

## Project Application Form

### Instructions:

- ▶ Please type or print.
- ▶ Answer questions completely and provide appropriate attachments. If approved this application becomes part of a contract.
- ▶ All information provided will be kept confidential.
- ▶ Retain a copy for your records.
- ▶ An instruction sheet is available to assist you in completing the application.

<b>RETURN COMPLETED APPLICATION OR DIRECT INQUIRES</b> <b>TO:</b> Neil MacNair, Director of Aquaculture PEI Aquaculture and Fisheries Research Initiative Department of Agriculture & Fisheries 548 Main Street P.O. Box 1180, Montague, PE C0A 1R0 Ph: (902) 838-0910 Fax: (902) 838-0975 Email: <a href="mailto:nmacnair@gov.pe.ca">nmacnair@gov.pe.ca</a>		<b>FOR OFFICE USE ONLY</b>	
		Project Number:	
		Date of Receipt:	
<b>1. PROGRAM</b> - Under which program is the application being submitted:			
<input type="checkbox"/> Aquaculture Research	<input type="checkbox"/> Commercial Fisheries Research	<input type="checkbox"/> Processing Research Partners	
<b>2. PRINCIPAL APPLICANT:</b>			
Contact Person:			
Mailing Address:			
Phone:		Fax:	
Email:			
<b>3. CO-APPLICANT (If Applicable):</b>			
Contact Person:			
Mailing Address:			
Phone:		Fax:	
Email:			
<b>4. PROJECT TITLE (Brief):</b>			
<b>5. AMOUNTS REQUESTED FROM AFRI (Totals requested in question 14):</b>			
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>

**6. PROJECT BACKGROUND**

Provide an overview of previous research conducted on the research topic, including literature reviews.

**7. PROJECT OBJECTIVES**

Short description.

**8. JUSTIFICATION**

Provide information on the problem(s) to be solved.

**9. IMPACTS**

Describe the potential economic and environmental impacts, as well as, the potential commercial application of the project results.

**10. PROJECT DESIGN**

Describe the approach planned to accomplish project objectives.

**11. MILESTONES**

List the major stages of the project and give the expected completion dates.

**12. COMMUNICATION OF RESULTS**

Outline the plan for communicating results. Provide an outline of the headings to be included in the final project report.

**13. RESUME(S)**

Provide brief resumes indicating the ability of your investigators to do the proposed work.

**14. BUDGET REQUIREMENTS**

**Application Budget Worksheet:**

**I. Expenditures**

Using the attached budget worksheet, provide an annual breakdown of all project expenses (eligible and ineligible) including salaries, equipment, professional/consulting fees, rental costs, travel, materials and supplies and other.

**II. Revenues**

Using the attached budget worksheet, provide an annual breakdown of funding - applicants, AFRI, other(s). Please specify cash and “in kind” sources and if funding has been “received” or “applied for”.

**15. EXTERNAL REVIEW**

If the project budget is over \$20,000, please suggest the names for two possible external proposal reviewers.

## 16. APPLICATION SIGNATURE REQUIREMENT

I certify that the information given in this application is to the best of my knowledge and ability, complete, true and correct.

**Signature of authorized signing officer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the administration of the Aquaculture and Fisheries Research Initiative and will be used for determining eligibility for program assistance and maintaining program data. If you have any questions about this collection of personal information, you may contact the AFRI Program Officer at the Department of Fisheries, Aquaculture and Rural Development, P.O. Box 1180, Montague, PE, C0A 1R0, Telephone (902) 838-0910.

## Instructions for Completing the Project Application

### Proposal Terms:

- Industry associations, private businesses, educational institutions and provincial government agencies are eligible to apply.
- The cost to prepare the proposal will **not** be reimbursed by the Initiative.
- The Initiative may ask the applicant(s) to substantiate any claim made in the proposal.
- Multi-year projects will be approved subject to satisfactory completion of activities proposed for the first and following years.
- Any rights to intellectual property, including technical information, inventions, designs, methods and processes and any other property rights related to the study that are conceived, developed or first reduced to practice, shall be owned by the Applicant, the Initiative and any other project partners in proportion to their level of contribution to the project.
- Answers to questions 6-13 should be short and concise, and should normally be answerable in six pages.

