



OMAFRA Research Management System (RMS)

How to apply for Tier 1 funding using
the RMS

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Login:

<http://omafra2.smartsimple.ca>



English (US) ▼

Login

✉ Email

🔑 Password

Login

[Forgot Password?](#)

Learn more about our

[Privacy & Security policies](#)

New to the System?

[Register](#)

Welcome to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Research Management System (RMS)

Growing Ontario's agri-food sector and supporting rural communities, helping to create a stronger economy for the province.

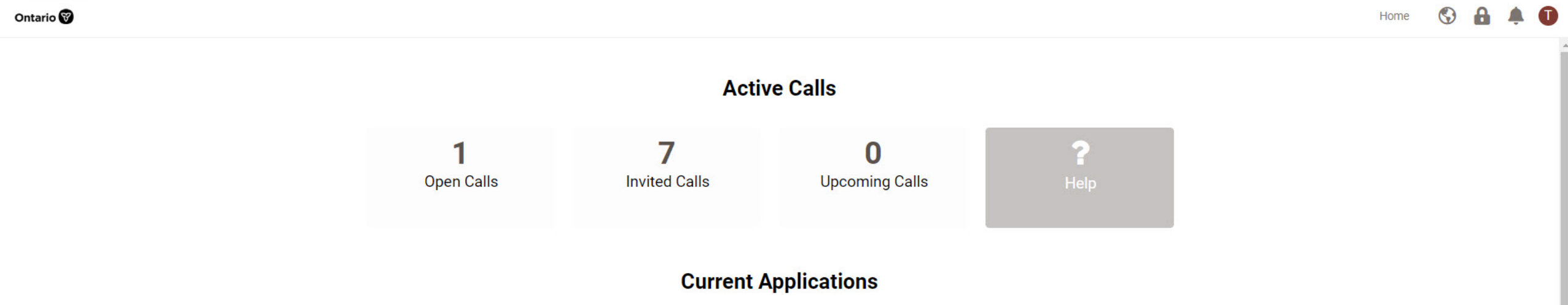
Applying for funding? You're in the right place. Submit your proposal here in Next Generation RMS.

Submitting your annual or final report? We are in the process of migrating these from our old system & these will become available in the coming days.

Please reach out to rescoord@uoguelph.ca if you have any issues logging into the RMS or have any program questions

Ensure your RMS account email is your @uoguelph.ca email

Home Screen



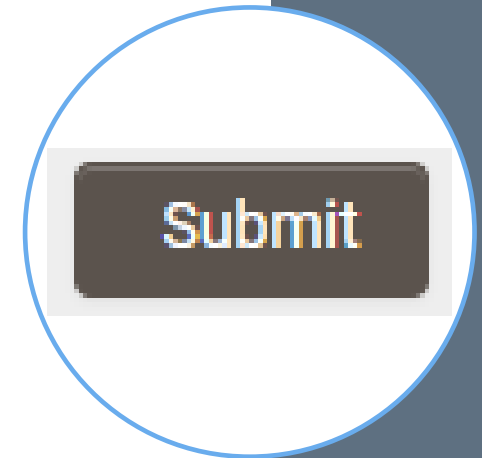
- Click 'Invited Calls'
 - Find the applicable call name (Alliance – Tier I – YEAR) and click on 'Determine Eligibility'
-
- Look under "Current Applications" to return to an application you already started
 - Click on the "Apply Now" button to create a second application (no need to complete eligibility again)
 - All researchers are invited to apply to Open Calls. Invited Calls are directed at specific contacts or organizations, such as the UofG

New Eligibility

Please select yes or no to answer the eligibility question(s) and click the Submit button to continue. Please ensure the eligibility questions are read in full.

If you select no to one of the eligibility questions you are ineligible to apply to the program and will not be able to continue with the application.

See the program guide for more information about eligibility



New Eligibility

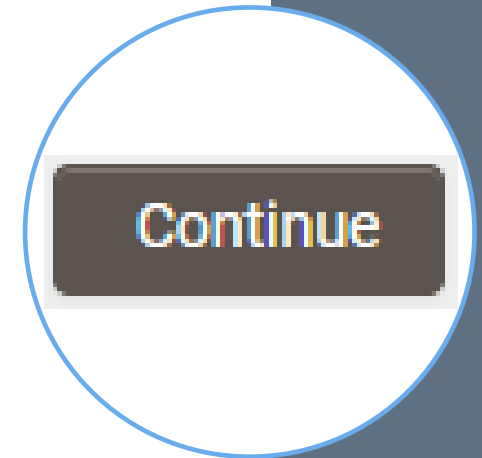
If you are eligible, review the instructions, click **Proceed** to continue



Proceed

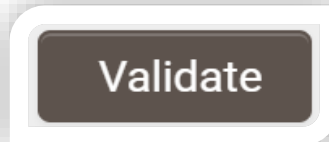
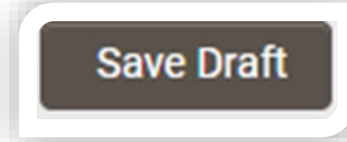
New Application

Click the **Continue** button to create your application.



Key Navigation Tips - 1

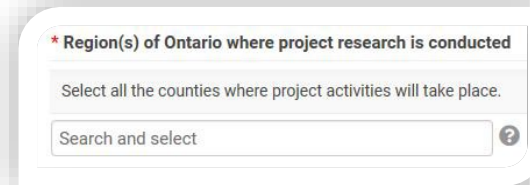
- Remember to **frequently click the Save Draft button** at the bottom of the page. Any changes you make to the application will not be retained until you do.
- Clicking **Validate** button in your application will identify incomplete fields. Clicking on the error message will bring you to the incomplete field.
- When you are in an overlaid window (e.g. when editing HQP or KTT tables), click **Save** to keep what you have entered, then **Close** to return to the main tab. Then click **Save Draft** on main application to display your updates to the table.



