Tier 1 Research Program Town Hall

September 19, 2024

Agenda

- Tier 1 Research Program and application process
- Resources for researchers
- Award phase and reporting
- Q & A – Virtual participants can submit questions via the Teams meeting chat

Online Participants: Please mute your microphone

Presentation will be posted online

Ontario Agri-Food Innovation Alliance

PEOPLE

Supporting research and technical expertise, to solve challenges across the agri-food and rural sectors

PLACES

Creating a provincial platform for agri-food innovation through state-of-the-art infrastructure

PROGRAMS

Delivering high quality, high-impact results to mobilize Ontario's unique competitive strengths

The Alliance is a collaboration between the Government of Ontario and the University of Guelph supporting research, laboratory, and veterinary capacity programs to advance agri-food research and innovation, help ensure Ontarians have access to healthy, safe food, and provide agri-businesses the information they need to be competitive and sustainable

Tier 1 Research Program - Overview

- Project operating funding and subsidized access to [Research Centre](#) resources (89%)
- Single stage call (Full Proposals only)
- Submission in the Research Management System (RMS)
- **Intent process**: 'General' and 'Peer Review' tabs completed in advance of deadline (to allow for peer/panel review planning) – *there is no intent submission button*

Process	Date
Call for Full Proposals	August 15, 2024
Intent fields to be complete	October 10, 2024
Full Proposals due	Tuesday, November 5 at 1:00 pm
Award notification	Anticipated March 2025
Project start date	On or after May 1, 2025

Project Duration: Up to 3 years   **Maximum Funding Request:** $240,000 total

Other Alliance Programs

Tier 2 Research Program
- Subsidized access to Research Centre resources (85% subsidy)
- Continuous intake – apply any time

KTT - Initiatives Program
- $5,000 grants to support knowledge mobilization
- Continuous intake – apply any time

Knowledge Translation and Transfer (KTT) Program
- Mobilization and Research streams
- 2024/25 Call for Proposals - timing TBD

New for 2024/25

Tier 1 funding availability

- Tier 1 Research Program budget available for projects in this current call is 34% lower than last year

IEDI course for researchers – Coming Soon

- 2-part Courselink course (see slide 12)

Research security

- New 'Research Security' tab in proposal template (see slide 21)

Proposal Development Workshop

- September 30th (see slide 25)

OMAFA Research Priorities

- 11 research priorities align within the Ministry's three core business areas

- Proposals must address a **specific research question**

- Priorities document is accessible on the program website and in RMS

- Read the full document as location of some research questions not intuitive

- **New:** Research priorities webpage updated with full list of priorities and research questions

Protection and Risk Resilience

Ensuring protection and risk resilience in the agri-food sector.

- **+** Food Safety

- **+** Animal Health and Welfare

- **+** Plant Health and Protection

Emerging Research Needs

- **Food Safety:** identifying multidisciplinary **surveillance techniques** related to emerging food safety hazards (science & policy).

- **Animal Health & Welfare:** emphasis moving towards **systems thinking** to improve approaches to **animal welfare solutions**

Protection & Risk Resilience

- **Innovative Products & Product Improvements:** Using **AI** to **expand the market** for aesthetically imperfect produce and **reduce** food waste.

- **Strong Rural Communities:** identification of labour access / **efficiency barriers to new agribusinesses** faced by underrepresented groups in Ontario
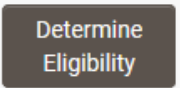
Productivity & Growth

- **Sustainable Production Systems:** innovative solutions for **reducing plastic pollution** in food production systems.

- **Soil health:** establishing a baseline for **cost-effective soil health testing** methods.

- **Productive Land Capacity:** developing more **comprehensive and improved farmland value assessments**.

Environmental Stewardship

Indigenous research continues to be an important area of focus

Research Management System (RMS)

- All Alliance programming is administered in the RMS

- If you have never registered in the RMS select "Register" on the [login page](#)

- Contact rescoord@uoguelph.ca for login assistance if needed

- To apply:
  - Log in to the RMS and find the Tier 1 open call
  - Click on the "Determine Eligibility" button and answer the eligibility questions
  - Complete all tabs (Intent fields due October 10)
  - Append supporting documentation in PDF format (CVs, letters of support, Value Assessment Plan if applicable)

Recommended browsers: Chrome, Safari, Firefox

Eligibility

- University of Guelph faculty members are eligible to be the lead applicant and/or a co-applicant on any Alliance Research Program project

