

## Research & Development Committee - **CORD IV**

### Application Approval Checklist

By signing below, the applicant and sector group agree that to the best of their knowledge, the proposed activities and objectives of this application conform to the objectives, principles and guidelines outlined in the Canada-Ontario Agricultural Policy Framework Agreement.

**COMMODITY REPRESENTATIVE:**

Sector - Please check ( √ ):       Livestock       Horticulture       Field Crops       Tobacco       Other

<b>Title of Project:</b>	
<b>Applicant Name:</b>	
<b>Applicant Signature:</b>	

Please mark ( √ )

**Overall Science and Innovation Objectives:** (*must fall within one of the science and innovation objectives*)

- Realign public sector resources: by increasing investment to support science and innovation in the priority areas (*in the Agricultural Policy Framework*), as well as biomass, bio-product and bio-process research or by increasing the level of investment in innovation in agriculture and bio-products.
- Coordinate along the whole agri-food value chain: by expanding and strengthening linkages between the Agriculture and agri-food sector and science and innovation community or by improving technology transfer, coordination, communication and collaboration across market, policy and scientific disciplines, research organization and throughout the agri-food value chain.
- Create an innovation agri-food climate: by accelerating the development and adoption of innovations in the agriculture and agri-food sector while maintaining an effective science-based and transparent agriculture and agri-food regulatory system or by ensuring that the human resources and infrastructure needed for science and innovation in the agriculture and agri-food sector are available; or by fostering a supportive climate for agri-food investment, technology transfer and commercialization or by better utilizing intellectual property from publicly-supported agri-food research to enhance the growth of the agriculture and agri-food sector.

**CORD Objectives:**

- Improve the long-term competitive position, and increase the diversity of the Ontario agriculture and food sector;
- Increase industry self-reliance, self-determination, and to help reduce the need for government income support measures in the future; and
- Build on the close working relationships between the agri-food and research communities to ensure that limited research and extension funds are spent in an optimal fashion.

**CORD Criteria:**

- Have projected benefits that exceed the costs;
- Focus on specific opportunities or challenges facing the Province's agri-food sector;
- Have private sector support for the priority of the project ;
- Encourage and/or demonstrate cost-sharing into the project;
- Address gaps in support of agriculture and food research and technology transfer;
- Include pilot activities, research and analysis designed to reduce cost, enhance sector diversity, increase yields, improve product quality or develop new products and markets;
- Be market oriented and/or reflect applied research initiatives, with the goal of providing benefits to the non-supply managed Ontario agri-food sector;
- Have industry support with the benefits of the research accruing to the Ontario agri-food sector;
- Conform to the principles and guidelines outlined in the Canada-Ontario APF Agreement.
- Not be used to support normal business expansion or on-going normal business activities;
- Not be used as direct income support;
- All projects must comply with all Federal environmental legislation. The Canadian Environmental Assessment Act (CEAA) establishes a process to predict the environmental effects of proposed initiatives before they are carried out. If applicable, as determined by the AAC/AAFC, in its sole and absolute discretion, the applicant must provide an Environmental Assessment (EA) pursuant to the provisions of the CEAA.

**Other:**

- If investigating or generating data on novel pesticides, this project has been reviewed and approved by the Minor Use Coordinator at OMAFRA thus confirming no duplication or overlap of existing research.

Approved by the Sector Committee and signed by:

<b>Sector Representative Name:</b>	<b>Signature:</b>	<b>Date:</b>

# Application Form

# ***Canada-Ontario Research & Development Program***

## ***CORD IV***

**2004-2008**

Funded by:

**Canada**

 Agriculture and Agri-Food Canada / Agriculture et Agroalimentaire Canada

 Ontario

**&**

**Ontario Ministry of Agriculture,  
Food and Rural Affairs**

*Administered by:*

 **Agricultural  
Adaptation  
Council**

*As of October 10, 2006*

# Canada-Ontario Research & Development Program

## CORD IV

### APPLICANT INFORMATION

This application can be downloaded at [www.adaptcouncil.org](http://www.adaptcouncil.org). Applications can be submitted by email to [info@adaptcouncil.org](mailto:info@adaptcouncil.org) once approved by the OACC Research and Development Committee of the corresponding sector group. Please fill out all parts of this application form.

DATE OF APPLICATION (day/month/year)

SECTOR (mark )

...../...../.....	<input type="checkbox"/> Red Meat	<input type="checkbox"/> Grains and Oilseeds
	<input type="checkbox"/> Horticulture	<input type="checkbox"/> Cross-sector-Tobacco

TITLE OF PROJECT:

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APPLICANT:

Commodity Organization:	
Project Co-ordinator:	
Mailing Address:	
Town/Province & Postal Code:	
Phone:	( ) -
Fax:	( ) -
E-mail:	

RESEARCHER

Name of Researcher:	
Institution:	
Phone & extension No.:	
Fax:	
E-mail:	

Who the contract and flow of CORD IV funds should be made to if **other** than the **Applicant** (mark ):

University of Guelph (A completed "Annex A" **MUST** be submitted with this application before submission to the AAC)

Other ( please specify): \_\_\_\_\_

Notes:

- The information contained in this application will be shared with Agriculture & Agri-Food Canada through existing data base collection of information. Their database could be available to the public.
- The Office of Research at the University of Guelph will be provided with a list of projects conducted by researchers at the University of Guelph and the affiliated colleges.