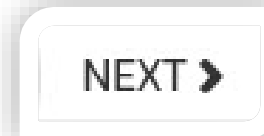
Navigation Tips
1 of 3

Key Navigation Tips - 2

- Some fields will populate a list of options for you to select when you start typing a letter from the word into the field (e.g. counties).
- Click a **plus sign** to add a new row to a table or item to a list.
- Click **Next** in the bottom right to move to the next tab in your application.



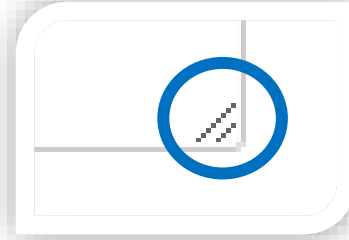
A screenshot of a form field with a dropdown menu. The title is "* Region(s) of Ontario where project research is conducted". Below the title is a text prompt "Select all the counties where project activities will take place." and a search bar with the placeholder text "Search and select" and a question mark icon.



Navigation Tips
2 of 3

Key Navigation Tips - 3

- You will be required to **Upload** files during this process. **Remove all special characters from your file name and ensure they are the appropriate file type as indicated in the field instructions before attempting to upload them.**
- Text boxes in your application can be resized **by clicking and dragging the bottom right corner.** This will make reading the content easier as it is being entered.
- Below each text box is a helpful **character or word count**, to assist you with adjusting your text response in the boxes to the appropriate size.
- When a **binoculars icon** is present next to a field, click to view options.
- When a “?” is present next to a field, click to get an instructional tip.



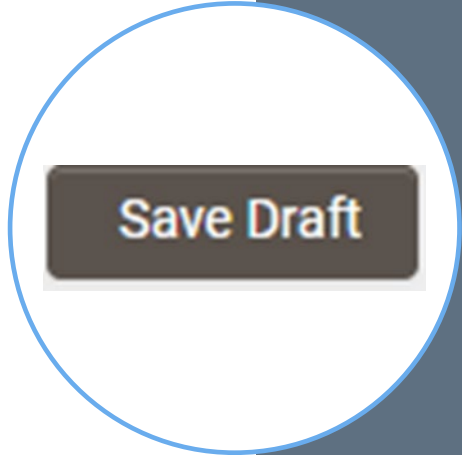
Navigation Tips
3 of 3



Ten Tabs to Complete

GENERAL TEAM PROPOSAL DETAILS KTT BUDGET IP DOCUMENTATION PEER REVIEWERS DECLARATION OR-5

1. General
2. Team
3. Proposal Details
4. KTT
5. Budget
6. IP
7. Documentation
8. Peer Reviewers
9. Declaration
10. OR-5



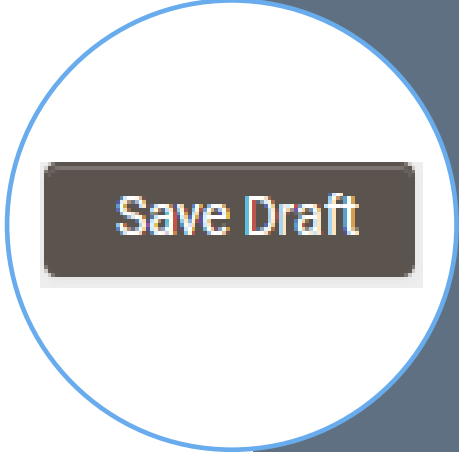
Save Draft

Note: Find the Priorities document and Program Guide links in the grey info box near the top of your application.

1. General Tab

Proposal Title and Project Description

- Program Type should say 'Alliance - Tier I'
- Enter your full project title and a shortened version of the title (required for admin)
- To capture all that is requested in the Project Description, please be mindful of the following:
 - ✓ Use plain language
 - ✓ Ensure the Research Question is clearly addressed (see program guide and OMAFRA priorities document available at the top of the proposal for details)
 - ✓ Include overview of research and approach
 - ✓ What are the advances for the Ontario Agri-Food Sector and/or Rural Communities?



Save Draft

1. General Tab

Proposed Start and End Date

- Click the calendar to select your planned project start and end dates
- Make Start Date **the first day of the chosen month** (on or after May 1)
- The end date must be within 3 years (1095 days) of the start date of a project

* **Proposed Start Date**

2020-05-01



* **Proposed End Date**

2023-05-01



Project Duration in Days

Save Draft

Note: Project Duration in Days automatically populates and confirms your project is within program limits when you click 'Save Draft'.

1. General Tab

Classification

The Sector and Commodity drop down lists are from Statistics Canada lists, for classification purposes. Choose what best fits your research.

The Sub Sector and Commodity field values will adjust automatically once you have chosen the Main Sector or Commodity.

Classification

* Main Sector or Commodity

--Select One--

* Sub Sector or Commodity

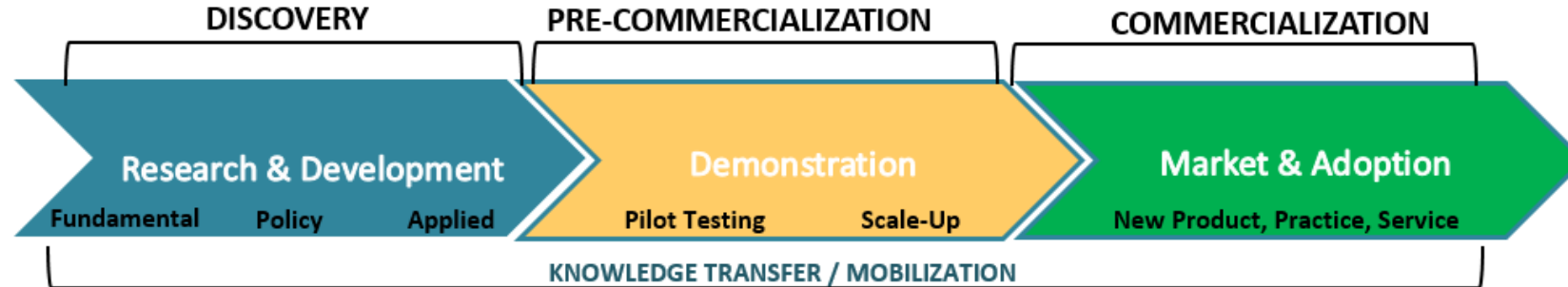
--Select One--

Save Draft

1. General Tab

Intended Benefit

Select the option that best describes the focus of your research project along the research and innovation continuum (refer to RMS application for definitions of options).