- Adjunct faculty members may also apply if they are eligible to hold research funding at the University of Guelph and are not employed by or have a financial interest in any of the collaborating organizations or co-funders

  - Use your uoguelph.ca email for your RMS credentials

Prior to a new proposal being reviewed in any Alliance Research Program, the Lead Applicant and the Co-Applicant must be in "good standing" for all existing projects under the Alliance Research Programs (e.g., reports and DMPs)

Support for Applicants

- Ontario Agri-Food Innovation Alliance **Tier 1 Program Guide**
- **Instructions and tool tips** within the RMS application
- **Off-line templates** to support proposal development:
  - Microsoft Word application template
  - Excel budget template; CRA and sub-award budget templates
  - Value Assessment Plan template
- **KTT Manual** and sample KTT plans
- **Research Program Directors** (see slide 34)
- **OMAFA Research Analysts** (see slide 35 and 36)

Questions about the application process or technical difficulties?
Contact our Research Program Coordinators at rescoord@uoguelph.ca

IEDI course for Researchers − Coming Soon

- Research Services Office is developing a short 2-part Courselink course aimed at assisting Principal Investigators and Research Program Leaders in integrating Indigenization, Equity, Diversity and Inclusion (IEDI) principles in research

  - Part 1 - IEDI in Research Team Management

  - Part 2 - IEDI in Research Processes (i.e., design)

- It is intended to support IEDI Action Plan development with concrete guidance on steps and practices to adopt incrementally over time

- The course will be open to all faculty, staff, and students at U of G and is expected to launch later this fall

Resources for Researchers

Apply for Research Funding

[Apply for Funding](#)

Quick Tips: Preparing Your Tier 1 Proposal

[Preparing Your Tier 1 Proposal](#)

KTT Services & Resources

[KTT Services & Resources](#)

Data Management Plans

[Data Management Plans](#)

Quick Tips: Preparing Your Report

[Preparing Your Report](#)

Amendment Requests

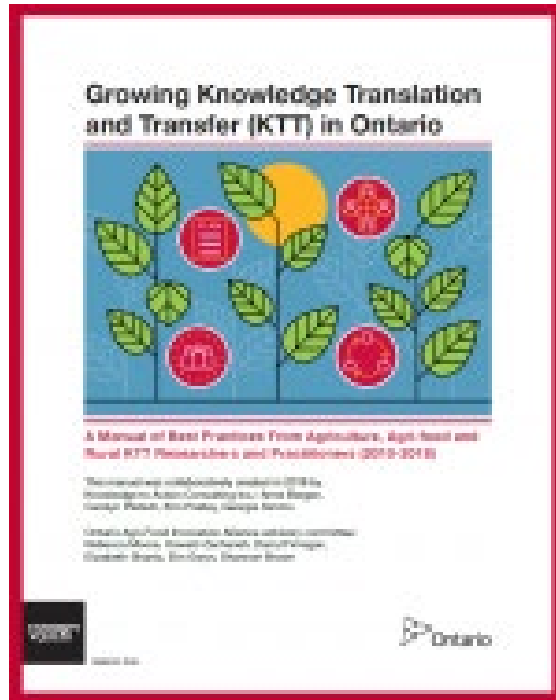[Amendment Requests](#)

Acknowledging OMAFRA Funding

[Acknowledging OMAFRA Funding](#)

Research Program Directors

[Research Program Directors](#)

