**2014 Large-Scale Applied Research Project Competition:**

**Genomics and Feeding the Future**

**Pre-Application Form**

**All requests for project support must be submitted to Genome Canada through a Genome Centre. Please contact your regional Genome Centre immediately for further information on their process and internal deadline dates.**

**Pre-Applications will only be accepted from applicants who submitted a Registration that was considered eligible.**

Applicants must submit their Pre-Application to their lead Genome Centre by **September 17, 2014**  The Genome Centre will review the pre-applications and work with the applicants to help them develop their final Pre-Application for submission to Genome Canada on **November 17, 2014**. Pre-Applications submitted directly to Genome Canada in the absence of the support of one of the Genome Centres, (i.e., signature of the President & CEO or authorized representative) will NOT be accepted

### General Instructions

Refer to the [*Request for Applications (RFA), 2014 Large-Scale Applied Research Project Competition Genomics and Feeding the Future*](http://www.genomecanada.ca/en/portfolio/research/2014-competition.aspx) for the specifics of this Competition and the [*Guidelines for Funding Genomics Research Projects*](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf) for the general guidelines.

By the deadline date of **November 17, 2014** the Genome Centre must submit the following to Genome Canada:

* an electronic copy of the signature pages of the Pre-Application, signed and completed. Electronic signatures are acceptable.
* an electronic copy of the Pre-Application form in PDF format (without signatures). The file should be labelled using the last name of the Project Leader and Co-Project Leader(s) in the same order as they appear on the cover page of the application form (format: Smith, John).
* the Pre-Application form should be saved as one PDF file separated by a series of bookmarks for each of the separate sections and an Excel file for Appendix I – Budget and Co-Funding Summary.

Type must be single-spaced, with top and bottom margins of a minimum of 1.7 cm and left and right margins of a minimum of 2.5 cm. Type font Arial, 11 point must be used.

**Page limits will be strictly enforced**; pages beyond the limits and unsolicited appendices will be removed by Genome Canada staff before they are reviewed. If this occurs, due to the tight timelines for review, applicants will be notified but they will not have the opportunity to revise their applications to meet the page limits.

The following **must** remain unchanged between Pre-Application and Full Application:

* name of the Project Leader and Co-Project Leader; and
* Project Title

# COMPLETING THE FORM

Each field within the tables in this form will expand to accept more information by using the return (⮠ ENTER) key. If additional rows are needed in a table, place the cursor in the last field of the last row and press the TAB key.

**EVALUATION OF THE PRE-APPLICATION**

Pre-applications will be reviewed in a two stage process. The first stage involves an initial review that will be done “at-home” by a College of Reviewers who will evaluate the Pre-Applications focussing on the quality of the research plan and the potential for social and/or economic benefits. College reviewers will provide a rating for the quality of the research proposal and potential for social and/or economic benefit, and the mean score for each of these categories will be calculated separately. Only those Pre-Applications with an equivalent of a mean rating of at least a “B” for each category will be considered further. A list ranking the Pre-Applications, based upon the mean of the scores for both criteria (quality of the research proposal and social and/or economic benefits) will be prepared. It is expected that only the top 60-70 Pre-Applications in the ranking list will be considered in the second stage of Pre-Application review.

The second stage will involve review by a Pre-Application Review Committee (PARC) with broad expertise in research including Genomics and its Ethical, Environmental, Economic, Legal and Social aspects (GE3LS), technology development, research management and the translation of research results. This committee will consider the College reviews and make a final recommendation to Genome Canada on which Pre-Applications should be invited to submit a Full Application.

**INFORMATION SHARING**

Information from approved Pre-Applications (i.e., name of Project Leader, Co-Project Leader(s), Lead Centre, Co-Lead Centre, Lead Organization, Title of Project, Research Areas and Keywords) will be posted on the Genome Canada website (<http://www.genomecanada.ca>) to further facilitate the exchange of required information between project teams and with Genome Canada’s supported genomics technology innovation centres.

**MEANING OF SIGNATURES**

The signatures of the Project Leader(s) and co-investigators confirm that this Pre-Application has been reviewed and approved for submission to the Genome Centre(s) and Genome Canada by all investigators. In addition, if the Pre-Application is approved, all applicants agree to allow the following information to be posted on the Genome Canada website: name of Project Leader, Co-Project Leader(s), Lead Centre, Co-Lead Centre, Lead Organization, Title of Project, Research Areas and Keywords.

The signature(s) of the authorized representative(s) of the lead organization and the Genome Centre(s) confirm that this Pre-Application has been reviewed and approved for submission to Genome Canada. It is expected that the Pre-Application has been approved by both the program and financial representatives of the Genome Centre(s).