Save Draft

* Intended Benefit

– Select One –

1. General Tab

Primary Research Priority

Before selecting anything in the Primary Research Priority field:

1. In the Appendix of the “OMAFRA Priorities for the Ontario Agri-Food Innovation Alliance Research Program”, identify the specific **Research Question** your research will address.
2. Note the Research Priority and the Research Focus Area associated with the question.

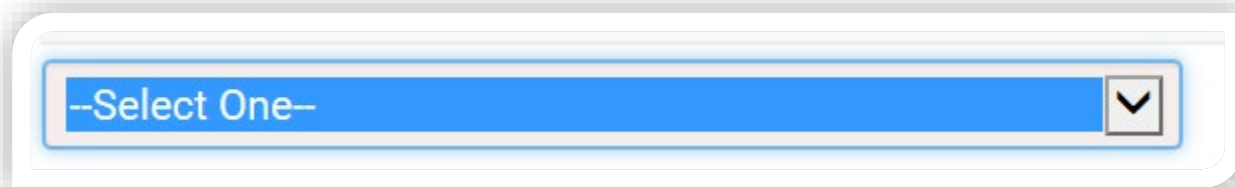


2.		1.
Research Priority	Research Focus Area	Research Question

1. General Tab

* Primary Research Priority

- After identifying your main Research Question in the Appendix of the “OMAFRA Priorities for the Ontario Agri-Food Innovation Alliance Research Program”, select the matching Primary Research Priority from the drop down list.

A screenshot of a web form element, specifically a dropdown menu. The menu is white with a blue border and a blue background for the text area. The text "--Select One--" is displayed in a light blue font. To the right of the text is a small square button with a white downward-pointing arrow. The entire dropdown is set against a light gray background.

Save Draft

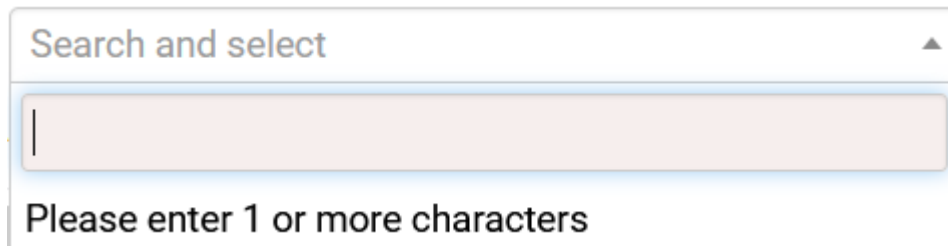
* Primary Research Focus Area

- A list of Research Focus Areas will appear. Select the one that matches the Research Question you identified.

1. General Tab

* Research Question ID

- After the Priority and Focus Area is identified, the specific Research Question ID must be populated in the application. The field provides a list of options that begin to populate once you begin typing the ID number.



The image shows a web form element with a light gray border. At the top, it says "Search and select" in a small, light blue font, followed by a small upward-pointing triangle. Below this is a light pink input field with a vertical cursor on the left. At the bottom of the form, there is a light gray text label that reads "Please enter 1 or more characters".

* Research Question

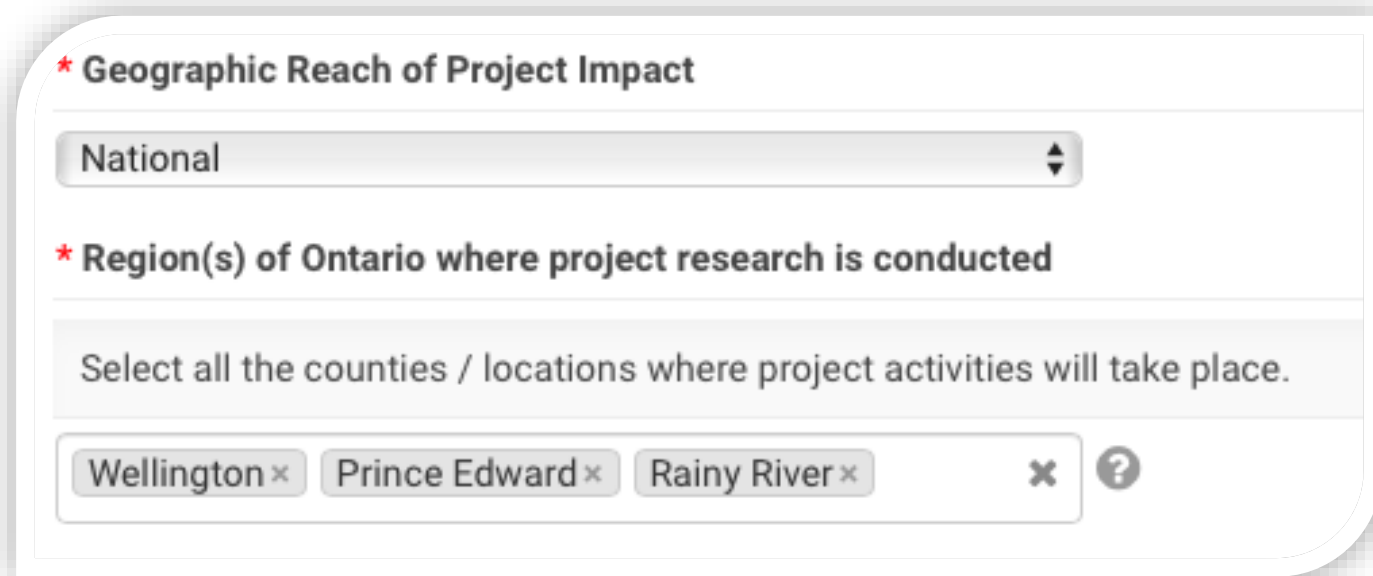
- Please ensure this field contains the complete text of your associated Research Question from the priorities document. This field is used to assist reviewers in assessing your proposal.

