Instructions for Completing the Project Application Form

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 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 life-span 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, traveling 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 budget worksheet, provide an annual breakdown of funding - applicants, AFRI, other(s). Please specify cash and "in kind" sources.

◄   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 $20,000.00 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).