The applicant hereby certifies that the application (including Annex A if applicable) and supporting documentation are true and complete in all respects.

<b>Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	

**PROJECT INFORMATION**

A research proposal may be attached. Please ensure that proposals cover ALL the following areas:

**1. DURATION OF PROJECT:**

<b>Start date:</b>		<b>Completion date:</b>	
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**2. BRIEF PROJECT DESCRIPTION:**

(Use straightforward terms for readers without any specialized knowledge – approx. 100 words)

**3. SCIENCE AND INNOVATION CONSIDERATION:** Please outline how this project meets one or more of the science and innovation objectives: 1) Realign public sector resources, 2) Coordinate along the whole agri-food value chain, 3) Create an innovation agri-food climate.

**4. BACKGROUND AND/OR LITERATURE REVIEW:**

- a) Identify how the project responds to specific opportunities or challenges facing the Ontario agri-food sector
- b) How does the project advance knowledge in the subject area without duplication?

**5. PROJECT OBJECTIVES:**

**6. PROJECT ACTIVITIES AND/OR RESEARCH PROTOCOL:**

- a) Describe experimental design (year one should be detailed, further years based on anticipated results)
- b) Data collection
- c) Analysis of data (laboratory contracted, who is conducting data analysis)
- d) Location of work
- e) Milestone events and dates of expected completion – complete following table:

Milestone	Completion Date

**7. ENVIRONMENTAL ASSESSMENTS (EA):**

a) Does your project involve undertaking “physical work” such as construction, operation, modification, decommissioning or abandonment, or “physical activities” such as low-level flying, pesticide spraying by air in national parks or dredging? .....  Yes\*       No

b) If **yes**, has this EA been completed for the project?       Yes       No

*\* If yes, you need to provide a proof of satisfactory completion of an EA. Projects where an EA is required, may not be approved until it is completed.*

**8. ANTICIPATED BENEFITS AND IMPACT ON THE INDUSTRY:**

- a) Include estimated reach of primary targets i.e. 20,000 corn producers.
- b) Include expected outputs produced by this project. i.e. best practices, products, technology, information, investment, organizational forms.
- c) Include expected outcomes (results) at short- and long-term.

**9. COMMUNICATIONS/TECHNOLOGY TRANSFER:**

- a) How many scientific publications are anticipated?
- b) How many popular press articles?
- c) Where do you plan to communicate information to the agricultural industry?
- d) How will the Canada-Ontario Research and Development Program be acknowledged?

**BUDGET INFORMATION**

**SOURCES OF FUNDING: (See Annex B for example)**

The Agricultural Adaptation Council (AAC) is required to provide detailed budget information to Agriculture and Agri-Food Canada (AAFC) according to their federal reporting guidelines. Therefore, all applicants must report their project budget funding sources using the following breakdown:

Source	Amount (\$)
Applicant's cash	\$
Applicant's in kind	\$
Provincial government funding (i.e. Food Safety Program)	\$
Provincial government in kind	\$
Federal government funding (i.e. MII)	\$
Federal government in kind	\$
Other sources received (or anticipated): Name of <u>other</u> funding source: _____	
Confirmed: YES <input type="checkbox"/> NO <input type="checkbox"/>	\$
Name of <u>other</u> funding source: _____	
Confirmed: YES <input type="checkbox"/> NO <input type="checkbox"/>	\$
<b>CORD IV Funds Requested</b>	<b>\$</b>
<b>Total support received/anticipated</b>	<b>\$</b>

**BUDGETED COSTS: (Please refer to eligible and ineligible costs in the "Program guide")**

- The AAC requires a project budget that includes both the specific costs of individual items as well as total project costs.
- Applicants are reminded that they must be able to provide auditable information to support their project expenditures. Therefore, do not include any proposed expenditure in your budget that you will not be able to substantiate.
- If the project is longer than one year in duration please provide a separate budget for each year of the project.

Type of expense	Total Cash	Total In Kind	Total Project Cost
Salaries			
- Researcher			
- Graduate Students			
- Technicians			
- Summer Students			
Supplies/Laboratory			
- Lab fees			
- Field supplies			
- Samples			
- Misc/Other supplies			
Travel			
- Travel to research sites			
- Conferences			
- Rentals & leases			
Capital (e.g. computer, equipment,...)			
<b>Total project cost</b>			

- Please include a breakdown of costs i.e. 1 student @ \$500/week x 12 weeks = \$6,000, or 100 samples @ \$25/sample = \$2,500.
- Describe any In Kind contributions (i.e. services provided by the lead researcher).

