



Growing Forward 2

A federal-provincial-territorial initiative

AgrInnovation Program

Industry-led Research and Development Stream

Applicant Guide

AgrilInnovation Program - Industry-led Research and Development Stream - Applicant Guide

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For more information reach us at www.agr.gc.ca/AgrilInnovation or call us toll-free 1-877-246-4682.

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1.0 Purpose

The purpose of this document is to provide you, the Applicant, with information about the AgriInnovation Program and its Industry-led Research and Development Stream. In addition, this guide will assist you in completing and applying for funding under this stream.

2.0 Description of the AgriInnovation Program

The objective of the AgriInnovation Program is to accelerate the pace of innovation by supporting research and development activities in agri-innovation and facilitating the demonstration, commercialization and/or adoption of innovative products, technologies, processes, practices and /or services. The aim is to enhance economic growth, productivity, competitiveness, adaptability and sustainability of the Canadian agriculture, agri-food and agri-based products sector and to assist in capturing opportunities for the sector in domestic and international markets.

The overall Program budget from April 1, 2013 to March 31, 2018 is \$468 million. This includes contribution funding, Agriculture and Agri-Food Canada (AAFC) research support for collaborative projects with Applicants, and the cost of AAFC Program administration.

There are two Streams under the Program; the Industry-led Research and Development Stream and the Enabling Commercialization and Adoption Stream. **This Guide focuses on the Industry-led Research and Development Stream.**

3.0 Industry-Led Research and Development Stream

3.1 Description

The objective of the Industry-led Research and Development Stream is to support pre-commercialization research, development and knowledge transfer leading to innovative agriculture, agri-food and agri-based practices, processes and products. The Stream may provide non-repayable contributions to approved Applicants, and/or support in the form of collaborative assistance given by AAFC research scientists and experts for knowledge transfer.

As a general guideline, research, development and knowledge transfer may be described as follows:

Research - an original investigation undertaken to acquire new knowledge.

Development - The utilization of existing knowledge to generate new applications and solutions to respond to specific needs.

Knowledge Transfer - The translation and transfer of knowledge and technology to the sector. The intent is to increase the adoption of innovative technologies and practices aimed at improving competitiveness and sustainability of the sector. Examples of typical knowledge transfer outputs under this Stream include decision support tools and field days. AAFC assistance will not be provided for any direct marketing, business promotion or one-on-one extension types of activities.

AGRI-SCIENCE CLUSTER OR AN AGRI-SCIENCE PROJECT Applicants may apply for two types of Projects under the Stream; an Agri-science cluster or an Agri-science project (both of which will be referred to as Projects within this Guide). There are separate Budget templates for each type of Project.

Agri-Science Cluster: It aims to mobilize and coordinate a critical mass of scientific expertise in industry, academia and government. The Agri-science cluster would be national in scope, industry-led, and address components of the sector's applied science plan under a single application. Hence, it would address several themes that are priorities to the industry, and would request support toward several research activities across the country.

An Agri-science cluster may be commodity based, or may be horizontal in nature where it addresses cross-cutting issues that are of interest to more than one commodity.

Agri-science Project: This refers to a single Agri-science project or a smaller set of Agri-science projects that would be less comprehensive than an Agri-science cluster. The scope may be national, regional or local.

Types of assistance: Applicants may apply for contribution funding, and/or for a collaborative relationship with AAFC in research, development and knowledge transfer. In all situations, Applicants will be required to enter into a legal agreement with AAFC.

It is the responsibility of the Applicant to clearly identify in the Budget the type of assistance requested from AAFC.

1. Non-repayable contribution funding:

Applicants could request funding for eligible incremental costs associated with work being performed outside of federal departments and agencies, such as research, development and knowledge transfer activities performed by universities, private sector laboratories or other entities. If such a request is approved, AAFC and the Applicant would enter into a non-repayable Contribution Agreement (CA) and the Applicant would be referred to as the Recipient. Recipients would be expected to provide financial support to the Project (see Section 3.4 on Cost Sharing). It should be noted that funding under a CA cannot be used for activities with Canadian federal departments and/or agencies (e.g., AAFC, Canadian Food Inspection Agency, National Research Council).

2. Collaborative relationship in research:

Applicants could request to engage in collaborative research and development activities with AAFC's personnel on a subject matter that is of benefit to the Applicant and also fits within AAFC's agri-science priorities. If approved, the successful Applicant would be required to enter into a Collaborative Research and Development Agreement (CRDA) with AAFC and would be referred to as the Collaborator. Under the CRDA, AAFC would support approved Activities conducted by AAFC personnel through internal funds and successful Applicants would be expected to provide financial support to the Project (see Section 3.4 on Cost Sharing).