Save Draft

1. General Tab

Research Scope and Location

- Start typing the county/location name into the field, then choose from the list that appears to add it to the field.
- Repeat to add multiple counties/locations.



The screenshot shows a form section titled "Geographic Reach of Project Impact" with a red asterisk. It contains two main fields. The first is a dropdown menu currently set to "National". The second field is titled "Region(s) of Ontario where project research is conducted" and contains the instruction "Select all the counties / locations where project activities will take place." Below this instruction is a horizontal list of three selected locations: "Wellington", "Prince Edward", and "Rainy River", each followed by a small 'x' icon to remove it. To the right of this list is a larger 'x' icon and a question mark icon.

Save Draft

1. General Tab

Research Scope and Location

- If you answer Yes to “Will the research use any ARIO Research Stations or UofG Central Animal Facilities?”, a Research Station Usage field will appear below and additional Research Station fields will appear on the Budget tab.

* Will the research use any ARIO Research Stations or UofG Campus Animal Facilities?

Yes ▼ ?

* Research Station Usage

Select all the research stations where project activities will take place.

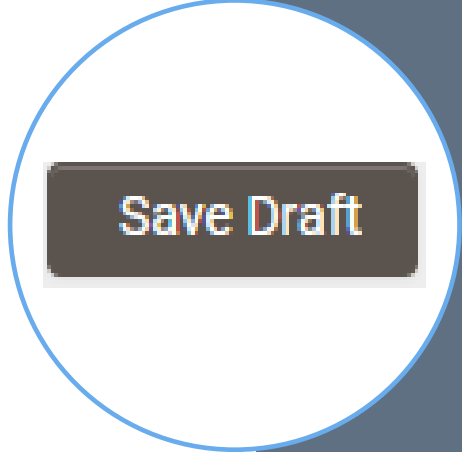
Alma × Elora × Ridgetown × | × ?

Save Draft

2. Team Tab

Project Team Composition

- To describe the individuals that will contribute to your project's success two tables are available, the **Team Member table** and the **HQP Trained table**. These are explained on the following pages.
- The Team Member table at the top of the tab requires the use of the Invitations process for members to formally join the project, and should not include any HQP (any post-secondary students or post-doctoral fellows).
- The HQP Trained table at the bottom of the tab does not use the Invitations process.




Save Draft

2. Team Tab

How to Add Team Members


- Click 'Invitations' on **left side bar** when you are ready to invite team members.
- The role indicated in the Invitations table will determine the team member's role and access to the proposal as defined below:
 - **Co-Applicant** – plays an important and ongoing role in the development and implementation of the research. The Co-Applicant has read and write access to the proposal and reports and must accept the terms on the Declaration tab and 'Save Draft' prior to proposal submission. Only the Lead Applicant can submit.
 - **Delegate** – is not involved in the execution of the research but has read and write access to the proposal and reports to assist the Lead Applicant in their development. If your Delegate is also a team member, please include them in this table twice, once with each role (two invitations will be required).
 - **Collaborator** – plays a role in the execution of the research and/or KTT and has read only access to the proposal, apart from the project budget which is hidden. If a team member has a delegate and collaborator role, they will be able to edit the entire proposal.

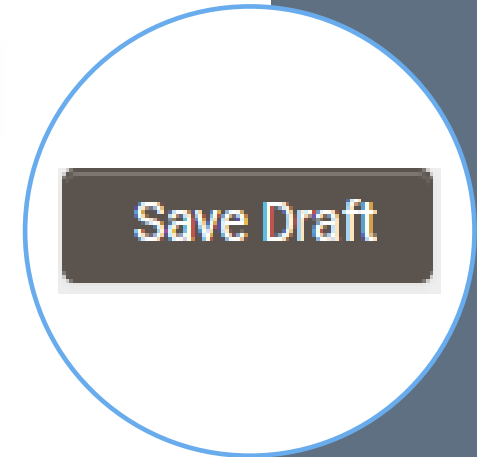
A dark grey rectangular button with the text 'Save Draft' in white. The button is highlighted by a blue circular callout line that originates from the 'Invitations' tab in the adjacent image.

Save Draft

2. Team Tab

How to Invite Team Members

- Click '+' to add a new team member invitation. After adding your team members, click Save or Invite.
- Please let team members know they will receive an email from OMAFRA RMS inviting them to your application as the email may end up in a spam folder.
- Invite must be clicked and the team members accept or decline before your application can be submitted. You can use the Invitations tab to examine the status of your sent Invitations (Invited, Accepted, or Declined)
- **Optional:** to click "dock"  icon (top right corner) to move the invitation fields to a new right sidebar that stays open so you can view it while working on your application.



Prefix	First Name	Last Name	Email	Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select One -- 

2. Team Tab

Team Table

- After team members accept their invitation and are registered in RMS, they will appear in the Project Team Members table on the Team tab.
- Use the 'Edit Team Members' button to complete the Team Member table.
- Involvement of team members in the project will be reported on in progress reports.
- Organizations or individuals who are end users of the research and are not involved in the project should be identified in the KTT table.
- **Note:** additional team instructions are in the application in RMS.