https://www.uoguelph.ca/alliance/research-programs/resources-researchers

Alliance Knowledge Mobilization Resources

Growing KTT in Ontario

KTT Plan Checklist

KTT Example Plans
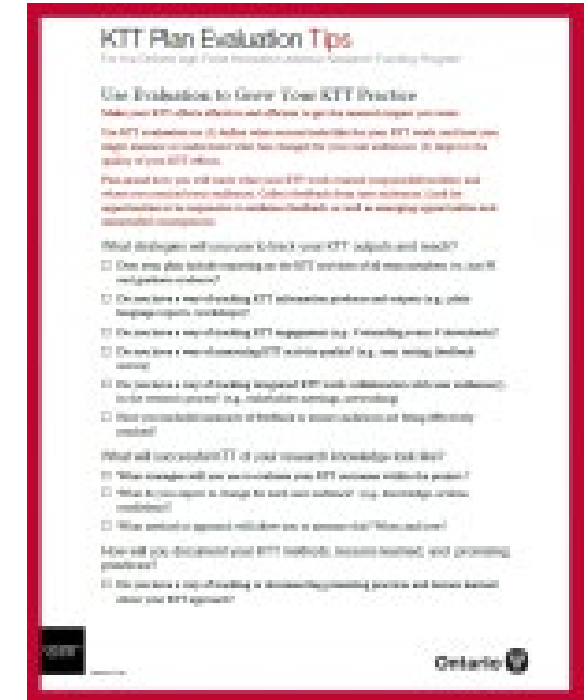
KTT Plan Evaluation Tips
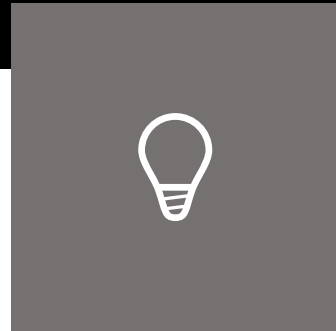
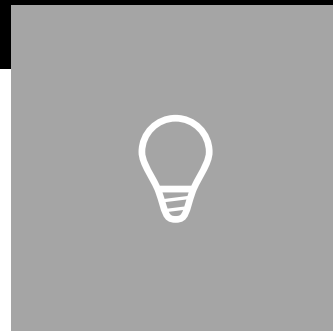https://www.uoguelph.ca/alliance/KTT-services-and-resources

Contact kttadmin@uoguelph.ca with questions

skills for
RESEARCH IMPACT

PLANNING FOR RESEARCH IMPACT

Sept 24, 2024
1:00 – 2:30 pm

CLEAR LANGUAGE WRITING

Oct. 1, 2024
1:00 – 2:30 pm

COMMUNITY ENGAGEMENT

Oct. 22, 2024
1:00 – 2:30 pm

INFOGRAPHICS

Oct. 29, 2024
1:00 – 2:30 pm

EVALUATING KTT ACTIVITIES

Nov. 5, 2024
1:00 – 2:30 pm

Two additional workshops to be announced for October 8 and November 12
For more information and to register: uoguel.ph/research-impact

Team Members & Invitation Process

- Ensure that the appropriate research expertise is brought to bear on the research objectives to be achieved, including implementation of KTT

- Details of the **team member invitation process** are in the RMS. Become familiar with the process and allow sufficient time for team members to accept their invitations

  - All team members should <u>confirm their participation</u> in the project by the Full Proposal submission date

  - Confirmed **Collaborators** will have limited read-only access to the proposal; **Co-Applicant** and **Delegate** (both optional) with have ability to edit

- The involvement of all team members (including their estimated actual FTE contributions to the project) will be reported on in annual and final reports

- Ensure that all U of G technical staff (Alliance and non-Alliance supported) involved in the project are identified in the team member table

- The funding source field on Team Member records should identify if a team member is drawing salary from a project (Project in part/in whole, or Other Funding Source), while Alliance funded technicians should be identified as 'Another OMAFA Program'

Highly Qualified Personnel

- Highly qualified personnel (HQP) are captured in a separate table from team members in the RMS

- Provide details on <u>all</u> HQP that will be involved in the project, regardless of their stipend funding source and whether they have been specifically identified – undergraduates, graduate students and post-docs

- Highly qualified personnel do not need to be invited

The training and development of HQP is an important objective of the Alliance and an Agreement performance indicator

Effort should be made where possible to engage HQP in Alliance-funded research projects

Leverage & Partnerships

- No prescribed leverage requirements for individual projects given diversity of research funded (discovery, policy, public good, industry-pull) – however the Alliance has overall leverage targets to meet

- Effort should be made to secure partner support wherever possible (cash and in-kind). Letters of support also strengthen proposals

- In-kind contributions must provide an essential, tangible benefit to the project and be valued appropriately

- Refer to Program Guide for budget details, including eligibility of expenses and co-funder support

- **Please remember to include non-Alliance funded technical support as contributions to the project**

Budget and Research Centres

- Identify all research centre services to be used (if applicable)

- Non-Alliance cash support required to cover the non-subsidized portion of research centre access fees

- Project expenditures are described in three tables:
  - Funds Requested from the Program
  - Cash Support from Partners (if applicable)
  - In-kind Support from Partners (if applicable)

- Fully explain/justify expenditures in the text boxes provided

- All leveraged cash funds must be processed through the Research Services Office, with a separate OR-5 form.