For more information on CAs and CRDAs, see sections 5.2 and 5.3 of the Guide.

3.2 Duration

The Industry-led Research and Development Stream will expire on March 31, 2018.

It is strongly suggested that research activities relative to a Project be completed by January 31, 2018 to allow time for performance reporting by March 31, 2018.

All eligible costs in the CA must be incurred and paid by the Applicant by the expiration date. Any costs incurred and paid after March 31, 2018 will be deemed ineligible and will not be reimbursed or considered as industry's contribution toward the Project.

3.3 Maximum Funding Amount

Agri-science Cluster: The maximum total AAFC contribution funding and the value of AAFC collaborative support to an approved Agri-science cluster pursuant to a CA, a CRDA, or both, cannot exceed \$20M from April 1, 2013 to March 31, 2018.

Agri-science Project: The maximum total of AAFC contribution funding and the value of AAFC collaborative support to an approved Agri-science project pursuant to a CA, a CRDA, or both, cannot exceed \$5M from April 1, 2013 to March 31, 2018.

Please note that the total maximum contribution to an approved Applicant under the AgriInnovation Program (not the Stream) will not exceed \$10M per year.

3.4 Cost Sharing

Eligible costs related to a Project, as this term is defined below, are to be shared between AAFC and the successful Applicant (and others where relevant, for example other industry partners and other governments).

Where the successful Applicant is a non-profit organization that is a legal entity, AAFC may normally contribute up to 75% of the total eligible costs (AAFC may reserve the right to contribute only up to 50%). Where the successful Applicant is a for-profit organization that is a legal entity, AAFC may normally contribute up to 50% of the total eligible costs.

Please note that when a CA and a CRDA are provided to the same Applicant, this cost sharing ratio applies under each of the CA and the CRDA.

3.4.1 Stacking Limit for CAs

The stacking limit refers to the maximum level of total Canadian government funding (federal, provincial/territorial, and municipal) an Applicant can receive towards the total eligible costs of a project.

The maximum level of total government funding will generally not exceed 75% of eligible costs per Project.

3.4.2 Cash Contributions

Under a CA:

When eligible costs are resourced by an approved cash outlay, they would either be eligible for reimbursement by AAFC or be part of the Applicant's contribution to the Project.

For example, if a Project requires specific human resources to undertake direct Project activities and an Applicant devotes existing staff with the required skills to meet that requirement, then the cost of those resources is considered as cash. These labour costs would either be considered eligible for reimbursement by AAFC or be part of the Applicant's contribution to the Project.

Under a CRDA:

If a Project requires specific human resources to undertake direct Project activities and a Collaborator devotes existing staff with the required skills to meet that requirement, then the cost of those resources may be considered as part of the Collaborator's contribution to the Project. AAFC reserves the right to determine what would be accepted as resources provided in lieu of a monetary contribution by the Collaborator.

3.4.3 In-Kind Contributions

In-Kind valuation in the CA:

In-kind contributions are goods and services that are contributed to a Project and that require no outlay of cash by the Applicant. In-kind contributions form part of the Applicant's Project share and therefore are not reimbursable by AAFC.

To be eligible, in-kind contributions:

- Must be essential to the Project's success;
- Are resources that would, if not provided, have to be purchased or contracted by the Applicant or Applicant's partners;
- Reflect fair value* and be substantiated by the Applicant in their application, and be confirmed by AAFC during the Project assessment process; and
- Cannot normally exceed 10% of the total eligible costs to complete the Project.

* Fair value of in-kind contributions should reflect current, relevant and market-based information or another methodology acceptable to AAFC.

In-Kind valuation in the CRDA:

In-kind contributions are goods and services that are contributed to a Project and that require no outlay of cash by the Collaborator, but to which a dollar value can be attributed and substantiated. In-kind resources can be valued as part of the

Collaborator's share of Project costs, but cannot normally exceed 10% of the total Project costs. AAFC reserves the right to determine what would be accepted as resources provided in lieu of a monetary contribution by the Collaborator.

3.5 Application Intake

For an Agri-science cluster:

The application deadline is February 1, 2013.

Any Applicants who are unable to complete and submit their application by February 1, 2013 may submit an Intent to Apply by February 1, 2013 (approximately three pages). The Intent to Apply must include:

- The sector priorities for research and development (or the issue priorities in the case of horizontal clusters);
- The cluster objectives and results to be achieved;
- A summary of the science team and a summary of the methodology;
- The estimated total cluster cost per year; and
- The funding and collaborative support requested per year and by type of support (AAFC contribution funding requested, see section 3.1, and AAFC research and knowledge transfer requested, see section 3.1).