**LANGUAGE OF APPLICATION**

Genome Canada provides its competition guidelines in both official languages; however, to ensure that applications can be sent to the most appropriate reviewers, all applications must be submitted in English.

**2014 Large-Scale Applied Research Project Competition:**

**Genomics and Feeding the Future**

Pre-Application Form

**Project Title:**

**Estimated Total Budget:**

**Amount Requested from Genome Canada (maximum 40% of Total Budget):**

**Project Duration (up to a maximum of 4 years):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Leader** | |  | **Co-Project Leader** | |
| Name[[1]](#footnote-1) |  |  | Name |  |
| Affiliation |  |  | Affiliation |  |
| Address |  |  | Address |  |
| Telephone |  |  | Telephone |  |
| E-mail |  |  | E-mail |  |
| Date |  |  | Date |  |
| Signature[[2]](#footnote-2) |  |  | Signature2 |  |

**Lead Organization (CEO, President or authorized representative)**

|  |  |
| --- | --- |
| Name of organization |  |
| Name of representative |  |
| Title |  |
| Date |  |
| Signature2 |  |

**Genome Centre CEO(s) or authorized representative(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lead Centre [[3]](#footnote-3) |  | Co-lead Centre (if applicable) |  |
| Name |  | Name |  |
| Date |  | Date |  |
| Signature2 |  | Signature2 |  |
| Additional Centre (if applicable) |  |  |  |
| Name |  |  |  |
| Date |  |  |  |
| Signature2 |  |  |  |

RESEARCH AREAS AND KEYWORDS

Select the area(s) that relate(s) to the research proposed. If relevant to more than one area, use numbers to indicate the relative weighting (i.e., 1 = primary focus; 2 = secondary focus, etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Agriculture |  | Energy |  | Environment |
|  |  |  |  |  |  |
|  | Fisheries |  | Forestry |  | GE3LS |
|  |  |  |  |  |  |
|  | Human Health |  | Mining |  | Technology Development |
|  |  |  |  |  |  |

Provide a **maximum** of five (5) words or phrases for each category (i.e., Research, and Methods and Technologies) that describes the proposed investigation.

|  |  |
| --- | --- |
| **CATEGORY** | **KEYWORDS** |
| **Research** |  |
| **Methods & Technologies** |  |

Provide a **maximum** of five (5) words or phrases for each category (i.e., Research questions, and Methods) that describes the proposed integrated GE3LS investigation.

|  |  |
| --- | --- |
| **CATEGORY** | **KEYWORDS** |
| **Research questions** |  |
| **Methods** |  |

**Sharing of application and reviews**

Where applicable, Genome Canada seeks your consent to share the information included in your pre-application and pre-application reviews, on a confidential basis, with the funding partners referenced in the RFA as well as co-funding partners arranged for by you and your Genome Centre(s).

|  |  |
| --- | --- |
| I, the Project Leader **consent** to the sharing of the application and reviews with the organizations indicated above. |  |
|  |
| I, the Project Leader **do not** **consent** to the sharing of the application and reviews with the organizations indicated above. |  |
|  |

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i. summary of the project

In a maximum one page, provide a brief summary of the proposed research including GE3LS. Describe the deliverables expected at the end of the project and the social and/or economic benefits anticipated from their subsequent practical application.

# II. Research PROPOSAL

### In a maximum of eight (8) pages (including references, figures and tables) outline the research to be conducted, the methodologies that will be used and how the research project addresses the eligibility criteria for the program as described in the RFA. Indicate the key applied GE3LS research questions that will be addressed and how these questions will assist in the effective translation of research results into practice and policy, and the uptake of genomic-based applications related to food safety, security and sustainable production.

### Describe how the expected scientific outcomes and deliverables will be achieved and how end-users are engaged in the development and execution of the research plan in order to help ensure receptor uptake.

Using a Gantt chart (see an example in Appendix III), show high-level project activities and milestones and the timelines for reaching them. The Activities listed in the Gantt chart (numbering and titles) should align with the research proposal and the Activity list in Appendix I Budget and Co-funding Summary. Attach the Gantt chart to this section. Please note that the Gantt chart is not included in the page limits above.

# III. PROJECT TEAM

In a maximum of two (2) pages using the table below provide details for key members of the team including end-users. Attach a short CV (maximum of 2 pages) in Appendix II for up to five key team members.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Affiliation** | **Role[[4]](#footnote-4)** | **Time Commitment**  **(hrs/week)** | **Description of Contribution &**  **Reasons for Inclusion in Proposal** |
|  |  |  |  |  |  |
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**IV. SOCIAL AND/OR ECONOMIC BENEFITS**

In a maximum of two (2) pages, describe, with justification, the deliverables expected from this project and describe their potential to lead to significant social and/or economic benefits. Include a brief plan that explains how the deliverables from the research will be transferred, disseminated, used, and/or applied to realize the benefits. Describe how end-users are engaged in the plan in order to help ensure receptor uptake.

**Appendix I. Budget and co-Funding Summary**

Using the Excel template provided, provide a draft budget and co-funding summary.

**APPENDIX II. SHORT CVs**

Please attach a short CV (up to a maximum of 2 pages) for up to five key team members that are listed in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | **Affiliation** | **Role[[5]](#footnote-5)** |
|  |  |  |  |
|  |  |  |  |
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Please ensure the CVs include the following headings:

* Name and Affiliation
* Work Experience
* Academic and Training Background
* Selected Accomplishments and Honours
* Selected Peer-Reviewed Publications, Patent Applications and Patents
* Selected Research Funding

**Appendix III. SAMPLE GANTT CHART**

Using a Gantt chart format of the project team’s choosing, please include clear objectives and quantifiable milestones for each activity and sub-activity of the proposed research. The milestones must be well-defined and measurable. The Gantt chart can be used throughout the project as a monitoring tool to capture progress on activities and milestones for each activity. If appropriate, the project team may wish to indicate how specific activities are linked to others via arrows, and the status of each activity (e.g., activity ahead of schedule, behind schedule, complete) via a colour-code or a legend for planned vs. actual progress. For example, a chart such as the following can be used:

**Title of Project**

**Project Leader & Co-Leader**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | | **PLANNED START (dd/mm/yy)** | **PLANNED DURATION (#Quarters)** | | **ACTUAL START**  **(dd/mm/yy)** | | | **ACTUAL DURATION**  **(#Quarters)** | | | **% COMPLETE** | | **QUARTER - 3 months**  **Start Date (mm/yy)** | | | | | | | | | | | | | | | | | | |
|  | |  |  | |  | | |  | | |  | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | | | | **11** | **12** | **13** | **14** | **15** | **16** |
| **Activity 1** | |  |  | |  | | |  | | |  | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 1.1** | | date | 12 | | date | | | 2 | | | **16%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 1.2** | | date | 16 | | date | | | 9 | | | **100%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 1.3** | | date | 14 | | date | | | 3 | | | **21%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 1.4** | | date | 12 | | date | | | 1 | | | **8%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 2** | |  |  | |  | | |  | | |  | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 2.1** | | date | 10 | | date | | | 6 | | | **60%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 2.2** | | date | 11 | | date | | | 8 | | | **73%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 2.3** | | date | 12 | | date | | | 5 | | | **42%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 2.4** | | date | 14 | | date | | | 6 | | | **43%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 2.5** | | date | 12 | | date | | | 7 | | | **58%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 3** | |  |  | |  | | |  | | |  | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 3.1** | | date | 13 | | date | | | 9 | | | **69%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 3.2** | | date | 11 | | date | | | 6 | | | **55%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 3.3** | | date | 15 | | date | | | 0 | | | **0%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 3.4** | | date | 10 | | date | | | 6 | | | **60%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 3.5** | | date | 16 | | date | | | 0 | | | **0%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
| **Activity 3.6** | | date | 14 | | date | | | 4 | | | **29%** | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |
|  | | |  | |  |  | |  |  | |  |  | | |  |  | | | | | |  | |  | | | | | | |
| **Current Quarter Highlight** | | |  | |  | **Plan** | |  | **Ongoing** | |  | **Complete** | | |  | **Actual (beyond plan)** | | | | | | |  | **Complete (beyond plan)** | | | | | | |

1. Project Leader is responsible for administrative and financial responsibilities of the project [↑](#footnote-ref-1)
2. Signatures confirm acceptance of terms as outlined in the Meaning of Signatures [↑](#footnote-ref-2)
3. Administrative Centre for projects which have been identified as being co-led by two or more Genome Centres [↑](#footnote-ref-3)
4. Role includes: Project Leader, Co-Project Leader, Co-Applicant, End-User, Collaborator etc. Definitions of participant categories are provided in the [*Guidelines for Funding Research Projects*](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf). [↑](#footnote-ref-4)
5. Role includes: Project Leader, Co-Project Leader, Co-Applicant, End-User, Collaborator, etc. Definitions of participant categories are provided in the [Guidelines for Funding Research Projects](http://www.genomecanada.ca/medias/PDF/en/guidelines-funding-research-projects-june-2014.pdf). [↑](#footnote-ref-5)