### 1. PROGRAM

Indicate under which of the three program areas the application is being submitted.

### 2. PRINCIPAL APPLICANT

Provide all details required including the name and title of the contact person.

### 3. CO-APPLICANT(S)

If applicable provide details on the co-applicant(s).

### 4. PROJECT TITLE

The title should be brief, but as descriptive as possible.

### 5. AMOUNTS REQUESTED FROM THE INITIATIVE

The fiscal year for the Initiative ends on March 31. Indicate the amounts requested per fiscal year.

### 6. PROJECT BACKGROUND

- ▶ Provide an overview of previous research conducted on the research topic, including literature review.
- ▶ If the project is a re-submission or a continuation, please provide the previous project number.

### 7. PROJECT OBJECTIVES

- ▶ State how the project relates to the objectives of the Initiative.
- ▶ State how the project will fit the work already completed in the area.
- ▶ Indicate the individuals/sectors/organizations/businesses who will support the project concept.

**8. JUSTIFICATION**

- ▶ Provide details on the need for the project.
- ▶ Provide information on the problem(s) to be solved.

**9. IMPACTS**

- ▶ State the expected commercial and /or economic benefits to the provincial fishery.
- ▶ State the potential commercial application of the project results.
- ▶ Describe the potential environmental impact.

**10. PROJECT DESIGN**

- ▶ Describe the approach planned to accomplish project objectives.
- ▶ Describe the geographic area or areas in which the project will be based.
- ▶ Explain what factors and variables are being evaluated.
- ▶ State the expected outcomes to be assessed.
- ▶ Outline the method of analysis for the results.

**11. MILESTONES**

- ▶ List in chronological order the activities, time allotted per activity and expected completion date.
- ▶ Include the submission date for the project's interim and final report(s).

**12. COMMUNICATION OF RESULTS**

Outline the plan for communicating results. Describe how the results will be communicated to potential users of the research (unless the applicant is a private company). If applicable, state the time period that results are expected to be kept confidential.

**13. RESUME(S)**

- A. Project Researcher/Investigator - Provide the researcher/investigator's resume including information about the related research that the individual has conducted.
- B. Project Manager/Coordinator/Administrator - Provide a brief description of the qualifications/experience of the project manager/coordinator/administrator.

**Note: The researcher and the manager may be the same individual.**

## **14. BUDGET REQUIREMENTS**

All applicants are required to use the budget worksheet provided (also available electronically).

- ▶ Complete the attached budget worksheet for each fiscal year of the project.
- ▶ The 12 month period commencing on April 1 of any year is considered the fiscal year for a project.
- ▶ List all budget items and their estimated amounts per fiscal year.
- ▶ Provide written details on each budget item per fiscal year (on a separate page if necessary).
- ▶ GST and HST will not be reimbursed to applicants when submitting claims. PST is refundable where applicable.

### **I. EXPENDITURES** - Provide an annual breakdown of all project expenses (eligible and ineligible) including salaries, equipment, professional/consulting fees, rental costs, travel, materials and supplies and other.

The description of each eligible expense below will assist with preparing the budget.

#### **A. Salaries**

- ▶ Salaries are eligible for the following positions:
  - project researcher/investigator(s)
  - project technician(s)
  - project manager/coordinator/administrator
- ▶ Estimate the employment period (days/weeks/months) and the rate of pay for each position
- ▶ If the applicant chooses to be the project manager/coordinator/administrator, this may be included as an “in-kind” contribution.

#### **B. Materials and Supplies**

- ▶ List materials and supplies and associated expenses. Items will normally be considered materials and supplies if their individual cost is less than \$500 and their productive lifespan is not significantly more than the term of the project. The Program Officer will assess each item under this category to determine if it classifies as a material/supply (not a piece of equipment).