- Append Sub-Award/Collaborative Research Agreement (CRA) budget templates

Ensure financial support for all HQP is captured in the budget, regardless of source

See the Program Guide for details about indirect costs/overhead:
- Levied by collaborating institutions
- Levied by U of G on partners providing leveraged funding

Data and Intellectual Property

- **Data sharing and access** – Three questions which outline any potential restrictions on the sharing of project data

- **Intellectual Property** – Details on IP expected to be developed from the proposed research is required for the full proposal

- Concerns about disclosing sensitive IP? Contact the [Research Innovation Office](#) to assist with information to be included in the proposal to allow adequate committee review

Ministry's Data and Intellectual Property Licence grants the Ministry the right to request project-generated data for educational use and for use in informing policy

Any agreements entered into with third parties should include the provisions of this Licence

Research Security

- Research security assessment is a new requirement under the OMAFA-U of G Agreement

- Information collected in a Research Security tab in the RMS

- Based directly on the Federal Government's [National Security Guidelines for Research Partnerships Risk Assessment Form](#)

  - 'Yes' or 'Unsure' answers will require additional information

- Research security information accessible only to U of G and OMAFA staff directly involved in the administration of Alliance programs

- Resources:

  - [U of G Guide for completing the National Security Guidelines for Research Partnerships Risk Assessment Form](#)

  - [U of G Guide to Developing a Risk Mitigation Plan](#)

Research Security

Supporting Documentation

- **Team Member Supporting Documentation:**
  - Lead Applicant and Co-Applicant CVs (required)

- **Proposal Details Supporting Documentation (if applicable):**
  - Literature review references (required)
  - Additional methodology information

- **Other Supporting Documentation (if applicable):**
  - Letters of support; confirmation of funding (including dollar values)
  - Value Assessment Plan (mandatory for a few research questions as well as product development proposals)

Letters of support can be provided after the proposal submission deadline. Email them to rescoord@uoguelph.ca

No paper OR-5 form *or signatures required. Fill in fields online. Approvals will happen after submission.*

Proposal Review Process

- Relevance screen – fit with priorities

- All proposals will be reviewed by external scientific peer reviewers and a review panel consisting of subject matter experts from academia, government and industry

- Review panels make funding recommendations to the Ontario Agri-Food Innovation Alliance Research and Innovation Program Management Committee

- Final funding decisions are at the discretion of OMAFA

Tips for Success

The strongest proposals:

- Are complete and well-written

- Clearly demonstrate how the project addresses an OMAFA research question

- Have a robust team and HQP development

- Demonstrate realistic benefits to end users

- Articulate well defined and tangible deliverables

- Have fully developed methodology, with sampling plans and statistical approaches defined where applicable

- Identify relevant user audiences and appropriate tactics for knowledge mobilization; budget and resources to support KTT are identified

- Fully explain and justify budget items and demonstrate value for money

- Provide evidence of stakeholder support (where applicable)

Start early!
It takes time to engage partners and collaborators and build a strong proposal

Proposal Development Workshop

This meeting is an opportunity for faculty to join program staff and U of G Research Program Directors to learn more about the proposal development and review process and hear advice and tips for preparing high quality proposals. Meeting will include an RMS demo.

- Monday, September 30, 2024, from 3:00 – 4:30 p.m. in ANNU room 141
- Virtual option

Proposal Review Criteria

- Fit with OMAFA priorities (research questions)

- Strength of the project lead(s) and research team; HQP training

- Quality and clarity of the experimental design

- Benefits to client groups and the agri-food sector. End users should be engaged early on wherever possible/appropriate

- Objectives and deliverables that are clear, tangible, measurable and achievable

- Strength of the Knowledge Translation and Transfer Plan

- Value for money

- Evidence of involvement of relevant partners through leverage and partnerships

Panel review scorecard is provided in the Program Guide

Award Phase

- Conditions of funding need to be met prior to award
- All leveraged funding must be confirmed with a letter prior to award
- Data Management Plans (DMPs) are a condition of funding. DMPs must be reviewed, endorsed and submitted by the Library. Details on the [Alliance website](#)
- Completion of Award Agreement online via DocuSign process

Prior to being awarded any new project under the Alliance, Lead Applicants and Co-Applicants must be fully compliant with all reporting, DMP and financial requirements for existing projects under the Alliance Research Program.

