include:
- UofG (applicant organization);
- Federal (including tri-council), provincial (including non-Alliance OMAFRA funding), or municipal government sources;
- Other universities/ research Institutions;
- Business and Industry;
- Non-governmental organizations; and
- Individual donors.

Ineligible partner cash and in-kind:
- In-kind support from OMAFRA (time, resources, supplies, materials, etc.);
- Use or provision of existing supplies, materials, and equipment belonging to the Lead Applicant, Co-Applicant, or UofG collaborators;
- Salaries for individuals that are ‘regular, base-funded’ positions within the applying or donating organization. These individuals, if involved in the project, should identified on the ‘Project Team Members’ table and invited to participate in the project;
- Other Alliance funding, including graduate student stipends awarded under the HQP Scholarship Program (however these HQP must be identified the HQP table); and
- Alliance-funded Technician time (however Alliance-funded Technicians must be identified on the team members table to support performance measure reporting).
OVERHEAD/INDIRECT COSTS
UofG indirect costs are incorporated into the master Alliance Agreement. No additional indirect costs are required and/or eligible on a project-by-project basis on the amount requested from OMAFRA. The overhead percentage identified in the budget tab should remain at 0.

Partner Cash Contributions: Indirect costs must be included at the applicable rate (e.g. 25% or 40%) on partner cash contributions from government and industry sponsors when those contributions leverage OMAFRA funding. Identify these costs in the ‘Operating-Other’ category in the ‘Cash from Partners’ expenditure table and describe them in the budget notes.

Indirect costs levied by a collaborating institution receiving transfers of Alliance project funds are eligible and must be included in the budget under ‘Operating-Other’ in the ‘Funds Requested from Program’ expenditure table and described in the budget notes (see Collaborative Research Agreement section below).

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 application. You are required to complete and submit the budget in the NG-RMS.

1. Sources of Project Funds includes the funding requested from the program as well as cash and in-kind support from partners. If you have indicated there are other sources of funding for the project, 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. Uses of Project Funds – There are three tables to be completed in the Budget tab (will appear in a pop-up window):
   - Funds Requested from the Program;
   - Cash Support from Partners (if applicable); and
     - The use of research stations requires cash support from partners to cover the portion of station access fees that is not subsidized by OMAFRA.
   - In-kind Support from Partners (if applicable).

Use of program and partner funds should be allocated across budget categories and fiscal years. 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 1st would require 4 budget periods (fiscal years) – the first and last periods covering 6 months only.

Use of projects funds must be fully explained/justified in the text boxes provided. Your notes help us determine whether your expenses are a) eligible; b) commensurate with the nature of your proposed research; and c) are valued appropriately.
Budget for Collaborating Researchers

Sub-Awards (for UofG Collaborating Researchers)
If a significant part of the project budget will be managed by a collaborating UofG faculty team member(s) in a different department than the Lead Applicant, a sub-award with a separate FRS tracking account number can be set up upon request. UofG Researchers in the same Department are expected to manage their project spending collaboratively.

- A separate budget worksheet which provides the details of the sub-award must be uploaded with the proposal. The budget worksheet is available on the Alliance program website.
- In addition, a Letter of Agreement for Internal Transfer of Funds will be required at the time of award.
- It is the Lead Applicant’s responsibility to report on all project activities, including the work of collaborating team members.

Collaborative Research Agreements (for non-UofG Collaborating Researchers)
Alliance project operating funding awarded for an approved project can be transferred to another institution for use by a team member via a Collaborative Research Agreement (CRA). CRAs are created post-award and require the same detailed reporting through the Lead Applicant’s project.

- Any overhead/indirect costs levied by the receiving institution on such fund transfers of OMAFRA-UofG project support must be included in the amount identified and budgeted for transfer, as there is no other mechanism by which such indirect expenses can be paid. The maximum overhead rate allowed will be 25%.
- If a CRA is required, a separate budget worksheet which provides the details of the budget for the CRA must be uploaded with the proposal. The budget worksheet is available on the Alliance program website.
- It is the Lead Applicant’s responsibility to report on all project activities, including the work of collaborating team members.
APPLICATION CHECKLIST AND POST AWARD PROCESSES

Full Proposal Checklist

☐ Read the current OMAFRA Research Priorities document. Please be sure to read the entire Appendix as some topic areas are not intuitively located within the document.