The application deadline for those who have submitted an Intent to Apply is April 1, 2013. If a completed application package is not received by April 1, 2013, the Intent to Apply will be removed from the internal AAFC assessment process immediately.

Another call for proposals for Agri-science clusters may be posted on the Industry-led Research and Development Stream website if any funding remains once all applications submitted by the above deadlines have been assessed.

For an Agri-science project:

There will be three application deadlines each year for Agri-science projects, starting February 1, 2013, as follows:

- 1) February 1
- 2) June 1
- 3) October 1

Once all funds and other resourcing of support have been allocated to approved projects, a notice will be posted on the Industry-led Research and Development

Stream website that applications for Agri-science projects are no longer being accepted.

3.6 Eligible Applicants

Eligible Applicants must be legal entities capable of entering into legally binding agreements. It should be noted that federal, provincial, territorial and municipal governments or agencies, and universities and colleges are not eligible Applicants.

Eligible Applicants for an Agri-science cluster include:

- Not-for-profit organizations that are legal entities; and
- For-profit organizations that are legal entities seeking support for an Agri-science cluster on cross-cutting issues (issues of interest to more than one commodity).

Eligible Applicants for an Agri-science project include:

- For-profit and not-for-profit organizations that are legal entities.

3.7 Eligible Activities

Eligible activities are of the following nature and type:

- Targeted applied science research and/or development activities that address sector priorities, increase market opportunities and foster innovation;
- Research relating to product, practice, process and/or technology development;
- Projects that pilot, test solutions and /or explore/adapt technologies; and
- Knowledge transfer and the development of tailored approaches to bring science and technology from the bench to the field.

3.8 Eligible Costs

Eligible costs are the incremental Project costs that fall within the recognized cost categories and respect all conditions and limitations set out in this Guide, and the contribution agreement if the Project is approved.

Eligible costs are categorized under standard cost categories for all funding Projects. Eligible cost categories under the Industry-led Research and Development

Stream include:

- Administration
- Salaries/Benefits
- Contracted Services
- Travel
- Capital/Assets
- Other Direct Project Costs

Eligible costs must be presented, in the budget, under the standard categories for all funding Projects, as identified in Annex B – Cost Categories.

An Applicant may use cash and/or in-kind contributions towards their percentage of contributions towards eligible costs (see section 3.4 – Cost Sharing).

NOTE: AAFC may allow eligible costs to be incurred after a complete funding proposal has been received by the Program, but prior to the signing of a CA if AAFC deems this necessary for the achievement of objectives under the Project and if such costs are reasonable, incremental and required to carry out the eligible activities to which they relate. Even if an Applicant is advised that their Project is approved and the Applicant starts incurring costs, no costs can be reimbursed unless a CA is ultimately signed between the Applicant and AAFC. Please note that any costs incurred prior to the signing of a CA would be incurred solely at the Applicant's risk without obligation of payment by AAFC.

The program start date is April 1, 2013, and in no instance will any costs incurred prior to that date be eligible for reimbursement.

3.9 Ineligible Costs or Limitations

Ineligible costs include:

- The purchase of land or buildings;
- Alcohol, entertainment, gifts (such as gifts for speakers or facilitators);
- Minor assets and capital items not specifically required for the execution of a Project;
- Normal costs of establishing a commercial operation;

- Refundable portion of the GST, value-added taxes, or other items for which a refund or rebate is receivable;
- Cost for activities intended to directly influence/lobby governments;
- Costs for activities that are deemed to be part of normal business practice for any recipient;
- Direct marketing, business promotion or one-on-one extension types of activities; and
- Other costs not specifically required for the Project.

NOTE: Where an approved Applicant enters into a service contract with a University for eligible Project activities and costs, AAFC will only consider as eligible the University overhead costs up to a maximum of 15%. Any amounts above 15% will not be considered as an eligible expense either for AAFC reimbursement or as part of the Applicant's financial contribution.

4.0 How to Apply

AAFC has established harmonized terminology to describe Projects and Activities for all AAFC Programs, including the AgriInnovation Program.

Terminology for those applying for funding and/or collaborative support for an Agri-science cluster: An Agri-science cluster would generally include many integrated research projects under several overarching themes. Applicants are therefore expected to describe the overarching themes and the projects which they are proposing under each theme.

The following is an explanation of the terminology for 'themes' and 'projects' to be used in your application package. This terminology will carry into your Application Form, Work Plans and Budget:

- All the work in the application for an Agri-science cluster is called a **Project**
- The themes are called **Themes**
- The projects within each theme are called **Activities**

Applicants who were Recipients under the Canadian Agri-science Clusters Initiative, ending March 31, 2013, should note the following:

- What that Initiative referred to as “Sub Projects” would constitute “Themes” under the new AgriInnovation Program.
- What that Initiative referred to as “Activities” would constitute “Activities” under the new AgriInnovation Program.

Terminology for those applying for an Agri-science project: All the work in the application is collectively referred to as a **Project**. You will then be asked to describe all the **Activities** that make up the Project, and this terminology will carry into your Application Form, Work Plan and Budget.

Please review the information below which details the forms you will need to submit and the additional information required for your application.

Confidentiality: It is the Applicant’s responsibility to clearly identify, on any documentation he/she submits to AAFC, the information the Applicant considers to be commercially confidential. This information will not be disclosed unless required by law, including the *Access to Information Act*, or upon the express authorization of the Applicant.

4.1 Application Form

This is a standard AAFC Application Form for all Programs. More detailed science related information is needed in order to be able to assess the Application under this Stream. The following instructions are specific to this Stream, and should be followed as you complete the Application Form.

Section A of the Application Form

A7 – Organizational capacity

- 1) Describe the Applicant’s organizational capacity to deliver and complete the Project. For EACH of the following functions, describe who will be responsible for this function, his/her previous relevant experience, and the amount of time that will be allocated to do this work (how many hours per week will be allocated to this function):
 - Financial – including the AAFC claims process
 - Managerial – for each of the following areas:
 - Overall Project management, including the name and biography of the Project Lead

- Research coordination
 - Performance monitoring and reporting
 - Communication, technology transfer and knowledge dissemination, if applicable
- Technological and Operational – other staff (if applicable)
 - Marketing – This does not normally apply to this Stream.

2) List any AAFC funding received by the Applicant over the last 3 years (program name and amount received).

Section B of the Application Form

B2 – Primary Location of the Project

Please click “Same as mailing address”.

NOTE: Since all Applicants will be identifying the location(s) of the Project work in the Detailed Work Plan for each Activity, section B2 of the Application Form does not need to be completed.

B3 – Project Results/Benefits Please describe each of the following:

1. Benefits to Agricultural Producers: Describe how this Project will benefit agricultural producers. Be clear on size and scope of the benefits to producers.
2. Benefits to other stakeholders: Describe how this Project will benefit other stakeholders (e.g., Processors).
3. Benefits to Canada: if applicable, describe any other benefits (e.g., employment, environment).
4. How the Project addresses the objectives of the AgriInnovation Program:
 - the extent to which the Project will accelerate the pace of innovation, leading to enhanced economic growth, productivity, competitiveness, adaptability and sustainability of the Canadian agriculture, agri-food and/or agri-based industries.
5. For an Agri-science cluster only, how the Applicant plans to manage and commercialize the intellectual property arising from this Project.

B4 – Contributors/External Parties

Information on contributors/external parties is already being requested and provided elsewhere in the work plans and budgets. As data needs to be put in each section of the electronic Application Form for it to function, please type the following in the B4 box: “This information is already being provided elsewhere”.

B5 – Project Risks

Please complete this section on the overall Project (Note: the risks and mitigation strategies by Activity should be identified in the Detailed Work Plan, not in the Application Form).

Section C of the Application Form

Please ensure that the following documents are included with your signed application package.

The following underlined list is taken from Section C of the Application Form.

- A one-page Executive Summary of the Project
- Work Plans (see Section 4.2)
 - Complete a Project Work Plan for the work under the CA (if applicable).
 - Complete a Project Work Plan for the work under the CRDA (if applicable).
 - Complete the Summary of Project Themes (applies only to Applicants for an Agri-science cluster).
 - Complete a Detailed Work Plan for each Activity.
- Budget (see Section 4.3)
 - Complete one Activity Budget Worksheet for each separate Activity.
 - Complete the Sources of Funds Worksheet.
- A copy of the organization’s Certificates or Articles of Incorporation

This requirement can be met, where the Applicant is not a corporation, by providing other official documentation attesting to the legal status of the Applicant.

- A copy of the last two years financial statements and the most recent interim financial statements.

Copies of the organization's annual financial statements (audited or review engagement) for the past two years or since the date of the business start-up, the latest interim (audited or review engagement) financial statements, and, if applicable, the most recent annual report or audited or review engagement financial statements of the parent company or principal owner. For consolidated organizations, the financial statements of the subsidiary, division or branch directing the Project must also be included.

- Endorsement Letters for the Project (if available). These are letters of support from organizations indicating they believe in the need for the work and hope the proposed Agri-science cluster or Agri-science project will be accepted.
- Annex A – Consent to Disclose Personal and/or Business Information Form.

It is the responsibility of the Applicant to obtain the signed consent from any persons/organizations (external to AAFC) identified in the application package where their personal and/or business information has been provided. This refers specifically to the Principal Investigators external to AAFC whose biographies are sent to AAFC as part of the application package (see the Detailed Work Plan). Annex A is a screen shot and the actual form for the signature of the Principal Investigators (external to AAFC) is attached in the Applicant Package.

- Annex C – Copyright Permission Form

Also provide:

- Letters of Acknowledgement:

1. From all research organizations identified in the Detailed Work Plan (includes AAFC and organizations external to AAFC):

- The letters must make explicit reference to the proposed Activities in the Detailed Work Plan, and confirm their availability to do the work.
- Letters must come from a senior executive authorized to sign the letter on behalf of the organization.

*NOTE: Letters from AAFC Science Directors for work to be conducted by AAFC will solely confirm that the scientific and technical capacity is available to conduct the work, should the Project be approved, and would not infer an acceptance/approval of the proposal.

2. From all financial contributors to the Project other than the Applicant organization (for example, other government departments, other industry groups);

- The letters must make explicit reference to the proposed Activities in the Detailed Work Plan, and confirm their commitment to provide the cash or in-kind contribution.
- Letters must come from a senior executive authorized to sign the letter on behalf of the organization.
- If the financial contribution is not confirmed at the time of the submission of the application, it must be confirmed in writing prior to the signing of any Agreements with AAFC. NOTE: Recipients will be required to track and provide evidence of these financial contributions over the life of the Project.

- Information on peer reviews that have been completed: This applies only to applications for an Agri-science cluster. Refer to section 4.4 of the Guide.

How to submit the Application Package:

Applicants should send an original, signed copy of the Application and all attachments and supporting documentation, along with an electronic copy (e.g., CD ROM, USB key) in original software format (e.g., Microsoft Word, Excel) to:

**Agriculture & Agri-Food Canada
AgriInnovation Program
Tower 7, Floor 8, Room 130
1341 Baseline Road
Ottawa, ON K1A 0C5**

Alternatively, the electronic version of the application and attachments in original software format may be sent by e-mail to AIP-PAI@agr.gc.ca, with the signed original and attachments sent by mail or courier to the above noted address.

4.2 Work Plan

Applicants must complete and submit two different templates with their Application package, (as well as a Summary of the Project Themes for an Agri-science cluster). Please ensure that you review section 4.0 of the Applicant Guide for the definitions of a Project, Theme (for Agri-science Clusters only) and Activity as these terms are used in the Work Plans. Also ensure that you are able to separate the work to be performed under the CA from the work to be performed under the CRDA.

1. **The Project Work Plan.** Complete one Project Work Plan for the work under the CA and one Project Work Plan for the work under the CRDA (if applying for both). Should your application be approved, these will be used as the Work Plans in the CA and the CRDA. Provide a high level summary of each Activity, as well as the Activity deliverables by fiscal year (April 1 to March 31) for each year of the Project. Those applying for an Agri-science cluster should indicate the 'theme' under which each Activity fits (beside the 'Name of Activity').

*NOTE: The first Activity to enter when completing the Project Work Plan template should always be 'Project Management by the Recipient Organization'. This should include information on overall Project Management, research coordination, financial management, and performance reporting (and other aspects as deemed appropriate).

2. **The Summary of Project Themes (applies only to an Agri-science cluster).** A short description of the overarching Themes of the cluster, and a listing of the Activities within each.

3. **Detailed Work Plans by Activity.** A separate Detailed Work Plan must be completed and submitted for every Activity. *For Activities where you anticipate*

work to occur at AAFC and external to AAFC, you may describe the Activity in one Detailed Work Plan, however if the Activity is approved, the work under the Activity will need to be distinctly managed under the CA and the CRDA.

4.3 Budget

Applicants must complete two separate types of worksheets which are within the Budget Template.

1. The Detailed Budget by Activity worksheet – complete one Activity Budget for each separate Activity.
2. The Sources of Funds worksheet – to identify all the financial contributors to the Project, by fiscal year (April 1 to March 31).

Detailed explanations on how to complete the forms are included within the Budget template, as the first worksheet, in windows called up by buttons, and in comment boxes (hover the mouse pointer at the red corners).

Applicants are encouraged to review Annex B (attached to this document) for assistance with the categorization of the eligible costs within the Detailed Budget by Activity worksheet.

Treasury Board guidelines will be used as a baseline for assessing eligible costs for travel and hospitality.

Please note that the first Activity should always be Project Management. All costs incurred by the Applicant in managing the Project should be included as the first Activity. This includes labour costs associated with project management, research coordination, financial management, and performance reporting (and other costs required to manage the Project).

NOTE: Although the Detailed Budget by Activity worksheet does not need to be provided by year at the application phase, please ensure that you have the annual budget breakdown by Activity (April 1 to March 31) because you will need it later, should your application be approved. All approved Applicants will need to provide the budgets by year for the CAs and CRDAs.

4.4 Additional Requirements

Consent to Disclose Personal and/or Business Information form (Annex A)

This document is used to obtain written consent for the disclosure of personal information and/or business information of a third party. Any information submitted

about an individual and/or organization other than the Applicant is considered to be third party information, and the information will be used for the purposes of assessing Projects under AAFC AgriInnovation Program Streams.

Science Advisory Body and Peer Review requirements relative to an Agri-science cluster

It is the Applicant's responsibility to form a Science Advisory Body to provide advice on the Activities of the Project, and to arrange peer reviews of the individual applied science Activities within the proposal for an Agri-science cluster.

The Science Advisory Body should have representatives from the agriculture industry (including agri-food and agri-based), academia and government (including AAFC) to provide scientific expertise over the life of the Project. The Science Advisory Body is not part of the Applicant's organization and as such will not manage cluster Activities.

Peer reviews must be conducted on each Activity within an application for an Agri-science cluster. A minimum of two independent peer reviewers (experts) are required. The independent experts must be individuals from relevant scientific, technological and innovative fields with national or international reputation to ensure all Activity objectives, deliverables, budgets and timelines are adequately addressed.

The Applicant must provide evidence of a completed peer review process for each Activity recommended by the Science Advisory Body. This may be provided to AAFC with the application, or soon after the approval of the proposal, and must be provided prior to the signing of the CA and/or CRDA.

Peer Reviews of an Agri-science project

Peer reviews will not be routinely requested for an Agri-science project, however AAFC might request a peer review on a project at the AAFC assessment stage, depending on the magnitude and level of complexity of the project.

5.0 Assessment and Approval

5.1 Assessment Criteria

An Application must be complete in order to be fully assessed. Please review the Application Checklist and ensure that you have completed all forms and templates using the instructions from the Applicant Guide.

Applications will be assessed against the following criteria:

AgrilInnovation Program Objective - the extent to which the Project will accelerate the pace of innovation, leading to enhanced economic growth, productivity, competitiveness, adaptability and sustainability of the Canadian agriculture, agri-food and agri-based industries.

Priority - the extent to which the Project is a priority for the industry.

Benefits to Canada – the extent to which the Project is likely to benefit agricultural producers, other stakeholders and Canada.

Quality of the Work Plan - clarity and completeness of the work plan, evidence of sound research methodology, and incrementality of the proposed Activities relative to previous or current work.

Feasibility - the likelihood of achieving planned results within the timeline, appropriateness of the budget, and considering the Project risks.

Capacity

- proven technical, financial and managerial capacity/capability of the Applicant. Where applicable, proven capacity/capability of intellectual property management.
- capacity and suitability of the scientific resources and technical expertise (industry, academic and government scientists).

If an Applicant is successful, AAFC will provide a written decision letter, which will outline the level of assistance awarded and any other conditions if applicable.

5.2 Contribution Agreement

Successful Applicants who enter into a CA with AAFC will be referred to therein as Recipients. Recipients will be required to enter into a CA which will outline the amount of funding AAFC may provide to the Recipient toward eligible costs, as well as the Recipient's responsibilities and obligations. See section 3.1 for more information on CAs.

NOTE: Even if an Applicant is advised that their Project is approved and the Applicant starts incurring costs, no costs are eligible for reimbursement unless an agreement is fully executed (signed by the Applicant and AAFC). Any costs incurred prior to the signing of an agreement would be incurred solely at the Applicant's risk without obligation of payment by AAFC.

5.3 Collaborative Research and Development Agreement

If an Applicant's Project has been approved for a collaborative relationship involving AAFC personnel, the Applicant will be required to enter into a CRDA with AAFC. Successful Applicants will be referred to as the Collaborator in a CRDA. The CRDA will outline the responsibilities and obligations of both AAFC and the Collaborator with respect to the Project. See section 3.1 for more information on CRDAs.

5.4 Reporting Requirements

Recipients will be required to provide performance reports to AAFC using forms to be provided by AAFC, describing the activities completed and progress toward deliverables, as described in the Project Work Plan (see section 4.2). When completing your project Budget, please ensure that you have allowed sufficient resources to perform this function.

Financial reporting will be required with each request for reimbursement of expenditures, in addition to year end accounting and other financial reports. When completing your Project Budget, please ensure you have allowed sufficient resources to perform this function as well.

6.0 Notes

6.1 Risk Framework

AAFC will conduct a risk assessment to determine the overall risk level of the Project.

The results (risk level) of the assessment does not determine the eligibility for funding but will affect the frequency of progress reporting, the frequency in which advances can be provided, the amount of funds to be held back on actual expenses (holdback), and frequency of site visits and provide recommendations to the recipient audit departmental strategy. AAFC's contribution agreement has been designed to accommodate this framework and its results.

Each approved Applicant will be notified of the risk level by way of a letter that accompanies the contribution agreement for the Project.

6.2 Intellectual Property

AAFC may collect, use and share an Applicant's information, which includes, but is not limited to, documentation prepared in the administration of the Industry-led Research and Development stream of the AgriInnovation Program, with other AAFC programs, or with other departments or agencies of the Government of Canada, or other levels of government in Canada, for purposes that include, but are not limited to: the use of the Applicant's information in the administration of the Program; ensuring efficiencies and effectiveness to set up and administer agricultural and other government programs; determining the possible availability of funding for the Applicant's Project under another program or initiative, and examining the scope and effectiveness of agricultural programming in Canada. Applicants must sign a consent form allowing AAFC to reproduce and distribute the whole or any part(s) of their applications for these purposes.

The Industry-led Research and Development stream of the AgriInnovation Program is an initiative pursuant to which contribution funds may be paid to recipients. Title to the intellectual property developed by the recipient of contribution funding will vest in the recipient or in a third party, as may be negotiated by the recipient and the third party. However, AAFC will engage in program administration activities and in other follow-up activities related to the initiative that are undertaken for the public good. AAFC may require the inclusion of a non-exclusive, world-wide and royalty-free license allowing AAFC to reproduce and to distribute by any means the whole or any part of documents generated by or for the recipient for these purposes, within the Department, within the Government of Canada, or to other governments, as part of the contribution agreement.

Intellectual Property matters will be negotiated between AAFC and the Collaborator prior to execution of a CRDA.

6.3 Retention and Disposition of Assets

AAFC will include terms in the contribution agreement to allow AAFC to direct that assets purchased with contribution funds be retained until the completion of the Project, or disposed of beforehand, in the manner that the AAFC determines or to such person as the AAFC authorizes. This means that if the recipient wishes to dispose of assets purchased using the Minister's contribution, then a prior request for authorization to do so will have to be sent to AAFC.

AAFC will have no property rights or security interests in any assets purchased with contribution funds.

Under the Industry-led Research and Development Stream, this Retention and Disposal of Assets provision would apply only to Capital assets with a purchase price of CAD \$25,000 or greater per individual item. Refer to the definition of Capital/Assets Annex B: Cost Categories.

6.4 Official Languages

6.4.1 Language of Service

Applicants and recipients are encouraged to communicate with AAFC in the official language of their choice. AAFC will ensure that it has the capacity to review and assess applications and Project deliverables in both official languages.

6.4.2 Language Obligations for Successful Applicants

Depending on the nature of the program, Recipient, and specific Project activities to be undertaken, Canada may require the Recipient to conduct certain activities, make information available to, or interact with the public in one or both official languages on terms and conditions to be specified in the Contribution Agreement. For example, if the Project is national in scope, takes place in an area that is designated bilingual or the target audience involves both French and English-speaking participants, Canada may impose conditions in order to ensure that Canada is in compliance with the requirements of the federal *Official Languages Act*.

In all cases however, the Recipient will be required to ensure that public acknowledgement of AAFC's support for the Project and project-specific communications products are expressed in both English and French.

The Industry-led Research and Development stream of the AgriInnovation Program funds can be used to assist with the costs associated with these obligations as long as they fall within the definition of eligible costs and are included within the Project budget.

6.5 M30 Law (for Quebec organizations only)

The Act Respecting the Ministère du Conseil Exécutif (M-30) may apply to an Applicant in the Province of Québec. Applicants will be required to complete an additional information form and, if they are subject to the requirements of the Act, to obtain written authorization and approval from the Government of Quebec prior to execution of any funding agreement.

6.6 Privacy Notice

Personal information provided in or with this application package will be used for assessment purposes regarding the application and is being collected under the authority of the *Department of Agriculture and Agri-Food Act*. The personal information will be protected in accordance with the *Privacy Act* and described in standard Personal Information Bank, Public Communications PSU 914.

The Applicant has the right to access their personal information held by Agriculture and Agri-Food Canada and to request changes to incorrect personal information by contacting the AAFC Access to Information and Privacy Coordinator at ATIP-AIPRP@agr.gc.ca.

6.7 Business Information

The business information provided in or with this application package is being collected under the authority of the *Department of Agriculture and Agri-Food Act* and may be used by AAFC, or disclosed to third parties for the purposes of assessing and reviewing the eligibility of the applicant and the project and may be used for the purposes of audit, analysis, risk assessment, and evaluation of the applicant and/or the project. As per the Copyright Permission requested in Annex C, information provided may also be used by AAFC or disclosed to third parties to determine eligibility for other AAFC, Government of Canada, or provincial/territorial programs from which the applicant may benefit.

All information provided to AAFC through the AgriInnovation Program application process and in relation to approved projects is subject to the provisions of the *Access to Information Act* and *Privacy Act*. Information on these Acts is available at the following website: <http://laws.justice.gc.ca>.

It is the applicant's responsibility to clearly identify, on any documentation it submits to AAFC, the information it considers to be commercially confidential. This

information will not be disclosed unless required by law, including the *Access to Information Act*, or upon the express authorization of the applicant.

A list of approved projects may be published on the AAFC website including the name of the recipient, the project name, and the amount of AgriInnovation Program contribution. This information, along with a description of the project, may be made public in project funding announcements or other promotions and in other government documents including public reports on the progress of government initiatives.

6.8 Environmental Considerations

Under the *Canadian Environmental Assessment Act 2012* (CEAA 2012), an environmental assessment of a Project may be required if the Project is listed on the Regulations Designating Physical Activities. Likewise, if the Project is located on federal land, an environmental effects evaluation may be required pursuant to CEAA 2012. To determine if a Project is listed in the Regulations or to clarify the definition of federal land, Applicants are directed (in Section B6 of the Application Form), to access the CEAA 2012 website at <http://laws-lois.justice.gc.ca/eng/acts/C-15.21/page-1.html>. If Applicants determine that their Projects are listed on the above-referenced Regulations or are located on federal land, Applicants should contact AAFC's Environmental Services Unit at environmentalservice@agr.gc.ca for further information.

Apart from the CEAA 2012 requirements, Applicants must still obtain any other relevant federal, provincial, territorial or municipal authorizations or permits. Applicants should include such information in section B5 of the application form, along with an explanation of the environmental risks and mitigation strategies associated with the Project. Environmental risks could include potential effects on water bodies, fisheries, wildlife (especially rare species), air quality, noise, human health, soils, vegetation, Aboriginal activities such as hunting, fishing and gathering, and traditional Aboriginal lands. Such effects can result from a Project's air emissions, effluent releases, waste production, increased traffic, proximity to residential areas or Aboriginal land, and other Project characteristics.

7.0 Contact Information

For further information please contact us toll-free at 1-877-246-4682, or by e-mail at AIP-PAI@agr.gc.ca.

Annex A: Consent To Disclose Personal and/or Business Information Form



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

ANNEX A: CONSENT TO DISCLOSE PERSONAL AND/OR BUSINESS INFORMATION FORM

The purpose of this document is to obtain your written consent for the disclosure of personal information and/or business information to Agriculture and Agri-Food Canada (AAFC). With your consent, the Applicant will use this information in or with a Project Application Form that requests funding under the applicable AAFC program.

Use and/or Disclosure

The personal/business information is being collected under the authority of the Department of Agriculture and Agri-Food Act and may be used by AAFC, or disclosed to third parties, for the purpose of assessing and reviewing the eligibility of the Applicant and the Project under the applicable AAFC program and to verify the accuracy of the information provided in or with the Project Application Form.

AAFC Treatment of Personal Information and Business Information

The personal information that is released, via this consent, will be treated in accordance with the *Privacy Act* and described in the Personal Information Bank identified in AAFC's online version of the applicable Program Guide. The business information that is released, via this consent, will be treated in accordance with the *Access to Information Act*. Information on these Acts is available at the following website: <http://laws.justice.gc.ca>.

You have the right to access the personal information held by AAFC and to request changes to incorrect personal information by contacting the Access to Information and Privacy Coordinator at ATIP-AIPRP@agr.gc.ca.

All the information provided in or with the Project Application Form will be administered in accordance with the retention requirements of the applicable AAFC program.

Voluntary Consent

The consent provided in this form is voluntary and that one may, without any prejudice to oneself, decline to provide it.

I hereby consent to the provision of my personal information and/or business information by the Applicant

for the purpose of the submission of the Project Application Form for funding to the applicable AAFC program

AgriInnovation Program

☐ Personal information

☐ Business information

Print name

Print business name (if applicable)

Signature

Date

Annex B: Cost Categories

Administration

Administration costs necessary to complete the project, such as:

- Office supplies and materials
- