



FEDERAL – PROVINCIAL MOUNTAIN PINE BEETLE RESEARCH PROGRAM

REQUEST FOR PROPOSALS

Required Elements of Proposal

(Revised November 26, 2021)

The Proposal

Length: The final proposal must not be longer than **four (4) pages exclusive of references** and must include all required information. Font size must not be smaller than 10pt.

Due date: December 17, 2021 (3:00PM MST). Proposals received beyond this date will not be accepted.

Submit to: Keith McClain at (kmccclain@friresearch.ca)

Format: pdf or MS-WORD

The following information is mandatory for each proposal submitted:

- a) **Title:** The title must be stated clearly and provide an insight to the nature of the proposed research.
- b) **Proponent and Agency:** Provide complete contact information (phone number, mailing address and email) for the Principal Investigator (PI) and affiliated Agency (ies).
- c) **Personnel:** List all individuals assigned to the research project and their roles and responsibilities.
- d) **Collaboration:** Describe the nature of the collaboration (government, industry) and those involved, and how the project will benefit from the collaboration, e.g., funding, in-kind, etc.

Each proposal will be evaluated on the basis of the following elements

No.	Element of Proposal	Description	Assessment
Elements 1-6 will be reviewed carefully to determine acceptability of proposal for funding support. Elements 7-11 are important, and need to be wisely considered in the preparation of your proposal. Please use headings.			
1	Abstract	The abstract will highlight the essence of the proposal alluding to the expected outcomes, implications and relevance to the selected Research Theme. The abstract will not exceed 250 words.	15%
2	Rationale	Provide a short rationale for the proposed research as it pertains to one of the five Strategic Research Themes and achieving a key outcome. Emphasize: <ul style="list-style-type: none"> • Why is your idea important and how will it make a difference? • State a value proposition of your proposed research? 	20%
3	Objectives	Clearly state your research objectives <i>and</i> hypotheses to be tested.	20%
4	Methodology	Briefly describe the methodology you will employ to achieve project objectives.	10%
5	Implications	Describe the anticipated implications of your research on operational decisions, risk assessment and/or policy development. <ul style="list-style-type: none"> • What are the impacts of your research on achieving key outcomes¹? 	20%
6	Budget	Please note that the total funding under this RFP for all projects combined will not exceed \$650K. Provide a detailed budget by year/quarter and cost item (consider using the budget template . Administrative costs will be allowed as per fRI Research Admin Policy. https://friresearch.ca/content/overhead-fee-policy	15%
TOTAL			100%
7	Specific Deliverables	Describe specific deliverables of your research other than those listed below under Required Project Deliverables	

¹ Key Outcomes (from “A Proposal For A Federal/Provincial Partnership To Manage Mountain Pine Beetle In Alberta”)

- 1) Limit the spread of MPB into the eastern boreal forest;
- 2) Limit the spread of MPB along the eastern slopes of Alberta;
- 3) Mitigate damage to Alberta’s pine resources in locations where MPB is already established; and
- 4) Generate knowledge and innovative management techniques through research on MPB.

No.	Element of Proposal	Description	Assessment
8	Time Line	Provide a timeline for the proposed research project and link to budget requirement. All projects deliverables must be finalized by March 31, 2024 . <u>There will be no extensions.</u>	
9	In-Kind Contributions	Describe any in-kind contributions (e.g., field and/or lab support, specific expertise) that will be made to your research project.	
10	Cost Sharing	Describe other sources of funding that will be contributed to the proposed research (who, amount, timing). Is the proposed research possible without it?	
11	Project Risk	Describe possible risks e.g., COVID to the successful completion of the proposed research and any mitigative measures that would be taken, if required.	

Required project deliverables

- a) **Introductory Quick Note** (2 pages) to describe and announce the project which will be posted on the fRI *Research* Website (due within one month of signing research agreement).
- b) **Quarterly Reports**, to inform the fRI Research Board and report on progress to the Federal-Provincial Funding Partnership Senior Executive (A prescribed format will be provided. **Three Quarterly Report will be required the first of July, October, and December.** The Annual Report will replace the Q4 Report (see below).
- c) **Annual Progress Reports** (3 pages maximum) to provide updates on scientific accomplishments, issues that may have impeded progress and budget status. The Annual Report will replace the Q4 Report.
- d) **Research manuscript (s)** for publishing. If a publication is not submitted to a peer-reviewed journal within six months of project completion, the final report will be made publicly available. An exception under reasonable circumstances may be granted upon request from the principal investigator.
- e) **Final Report** that provides a straightforward, plainly written synthesis of the research and the implications of the research for management with the intent of improving provincial risk assessments under changing conditions.
- f) **Technical Report** suitable for consumption by resource practitioners. The Technical Report can contain excerpts from the final report.
- g) **Participation in one knowledge transfer activity** e.g., fRI Research Forum (at proponent’s expense – included in budget) or Webinar (arranged by fRI Research Communications).
- h) **Release of all raw data and usable deliverables** into the public domain. Any technology resulting from the research shall not be proprietary.