



FEDERAL – PROVINCIAL MOUNTAIN PINE BEETLE RESEARCH PROGRAM

REQUEST FOR PROPOSALS

Required Elements of Proposal

Up-dated April 13, 2021

(Refer to Time Line)

The Proposal

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

Due date: April 19, 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 for the Principal Investigator (PI) and affiliated Agency.
- c) **Personnel:** List all individuals (and their qualifications) that will be assigned to the research project.
- d) **Collaboration:** While not mandatory, it is desirable that proposed research work with an industrial / government collaborator. Describe the contribution of the collaborator and how the project will benefit from their participation (funding, in-kind, etc.).

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

Element of Proposal	Description	Assessment Points
Rationale	Provide a short rationale of your proposed research within the context of one of the five Strategic Research Themes. Provide a value proposition of the proposed research? Indicate the expected impacts of your research on achieving key outcomes ¹ .	20
Objectives	Clearly state your research objectives <i>and</i> hypotheses to be tested.	15
Methodology	Briefly describe the methodology you will employ to achieve project objectives.	10
Implications	Describe the anticipated implications of your research on operational decisions, risk assessment and/or policy development.	10
Time Line	Provide a timeline for the proposed research project and link to budget requirement. Projects must not extend beyond March 31, 2024 . All project deliverables and necessary reports are due March 31, 2024. <u>There will be no extensions.</u>	10
Budget	Provide a detailed budget by year/quarter and cost item. Link requirement of funds to timeline (above). Administrative costs will be allowed as per fRI Research Admin Policy. https://friresearch.ca/content/overhead-fee-policy	15
In-Kind	Describe any in-kind contributions that will be made to your research project.	5
Cost Sharing	Describe other sources of funding that will contribute to the proposed research (who, amount, timing).	10
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.	5
	Total	100

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.

The following deliverables are required for each project.

- a) Preparation of an **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) Preparation of **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) Preparation of **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) PIs are expected to prepare a **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) Preparation of a **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) Preparation of a **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.