Save Draft

Project
Team
Members

Name	Organization	Position & FTE	Affiliation	Role	Expertise and Participation in Project
Jordan Researcher jordanresearcher9@gmail.com	Carleton University	Faculty-Adjunct (.5)	Academic/Research	Co-Applicant	experience in...

Edit Team Members

2. Team Tab

Adding HQP (Students/Postdocs)

HQP Trained

First Name	Last Name	Organization	Email	Position	Participation in Project	Funding Source
TBD	TBD	University of Guelph		HQP-Masters	Modelling, data collection and analysis	This project (in whole or in part)

ADD/Edit HQP

Save Draft

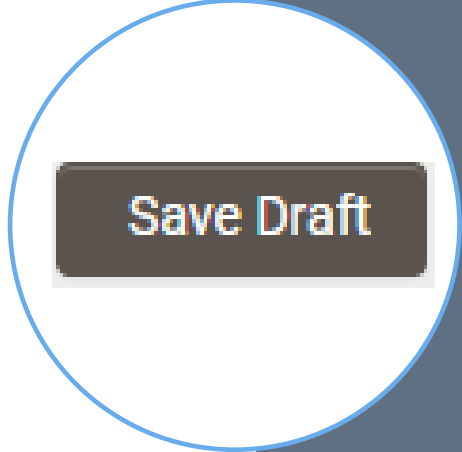
- Click 'Add/Edit HQP' button to identify all HQP (undergraduates, graduate students and Post-Docs) that will be trained as part of the project, regardless of the funding source (i.e., not limited to the HQP Scholarship Program). Create one row per HQP.
- HQP recruited to the project will be reported in progress reports.
- Click 'Save' then Close to return to the main Team tab.

Any HQP being supported 'in whole or in part' through the project (program funds) or through 'another funding source' (partner funds) must appear in the budget.

3. Proposal Details Tab

The following fields are required:

- Key words
- Alignment with OMAFRA Priorities
- Objectives
- Benefits & Rationale
- Literature Review
- Milestone List
- Methodology
- Deliverables



Save Draft

- A **Value Assessment Plan** is a requirement for indicated Research Questions (see Priorities document) and any research doing product development.
- Download the Value Assessment Plan near the top of your RMS screen. Complete, then upload as a PDF in the Documentation Tab

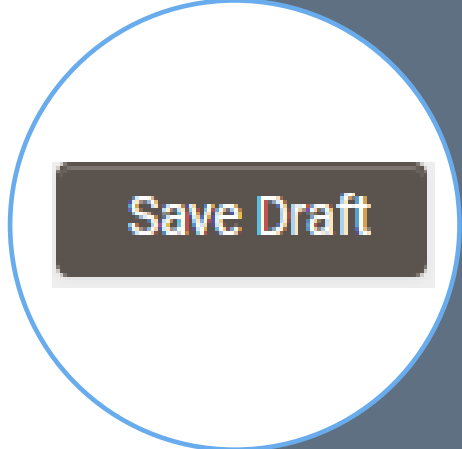
3. Proposal Details Tab

Milestone Table:

- Milestones are those critical tasks/activities that if not completed successfully or with sufficient quality, they prevent the successful completion of the whole project.
- Milestones should be defined and measurable steps and should be listed in order of expected completion date. For activities that occur each year, ensure there is an individual milestone for each year's activity. Milestone completion dates should be aligned with your project start date and project end date.
- To create a Milestone list:
 - Click 'ADD/Edit Milestone' button. A window will open.
 - Click '+' to add each milestone.
 - Click Save, then Close to return to the main Proposal Details tab.

A rectangular button with a dark background and light text that reads "ADD/Edit Milestone".

ADD/Edit Milestone

A circular button with a light blue border and a dark background, containing the text "Save Draft" in a light blue font.

Save Draft

Milestones are very important for reviewers to understand your experimental plan

4. KTT Tab

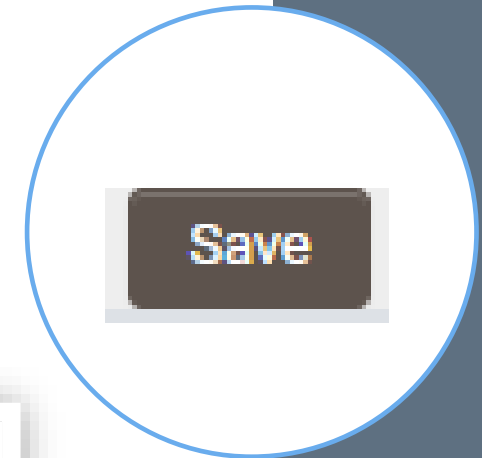
There are two KTT tables in this application: **KTT User Audiences** and **KTT Plan**.

KTT User Audiences

- Click 'ADD/Edit User Audience' to complete this first table, identifying your User Audiences (be specific) and why your research is important to each.
- Click Save and move on to building your KTT plan, based on these audiences.
- Your planned KTT activities will go in the KTT Plan (see next page). Each User Audience created here should be reflected in the KTT plan.

User Audiences	Audience Category	Value to User Audience
Producer Organization Name	Farmers, associations, NGOs	Develop new program for industry based on research evidence

ADD/Edit User Audience



Note: Keeping this overlaid window open may help you complete your KTT plan. After clicking "Save", do not click "Close"; just drag the window to the side and move on to the KTT Plan.

4. KTT Tab

KTT Plan

- Click 'ADD KTT Activity' and select your KTT activity type from drop-down list.
- Explain the planned Activity Details.
- Justify the approach in the Suitability of KTT Methods.
- Estimate the number of this type of activity, when it will start and end; and the cost of the KTT activity in dollars.
- Click "Save" then exit in the top right corner to return to the main KTT tab and similarly add additional KTT activities as needed. Activities won't appear in the plan until you press the Save Draft button on the proposal.
- Ensure you reference each User Audience identified in the KTT User Audiences table in the KTT Plan.