**ANNEX A**

**AGREEMENTS WITH THE UNIVERSITY OF GUELPH**

Applicants wishing to have the Agricultural Adaptation Council (AAC) enter directly into agreement resulting in all Canada Ontario Research and Development (CORD IV) program funds sent directly to the University of Guelph, **must** have their budgets reviewed by the University of Guelph, Office of Research **BEFORE** submitting the applications to the AAC. The University of Guelph needs to be aware and approve in principle the Budget Information at the time of the application.

Please allow 5 working days to complete the University of Guelph, Office of Research review.

Please forward your application to:

Attn: Jo Lynn Saunders  
 Contracts Officer  
 Office of the Vice- President (Research)  
 University of Guelph  
 437 University centre  
 Guelph, Ontario  
 Canada N1G 2W1  
 519-824-4120, Ext 54807  
 Fax: 519-821-5236  
 Email: [josaunde@uoguelph.ca](mailto:josaunde@uoguelph.ca)

**Name of Commodity Group:** \_\_\_\_\_

**Title of Project:** \_\_\_\_\_

**Name of Researcher:** \_\_\_\_\_

**University of Guelph Matching Fund Account #(s):** \_\_\_\_\_  
( University of Guelph Use Only )

In signing this "Annex A" (below) of the Canada-Ontario Research and Development Program (CORD IV) application, the Office of Research, University of Guelph acknowledges their review and approval in principle, of the Budget Information for the above noted project for the purpose of reporting expenditures. As well, the Office of Research, University of Guelph is aware an agreement will be created between the University of Guelph and the Agricultural Adaptation Council (AAC) which will be sent to the Office of Research at the University of Guelph to be signed pending the approval of this application by the AAC Board of Directors.

**UNIVERSITY OF GUELPH**

Name of Authorized representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Signing Officer,  
 I have the authority to bind the University of Guelph

## ANNEX B

**CORD IV**  
**EXAMPLE MILESTONE AND BUDGET BREAKDOWN**

-Below is an example of a detailed milestone and budget breakdown that AAC requires for each applications to gauge success and interim reporting.

<b>Milestone</b>	<b>Completion Date</b>
Summer trial planting in field- Evaluations Commence	June 3, 2005
Greenhouse production of fall container trial and overwintering plant material commences	June 20 – July 22, 2005
Summer Trial Open House for the Horticultural Industry and Public	July 29, 2005
Evaluations for the fall container commence	August 26, 2005
Summer trial evaluations conclude	September 23, 2005
All American Selections evaluation report submitted	September 23, 2005
Presentation of fall container trial at the Growers Conference	October 2005
Planting of overwintering trial – evaluations commence	October 7, 2005
Final Report for summer trial submitted	October 28, 2005
Final Report for the fall container trial submitted	January 13, 2006
Post-winter evaluations of the overwintering trial commence	March 10, 2006
Submit Final Reports and Presentation to AAC for final Claims	April 15, 2006

**CORD IV BUDGET INFORMATION EXAMPLE**

**SOURCES OF FUNDING:**

Source	Amount (\$)
Applicant's cash	\$ 2,000.00
Applicant's in kind	\$
Provincial government funding (i.e. Food Safety Program)	\$
Provincial government in kind	\$
Federal government funding (i.e. MII)	\$
Federal government in kind	\$
Name of other funding source: <b>Cash</b> donations to the trial program from ornamental plant breeders. These include: <b>NAME OF INVESTOR</b> Confirmed: YES	\$12,150.00
Name of other funding source: <b>In kind</b> donations of plant material, fertilizer, potting mix, pots etc. Sources include: <b>NAME OF INVESTOR</b> Confirmed: NO	\$5,800.00
Name of other funding source: <b>GROWERS GRANT</b> Confirmed: NO	\$4260.00
<b>Safety Net R&amp;D Funding Requested</b>	<b>\$10,000.00</b>
<b>Total support received/anticipated</b>	<b>\$34,210.00</b>

Type of expense	Total Cash	Total In Kind	Total Project Cost
Salaries			
- Researcher (½ time)	\$4,000.00		
- Graduate Students			
- Technicians			
- Summer Students 1 student @ \$490.00/week x 16 weeks 1 student (1/2 time) @ \$245.00/week x 16 weeks 1 part-time student in fall and winter \$50.00/week x14 weeks	\$12460.00		
Supplies/Laboratory			
- Greenhouse Charges	\$2850.00		
- Field supplies (Measuring device and sample contains)	\$1,000.00		
- Plant Material		\$3,000.00	
- Misc/Other supplies (2 Computers 1,400 per computer)		\$2,800.00	
Travel			
- Travel to research sites (\$0.40 per km and overnight expenses)	\$3,600.00		
- Conferences (Room rental and meals)	\$2,000.00		
- Rentals & leases	\$1,000.00		
Capital (e.g. computer, equipment,...)	\$1,500.00		
<b>Total project cost</b>	<b>\$28,410.00</b>	<b>\$5,800.00</b>	<b>\$34,210.00</b>

- Please include a breakdown of costs i.e. 1 student @ \$500/week x 12 weeks = \$6,000, or 100 samples @ \$25/sample = \$2,500
- Describe any In Kind contributions (i.e. services provided by the lead researcher).