☐ Select a specific research question you wish to address with your project.

☐ Attend a UofG Research Program Town Hall (Program Information Session) and Discovery & Dialogue meeting relevant to your priority area.

☐ Develop project concept.

☐ Assemble project team that includes your research capacity, advisors, stakeholders (including OMAFRA staff), and technicians. Team members must be confirmed through an invitation process. HQP are identified in a separate table.

☐ Complete Intent fields (General and Peer Review tabs) by November 6th.

☐ Connect with your Research Program Director, College Research Manager, Alliance Research Program Coordinators and program support staff such as OMAFRA Knowledge Mobilization Analysts for support in preparing a strong proposal.

☐ Develop proposal by completing all tabs in the NG-RMS. Ensure the proposal is complete, well-written and clearly demonstrates how it addresses a specific research question in the priority document.

☐ Append all required documents (e.g. VAP if applicable) and other supporting documentation as described above.

☐ Submit your Full Proposal in the NG-RMS by the submission deadline (November 26th at noon).

Full Proposal Decision Notification and Award Phase

- Researchers will be notified of the outcome of the review and approval process via the NG-RMS.

- Conditionally approved applications must address any conditions of award described in the notification email (through the NG-RMS).

- A Data Management Plan will be a post award requirement for all approved projects.

- Award Agreements are issued for projects approved with no conditions and projects with conditions of award which have been addressed and approved by the theme Research Program Director.

Project Monitoring Phase

- Annual Progress reports are due 30 days after the anniversary of the project start date (with budget reporting for each fiscal period), including reporting for sub-award and/or CRA related to the project.

- 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. Some of the important summary fields will be published.
**Appeal Process**

To ensure the transparency and rigour of the processes involved in the review and selection of Full Proposals, the Ontario Agri-Food Innovation Alliance Research Program has established a policy to guide the appeals procedure.

The primary purpose of the appeal is to correct errors, omissions or mistakes made by the Review Committees during the review of the Full Proposal. These errors are rare, however, in order to maintain fairness and equity to all applicants, the Program does permit appeals under the specific circumstances outlined below.

Appeals are heard only where the researcher demonstrates that an error of fact or process, or inadvertent omission of information has been made by the Review Committees. A researcher who has had a Full Proposal rejected, or an active project terminated prior to its normal end date, may request a review or appeal of the specific process used in the evaluation or assessment of the proposal or project. All researchers are entitled to receive a written communication indicating the decision regarding the approval or decline of the funding for their Full Proposal or active project, which will include the rationale behind that decision.

A written request for a review/appeal must be submitted within 30 calendar days from the date of the documented notification of decision and must include written evidence of error in the evaluation or assessment process. The request for appeal should be addressed to the Associate Vice-President, Research (Agri-Food Partnership)

The AVPR will determine if sufficient evidence exists for a formal appeal. Once a determination has been made to proceed with an appeal hearing, the AVPR will, in collaboration with the other co-chair of the Research Program Management Committee, convene a meeting of an appropriate Appeal Committee as per the following:

1) The AVPR will Chair the Appeal Committee.
2) The Appeal Committee may consist of one or more of the Research Program Directors (RPDs) and up to two (2) OMAFRA representatives as appropriate. This committee will not include the Research Program Director(s) of the priority area(s) where the project fits.
3) All relevant written materials generated concerning the project in question, prior to the date of the request for review, will be supplied to the Appeal Committee at least 5 days in advance of the meeting.
4) The RPD of the relevant priority area will present an oral report to the Appeal Committee summarizing the process followed and actions taken pertaining to the decision in question. The RPD will then be excused from the balance of the appeal proceedings.
5) The Appeal Committee will then receive evidence from the researcher concerning the project in question, specifically addressing the errors or omissions which have been alleged to have occurred.

The Appeal Committee will then determine, by consensus, a recommendation on the Appeal which will be presented to the Executive Committee for a final, binding decision on the matter. A written decision communicating the Executive Committee’s decision will be presented to both the researcher and the Research Program Director. No further appeals will be permitted within either the University or OMAFRA systems.