Save Draft

	User Audiences	KTT Activity	Activity Details	Suitability of KTT Methods	Anticipated number of activities	Projected Timeline - start	Projected Timeline - end	Estimated Cost
Edit KTT Plan	Producer Organisation Name	Committees: research, advisory or expert groups	What is your activity? Where and when will it happen? Multiple dates? How will it be delivered/maintained? Who on your team will lead it? How will you know you've reached your audience?	Briefly, why is the KTT Activity or your approach a good fit for the audience?	3	2020-06-01	2022-10-01	\$1,500

Note: Create multiple KTT Activities for a single User Audience, if needed. Each User Audience identified should have associated KTT Activities to engage them.

5. Budget Tab

Section in Budget tab	Notes to Researcher
1. Amount Requested from the Program	What you enter in this field must match planned expenditures Request from Program table
2. Are there any other sources of project funds?	If you answer Yes, a table will appear titled Other Sources of Project Funding to record cash and in-kind support from partners
3. Overhead/Indirect Costs Rate %	Leave as 0% if applying to Alliance programs
4. Research Station	Research Station fields are visible only if you selected Yes on the General tab
5. Expenditures of Project Funding	A pop-up will open. Move the pop-up screen to the side to see Other Sources of Project Funding and Research Station while completing expenditures tables.



Save Draft

Refer to the Program Guide for important information about eligible costs and leverage

5. Budget Tab

Other Sources of Project Funding

- Click 'ADD Funding Source' and a pop-up window will open.
- Follow instructions to add Cash and In Kind support to this project.
- Click "Save" then exit in the top right corner to return to the main Budget tab and similarly add additional funding sources as needed.
- Newly created or revised entries will not appear on the proposal until the 'Save Draft' button is selected

Please identify all partners who will provide cash and/or in-kind support to this project, including the applying organization (lead applicant organization) if applicable. Please consult the Program Guide/Call for Proposals for details on eligible sources of leverage. For each Funding Partner, click 'ADD Funding Source' button. An overlaid pop-up window will appear. Click 'Save Draft' below to update your Other Sources of Project Funding table when you have made changes.

Source Type	Organization Name	Cash Amount	In-Kind	Total	Funding Status	Funding Source	General Purpose of Partner Funds
-------------	-------------------	-------------	---------	-------	----------------	----------------	----------------------------------

ADD Funding Source

Save Draft

Note: Include the General Purpose of Partner Funds (e.g., HQP support, travel). More detail can be provided in the 'Expenditures of Project Funding' Cash and In Kind tables.

5. Budget Tab

Research Stations

- Click 'ADD Research Station Usage' to add each requested research station/species.
- An overlaid screen will appear. Follow instructions then click 'Calculate Fees' then close window to return to main Budget page.
- Click 'Edit Research Station Usage' to alter information recorded.
- Newly created or revised entries will not appear on the proposal until the 'Save Draft' button is selected

Save Draft

Research Station

	Station	Service Type	Number of Units	Time per Unit	Cost per Unit	Subsidy Percentage	Usage Requested Fiscal Year	Total Fee	Subsidized Fee	Fee to be expensed in budget
Edit Research Station Usage	Alma	Aquaculture	7	200	\$6.55	92%	2021	\$9,170.00	\$8,436.40	734
Edit Research Station Usage	Elora	Dairy	30	100	\$22.00	92%	2022	\$66,000.00	\$60,720.00	5,280
Edit Research Station Usage	Verner	Field Crops	80	1	\$2,600.00	92%	2022	\$208,000.00	\$191,360.00	16,640
	Total Estimated Cost							\$283,170.00	\$260,516.40	22,654

ADD Research Station Usage

Note: Only Add Research Station Usage if your research will be conducted using one or more ARIO research stations

5. Budget Tab

Expenditures of Project Funding

- Scroll down and click “ADD/Edit Project Expenditures”; a new pop-up window will appear.
- One to three tables are available to complete (dependent on if you also have partner funding); 'Request from Program'; 'Cash from Partners'; and 'In-kind Support from Partners’.
- Include detailed explanations in the text boxes provided under each table.

Request From Program

Salary Justification

Operating Justification

Cash from Partners

Salary Justification

Operating Justification

In-kind Support from Partners

Salary Justification

Operating Justification

Note: To keep the Expenditures of Project Funding window open, drag it to the side. This will allow you to view and match values in 'Amount Requested from the Program', 'Other Sources of Project Funding', and 'Research Station' on the main Budget tab.

ADD/Edit

Project Expenditures

5. Budget Tab

Expenditures of Project Funding

- Refer to the program guide for details on eligible expenses.
- Select the fiscal year your start date falls in and then each subsequent fiscal year until the end date year – these years will automatically be filled for the subsequent tables.
- See additional instructions on the main Budget Tab and in the 'Expenditures of Project Funding' pop-up. 'Save Draft' to view changes made to the budget.

Request From Program

Year #	Fiscal Year	Salary - PI	Salary - Grad Students	Salary - Technicians / Associates	Salary - Other	Operating - Travel	Operating - Supplies	Operating - Other	Operating - Equipment	Overhead	TOTAL
Year 1	2020/20 ▾	0	40,000	20,000	0	0	6,000	0	6,000	0	72,000
Year 2	2021/20 ▾	0	40,000	20,000	0	0	4,000	0	0	0	64,000
Year 3	2022/20 ▾	0	25,000	0	0	3,000	0	0	0	0	28,000
Year 4	not used ▾	0	0	0	0	0	0	0	0	0	0
		0	105,000	40,000	0	3,000	10,000	0	6,000	0	164,000

Save

This total must equal the amount in the 'Requested From Program' at top of Budget Tab.

