



CFSF Project ID:	2018-04
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CFSF Appendix 3 - Project Funding Terms

Overview:

The Canadian Food Safety Fund (CFSF) is a Canadian Produce Marketing Association (CPMA) member financed repository to support Canadian-focused research and education. The CFSF is managed by CPMA's Food Safety Specialist with oversight by the Food Safety Committee, Food Safety Committee Chair and the CPMA Board. Projects (research) requiring a technical assessment are vetted through the CFSF Technical Sub-Committee who assess the scientific rigour, relevancy and knowledge gap of the particular project. For more information visit cpma.ca.

CPMA reserves the right to accept, modify or reject projects, including the amount of monies requested and provided to the applicant, with no restrictions. The project funding monies CPMA has agreed to provide will be distributed in 2 portions as noted in the Terms.

Terms:

The following lays out the "Terms" a successful applicant must adhere to once their project has been accepted by CPMA's Food Safety Committee. The Project Funding Terms must be reviewed, completed and submitted to CPMA with the Request for Project Proposal document.

1. Confidentiality – the applicant is required to keep confidential the amount received from CPMA's CFSF unless the amount must be declared as part of a government disclosure.
2. Ownership – CPMA acknowledges all data / information generated through an approved project is the property of the individual / institution who generated the information. CPMA reserves the right to acquire, reference, use or distribute the information *ad infinitum* for all projects funded regardless of the funding percentage in any manner CPMA deems appropriate.
3. As per 2, the recipient must also comply with any applicable government requirements / regulations related to projects where CPMA has contributed monies from the CFSF.
4. Timelines
 - a. Recipients are required to complete all approved project components, with the exception of peer reviewed journal articles or industry resources awaiting publication, within the timelines as stated in the accepted project proposal.
 - b. A written project update is required at the projects mid-point as measured from the date of a projects acceptance.
 - c. Projects requiring a timeline extension must make the request in writing to CPMA's Food Safety Specialist no later than 4 months prior to the project's stated original finish date.



5. Funding Monies – All monies provided to the applicant as a result of a proposal being accepted must be used solely for the execution of the accepted project proposal. This includes, but is not limited to, administration expenses, salaries, sundry expenses and any other relevant costs associated with the specific project being funded.
 - a. CPMA will provide the monies to projects which have been accepted via two dispersions.
 - i. CPMA will provide 50% of the funding within 3 weeks of a proposal being accepted
 - ii. The remaining 50% will be issued within 3 weeks of project completion.
 - b. CPMA reserves the right, at any point within the project timeline, to ask for an accounting of any monies provided including an itemized breakdown of how monies were utilized. Final budget reconciliation.
 - c. Projects which may involve multiple segments spanning over the standard 12 month timeline must reapply for funding in each successive year.
 - d. In the event that monies remain at the conclusion of a project they must be returned to CPMA for reimbursement into the CFSF
 - e. CPMA reserves the right to modify the amount of monies being requested for project proposals.
 - f. The successful applicant agrees that if they are a GST or HST registrant that any monies paid to them from CPMA will include 13% HST and the applicant is responsible for remitting this HST as being collected. The applicant must provide their GST/HST # on the Request for Project Proposal application.
6. Project deliverables must include:

A final written report of the project including:

 - a. Abstract (written in a form easily understood by a non-scientific audience)
 - b. Introduction
 - c. Materials and methods
 - d. Results and discussion
 - e. Acknowledgements
 - f. Supplemental Resources
 - g. References
7. Media publications – when projects funded by the CFSF, are to be referenced via traditional media outlets (including print, electronic or any other deemed traditional), trade media, scientific journals or any other media the applicant must publically acknowledge CPMA's involvement.
8. Education, Presentations or Similar – Data generated via the accepted project can be used as part of any education sessions, presentations or similar activities without the prior approval of CPMA. The applicant must publically acknowledge CPMA's involvement.
9. In the event of any legal action (civil or criminal) brought upon the recipient at any stage of the project, the applicant agrees to release the Canadian Produce Marketing Association, including, but not limited to, its President, Chair, Board of Directors, committee members, employees and any other party deemed reasonable by CPMA from any form of responsibility.



10. CPMA reserves the right to accept or reject any project proposal which is submitted via the CFSF process.

CPMA CFSF Project Funding Term Confirmation:

_____ representing _____ has read, understood and has the authority to comply with the terms as they are presented in this document.

Name (Please Print):

Signature:

Organization:

Title:

Date Signed:

(Please forward a signed and dated copy of this document, with your CPMA Project Proposal form to: jhall@cpma.ca)