Progress Reporting

Progress Reporting and Accountability

- Annual reports due 30 days past anniversary of start date

- Final reports due 60 days after project end date

  Please make Alliance program staff aware of any major project delays or changes as soon as they occur

Reporting tips

- Provide information in all fields even if results are preliminary

- Include KTT by all team members and attach relevant KTT products

- Report tip sheet available on the Alliance website

  Please ensure all reports are as complete and comprehensive as possible to avoid revision workflows

Amendment Requests

- An amendment request is required for the following situations:
  - A project delay or extension (change to the start or end date of a project)
  - A change to the objectives or deliverables (scope) of the project
  - A change in the lead applicant

- Requests for changes to a project should be submitted via the Research Management System (RMS) as early as possible

- To [request an amendment](#), there must be a recent Annual Report associated with the project (no more than nine months old)

Extension requests should be submitted as early as possible and at least three months before the end date of the project

Research Program Performance Indicators

Fully developed proposals, and complete and accurate progress reports, are essential to support performance measurement and other reporting obligations under the Alliance Agreement, as well as support effective knowledge mobilization by OMAFA and U of G

Select metrics:
- Leverage (cash and in-kind)
- Faculty FTEs
- Technician FTEs (Alliance and non-Alliance funded)
- Collaborators (team members)
- HQP (students and post-docs)
- Co-funders
- KTT Activities

Acknowledging Alliance/OMAFA Funding

- Recipients of funding must acknowledge Government of Ontario support in all public communications products, including news releases, web copy, magazine stories, public-facing reports, interviews, journal articles, conference posters and oral presentations.

- More details on how to acknowledge Alliance funding are available on the [Acknowledging OMAFA Funding](#) webpage.

Program Contacts

For support completing your application and help with RMS issues

- U of G Research Program Coordinators (RPCs): rescoord@uoguelph.ca

For KTT support

- Rebecca Dunn, Knowledge Mobilization Manager: rebdunn@uoguelph.ca

Other U of G, Office of Research, Agri-Food Partnership contacts

- Laurie Halfpenny-Mitchell, Director, OMAFA/U of G Agreement & Research Programs: laurieha@uoguelph.ca
- Stacy Favrin, Senior Manager, OMAFA/U of G Agreement Research Programs: favrinst@uoguelph.ca
- Erica Cushnie, Manager, Research Programs: cushniee@uoguelph.ca

Program Contacts – Cont'd

For IEDI support

- Joanne Garcia-Moores, Indigenization, Equity, Diversity, and Inclusion Advisor in Research: jmoores@uoguelph.ca

For IP and commercialization support

- Kaleigh Rajna, Industry Liaison Officer, Research Innovation Office: krajna@uoguelph.ca

For research security support

- Amy Allison, Research Security Specialist: amyallis@uoguelph.ca

U of G Research Program Directors

Research Area	Research Program Director	Email Address
Policy and Economy	Kate Parizeau	kate.parizeau@uoguelph.ca
Animals	Trevor DeVries	tdevries@uoguelph.ca
Plants	Will be confirmed in early October	
Innovative Products	Will be confirmed in early October	
Soil, Water and Environment	Will be confirmed in early October	

OMAFA Research Priority Contacts

Adam Meyer, Manager, Research & Knowledge Management, Research and Innovation Branch
Adam.Meyer@ontario.ca

Research Priority	OMAFA Research Analyst	Email Address
Plant Health & Protection	Anna Formusiak	Anna.formusiak@ontario.ca
Food Safety	Hilary Graydon	Hilary.Graydon@ontario.ca
Animal Health & Welfare	Robin Smart	Robin.Smart@ontario.ca
Competitive Production Systems	Robin Smart	Robin.Smart@ontario.ca
Innovative Products & Product Improvement	Kelly Jackson	Kelly.Jackson@ontario.ca
Trade, Market Targeted Sector Growth Opportunities	Robin Smart	Robin.Smart@ontario.ca
Strong Rural Communities/ Productive Land Capacity	Robin Smart	Robin.Smart@ontario.ca
Soil Health/Water Quality and Quantity/Sustainable Production Systems	Dave McLeod	Dave.Mcleod@ontario.ca

Other OMAFA Contacts

Focus	OMAFA Research Analyst	Email Address
Indigenous Agri-Food Systems	Elin Gwyn	Elin.Gwyn@ontario.ca
Equity, Diversity, and Inclusion	Robin Smart	Robin.Smart@ontario.ca
Knowledge Translation and Transfer	Tieghan Hunt	Tieghan.Hunt@ontario.ca

Questions?

https://www.uoguelph.ca/alliance/

rescoord@uoguelph.ca