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| --- |
| ***Principal Investigator name and position:*** |
| ***Principal Investigator address*** *(include phone number and email)****:***  |
| ***Co-Investigator(s) name and institution:***  |
| ***Project Title:***  |
| ***Project objectives and background:***  |
| ***Proposed research and methodology:*** |
| ***Benefits/Outcomes:*** |
| ***Innovation/Uniqueness:*** |
| ***Research descriptor:*** \_ Primary research \_ Applied research \_ Innovation \_ Application  |
| ***Research category:***\_ Food Safety \_ Poultry Health and Welfare \_ Productivity and Sustainability |
| ***Knowledge Transfer/Commercialization:*** |
| ***Keywords:***  |
| ***Project Proposed Timeframe:*** *Start Date*: *End Date*: |

##### Budget:

Detailed budget

|  |  |  |
| --- | --- | --- |
| **Name of Cost Item** | **Description** | **TOTAL** |
| Personnel |  |  |
| Consumables |  |  |
| Equipment |  |  |
| Other Direct Project Costs |  |  |
| Administration/Overhead |  |  |
|  | **Totals** |  |

Budget Sources

Indicate all proposed sources of funding, if they are cash or in-kind and if they are confirmed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Amount** | **Cash or In-kind** | Confirmed (yes or no) |
| CPRC |  |  |  |
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| **Total Project Cost (sum of above)** |  |  |  |

|  |
| --- |
| ***Budget Commentary:*** |
| *Applicant’s signature*: *Date*:  |

**Instructions**

1. Please refer to the Call for Letters of Intent (LOIs) for information on current research priorities and the grant review process.
2. Please complete all sections noting that the completed form is limited to five (5) pages plus the budget page. LOIs that exceed page limitations will be returned to the applicant to be revised and resubmitted within two business days. You may vary the relative size of each box as you see fit to best present your proposal. Please submit the completed LOI in **Word** format using 11-point Arial font.
3. **Project title:** Maximum 15 words
4. **Project objectives and background:** State the objectives and goals of the proposed research and provide a statement on the current state of knowledge in relation to this proposal including a literature review (include periodical, year, and page numbers). Include a statement as to why the research is timely.
5. **Proposed research and methodology:** Provide a description of the proposed research and the methodology that will be used. *IMPORTANT*. Provide sufficient detail in your description to of the proposed research and methodology to allow reviewers to adequately assess your proposal.
6. **Benefits/Outcomes:** Provide a brief description of the benefits that will result from this work and how its outcomes will impact the poultry industry. How will the proposed work help industry reach its Research Target Outcomes?
7. **Innovation/Uniqueness:** Briefly describe how the proposed work relates to past and ongoing work in the field. Do you expect the results of this work will generate specific intellectual property?
8. **Research descriptor:** Indicate which stage along the ‘innovation continuum’ best describes the proposed research. As a guide, the following definitions are provided:
* ***Primary research*** is directed at fundamental understanding (e.g.: how things work, why they are the way they are).
* ***Applied research*** determines if bits of fundamental knowledge from primary research activities can be put into practice.
* ***Innovation*** is the leap that brings applied research within reach of the end user.
* ***Application*** is the point at which the research result impacts the end user.
1. **Research category:** Indicate which category best describes the proposed research.
2. **Knowledge Transfer and Commercialization:** Describe how outcomes from this work will be shared with the research community and how it might be utilized by industry. Who are the ultimate end-users of this research? Once the proposed work is completed, what next steps would be required to move the results towards adoption by the end-user? If possible, provide an estimate of the cost and time required to bring this research to the adoption stage.
3. **Keywords:** Provide up to six search keywords for your proposal.
4. **Budget:** For the Detailed Budget, enter a description and total amount for each cost item. For the Funding Sources table, list all potential sources of funding for the proposed work indicating if they are cash or in-kind and if the funds have been confirmed. All sources of funding need not be identified at this stage of the proposal, however please indicate ‘unknown’ sources to reflect the total cost of the project and how much you are requesting from CPRC.
5. **Budget Commentary:** Provide a brief description of the proposed funding sources and an explanation/justification of project costs.