5. Budget Tab

Expenditures of Project Funding

Cash from Partners

The total of the Cash from Partners table must match the total from the Other Sources of Project Funding in your main Budget tab.

Year #	Fiscal Year	Salary - PI	Salary - Grad Students	Salary - Technicians / Associates	Salary - Other	Operating - Travel	Operating - Supplies	Operating - Other	Operating - Equipment	Research Stations	TOTAL
Year 1	2020/2021	0	0	0	0	0	0	20,000	0	734	20,000
Year 2	2021/2022	0	0	0	0	0	0	0	0	21,920	0
Year 3	2022/2023	0	0	0	0	0	0	0	0	0	0
Year 4	not used	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	20,000	0	0	20,000

Save

Research Station

	Station	Service Type	Number of Units	Time per Unit	Cost per Unit	Subsidy Percentage	Usage Requested Fiscal Year	Total Fee	Subsidized Fee	Fee to be expensed in budget
Edit Research Station Usage	Alma	Aquaculture	7	200	\$6.55	92%	2021	\$9,170.00	\$8,436.40	734
Edit Research Station Usage	Elora	Dairy	30	100	\$22.00	92%	2022	\$66,000.00	\$60,720.00	5,280
Edit Research Station Usage	Verner	Field Crops	80	1	\$2,600.00	92%	2022	\$208,000.00	\$191,360.00	16,640
Total Estimated Cost								\$283,170.00	\$260,516.40	22,654

Refer to the Research Station values in your main Budget tab to complete these fields. The total Research Station fee must be present in the Research Station column.

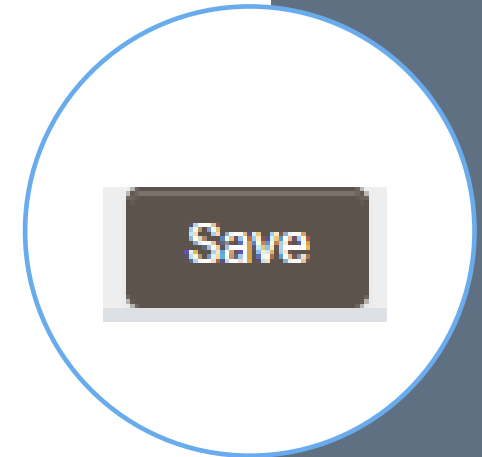
Indirect costs levied by UofG on partner funding must be identified in the 'Operating – Other' column of the Cash from Partners table and explained in the Budget Justification.

5. Budget Tab

Expenditures of Project Funding

In-kind Support from Partners

Year #	Fiscal Year	Salary - PI	Salary - Grad Students	Salary - Technicians / Associates	Salary - Other	Operating - Travel	Operating - Supplies	Operating - Other	Operating - Equipment	TOTAL
Year 1	2020/2021	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Year 2	2021/2022	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="15,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	15,000
Year 3	2022/2023	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Year 4	not used	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
		0	0	15,000	0	0	0	0	0	15,000



- Total In-kind Salary and Operating expenditures must match the total in-kind funds identified in the Other Sources of Project Funding table in your main Budget tab.

5. Budget Tab

Expenditures of Project Funding

- Detail Salary and Operating Justification in the text fields under each of the 'Requested from Program', 'Cash from Partners' and 'In-kind Support from Partners' expenditure tables.
- Click Save then Close to return to the main Budget tab.

Salary Justification

PI:
Graduate Students:
Technicians/Associates:
Others:

Operating Justification

Travel:
Supplies:
Other:
Equipment:

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Budget justifications are critical for reviewers to determine whether expenses are eligible, commensurate with the nature of your proposed research, and are valued appropriately

5. Budget Tab

Relationship to Concurrent Research Funding

If you have other funding (requested or confirmed) for research that is similar or related to the research in the Tier I proposal, please describe how the Tier I funds being requested are distinct from those covered by support from other sources. Explain how funds will be used if all applications are successful. There must be no duplication of funding for the same expense.

300 words left

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5. Budget Tab

Sub-Awards and CRAs

Researchers can allocate portions Alliance project funding to go to a collaborating team member at the University of Guelph (sub-award) or a collaborating team member at another organization (Collaborative Research Agreement – CRA)

Sub-Award Required

☐ Yes
☐ No

CRA Required

☐ Yes
☐ No

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Indicating yes to either of these questions will prompt three fields to appear to explain who the funds are going to, for what purpose, and an upload field to attach a budget for the transferred funds. For CRAs, the Alliance will cover up to 25% of indirect costs.

* Please identify the team member with whom you require a Collaborative Research Agreement (name and organization)?

* What aspects of the project (based on the objectives and deliverables) will they be performing?

* CRA Budget

If you indicated you require a CRA you must upload a CRA Budget here.



A Sub-award/CRA Budget template is available at the top of the proposal in the RMS – it must be uploaded as a spreadsheet (Excel file type)

6. IP Tab

Intellectual Property

- Complete all requested sections of IP tab

*For the implementation of the research described in the proposal, are you planning to use results or any other pre-existing (Background) Intellectual Property from any of yours/partners' past or on-going projects (funded by OMAFRA or other sources)?

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


*Non-Disclosure Agreement(s)

It is important that program staff understand any implications of background or foreground IP in Alliance projects. Any potential constraints associated with data sharing and dissemination of results etc. need to be disclosed.



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7. Documentation Tab

You will need to upload  supporting documents such as:

- **Team Member Supporting Documentation:**
 - Lead Applicant and Co-Applicant CVs (required)
- **Proposal Details Supporting Documentation:**
 - References for your Literature Review (required)
 - Methodology information
- **Other Supporting Documentation:**
 - Letters of Support
 - Confirmation of cash and/or in-kind partner funding (required before award agreement)
 - Sub-Award/Collaborative Research Agreement (CRA) Budget Templates
 - Value Assessment Plan (read more on the next page)

- ALL Supporting Documents **MUST** be in **PDF FORMAT** in order to be included in your application (Exceptions are budget templates, which are Excel documents)
- **IMPORTANT:** Any PDF files that have security restrictions in place such as Content Copying or Extraction have been encrypted and cannot be included.

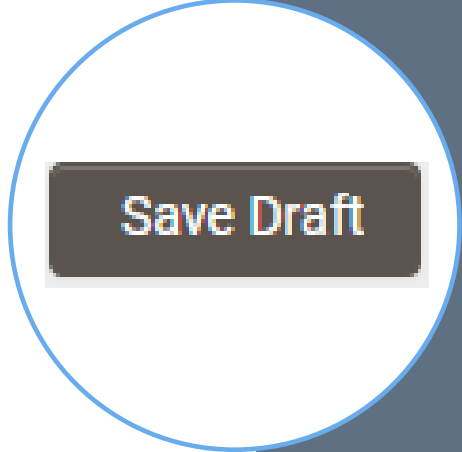


7. Documentation Tab

Value Assessment Plan

- **Proposals that involve the development of a product or service must include a Value Assessment Plan.**
- Additionally, specific research questions identified in the Appendix of the OMAFRA priorities document require a Value Assessment Plan.
- Download the Value Assessment Plan Word document template from the grey tool bar at the top of your RMS screen, complete it, save as a PDF and upload in the Documentation Tab. It is also available on the Alliance Tier I webpage.

<https://www.uoguelph.ca/alliance/funding-programs/research/apply-project-operating-funding-tier-i>



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8. Peer Reviewers Tab

- Click “ADD/Edit Suggested Reviewer” to enter details for recommended Peer Reviewers.
- Suggest 5 to 10 Peer Reviewers.
- See Conflict of Interest details in the RMS to assist in selecting appropriate reviewers.
- Please ensure there are no errors in Email addresses and use institutional rather than personal emails.

Suggested Reviewers

First Name	Last Name	Email	Organization	Area of Expertise
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

✕

The Peer Review process is a critical aspect of proposal review. While you will submit suggested peer reviewers as part of your application, you may be contacted after submission for additional suggestions to ensure all proposals have a minimum number of reviews.

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9. Declaration Tab

By submitting this proposal, Lead Applicants and Co-Aplicants (if any) are agreeing they have read and accept the terms and conditions stated in the Program Call.

- *Freedom of Information and Protection of Privacy Act*
- *Notice of Collection of Personal Information*
- *Researcher Feedback Invitation Comments Co-Aplicant*

☒ I agree to above statement and to submit the proposal, as lead applicant.

☒ I agree to above statement and to submit the proposal, as co-applicant.

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The Co-Aplicant must log into the RMS and accept the declaration before the Lead Applicant can submit the application. The Validate button will inform you if it still requires completion.

10. OR-5 Tab

OR-5

- **No paper OR-5 form or signatures required.** Complete all fields online.
- Complete the OR-5 form online in RMS in the OR-5 tab.
 - ✓ Project Funding Sources
 - ✓ Resource Use
 - ✓ Certifications
- After you submit your Full Proposal, Approvers will receive an email and complete their approval online in RMS.

Be sure to identify if there are external sources of cash funding, use of ARIO research stations, and declare any financial interest in any project partners.



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10. Submit Proposal

Submit Full Proposal (FP)

- Click 'Validate' button. If errors appear, click on each to resolve.
 - The 'Validate' button can be used at any time to confirm fields are correctly completed
- Click 'Save Draft' button to save any changes.
- Click 'Submit FP' in bottom right corner.

Prior to proposal review the Lead Applicant and Co-Applicant must be in 'good standing' with Alliance Research Programs. Applicants will have 30 days from the submission deadline to complete any outstanding compliance requirements, including reporting.

If the applicant(s) remain non-compliant 30 days past the submission deadline, the submitted proposal will be withdrawn from the review process and declined.



Top Tips for Applicants

Observing the following tips will help ensure a compliant and high-quality proposal:

- For Tier I research projects, ensure your proposal clearly addresses a specific OMAFRA **research question**. Describe the alignment as fully as possible. Reach out to the OMAFRA contact listed for the priority area or your Research Program Director if you have questions.
- Ensure your proposal is **complete and well-written**.
- Ensure **team members** and **co-funders** have the right affiliation (e.g., Grain Farmers of Ontario is business and industry).
- Ensure that all **HQP** receiving funding from the project (program or partner funds) are identified in the budget (and all HQP in the budget are in the HQP table). Each HQP should be identified separately in the HQP table, including undergraduates.
- The **literature review** should contain up-to-date references and provide a strong rationale for the need for the research and the experimental approach.
- The **methodology** should be fully developed with clear sample sizes and statistical analysis where appropriate. It should tie into the project objectives and deliverables.



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Top Tips for Applicants - 2

- **Milestones** are important to understand the experimental plan and for project tracking. Key project milestones should be well defined.
- Ensure **deliverables** are tangible and measurable outputs from your project that demonstrate that the objectives have been met (e.g., a product, prototype, toolkit, report, recommendations, dataset(s), website, policy briefs, survey results).
- Take advantage of [KTT resources](#) to develop a strong KTT Plan. Ensure that all KTT audiences have associated KTT activities to engage or inform them. Identify team members responsible for KTT where applicable and allocate appropriate funding to support KTT.
- Evidence of **end user support** and cash and in-kind support strengthen a proposal. Engage key end users as soon as possible in the research.
- Value budget items appropriately and **fully explain project expenses**.
- Ensure any indirect costs from partner funds are identified correctly in the budget and all related OR-5 fields are accurately completed to ensure timely **OR-5 approval** in the RMS.



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