#### **C. Professional/Consulting Fees**

- ▶ List consulting fees and associated expenses

**D. Rental Costs**

- ▶ List rentals and associated expenses (eg. equipment and building expenses).
- ▶ Applicant “in-kind” contributions may include rental costs.

**E. Travel**

- ▶ List anticipated travel and associated expenses (eg. planning meetings, travelling to the research site). Travel includes gas, mileage, meals, and accommodation. If the applicant does not have a set rate for mileage or meals, the PEI Government rate will be applicable.

**F. Others**

- ▶ List other expenses not included in the above categories, which will be necessary to the success of the project.

**G. Project Overhead/Administration Fee** - Where applications involve overhead and administration as a potential expenditure, the following rules apply:

1. Where the applicant has **sub-contracted** to an institution charging overhead, up to **30%** (maximum) may be applied as overhead to eligible items.
2. Applicants may charge **15%** overhead if they are the actual researcher and are customarily charging overhead.
3. In cases in which the overhead is being charged by an **educational institution** who is also a co-applicant (as opposed to carrying out a specified contract in A above), the amount of eligible overhead will be reduced by one-half to **15%**. This reflects the benefit derived by the educational institution in being a co-applicant in the project.

**\*\*The overall amount of overhead will be specified in the contractual agreement.**

**II. REVENUES** - Using the attached budget worksheet, provide an annual breakdown of funding - applicants, AFRI, other(s). Please specify cash and “in kind” sources and if funding has been “received” or “applied for”.

- ▶ Indicate the funding source for each expense item. Funding sources may include applicant(s), AFRI and/or “other contributing partner(s).”
- ▶ The maximum contribution by AFRI to any project will normally be \$60,000.
- ▶ Indicate if the “other contributing partner(s)” source of funding has been “received” or “applied for.”
- ▶ “In-kind” contributions must not to exceed 50% of the applicant’s total contribution to the project. This condition applies to all participants in a collaborative project. “In-kind” contributions must be based on “fair market value” and include such items as equipment and land rental, materials and personnel directly involved with the project.
- ▶ Indicate the percentage of total funding to be contributed by each of the funding partners.

**Funding Levels:**

Industry Associations	→	\$4 from AFRI for every \$1 from industry
Private Businesses	→	\$1 from AFRI for every \$1 from private businesses for projects under \$20,000
	→	\$1 from AFRI for every \$3 from private businesses for projects over \$20,000
Public Institutions	→	\$1 from AFRI for every \$3 from public institutions
Individuals	→	\$1 from AFRI for every \$1 from individuals

**15. EXTERNAL REVIEW**

If the project budget is over \$20,000, please suggest the names for two possible external proposal reviewers.

**16. APPLICATION SIGNATURE REQUIREMENT**

Project application must be signed and dated by the Applicant(s).

**Please forward questions or request further information from:**

Program Officer

PEI Department of Fisheries, Aquaculture and Rural Development

P.O. Box 1180

Montague, PEI C0A 1R0

Telephone: (902) 838-0930

Fax: (902) 838-0975

Email: [kdcantelo@gov.pe.ca](mailto:kdcantelo@gov.pe.ca)



## PROJECT BUDGET WORKSHEET

For Fiscal Year(s) 20\_\_/20\_\_

EXPENDITURES			REVENUES							
Budget Items/Details	Projected Expenditure		Applicant		Co-Applicant		AFRI	Other Contributing Partners		
			Cash	In-kind	Cash	In-kind	Cash	Source	Cash	In-kind
<i>Total</i>	\$		\$	\$	\$	\$	\$		\$	\$

SUMMARY	Dollars	Percentage
Total requested from AFRI	\$	
Total amount of applicants cash contribution	\$	
Total amount of applicants in-kind contribution	\$	
Total amount of co-applicants cash contribution	\$	
Total amount of co-applicants in-kind contribution	\$	
Total amount of partners cash contribution	\$	
Total amount of partners in-kind contribution	\$	
<i>Total Cost of Project</i>	\$	

CONTRIBUTING PARTNERS		
Name of Funding Source	Applied For (Y/N)	Received (Y/N)

**NOTE: A separate budget worksheet for each fiscal year is required.**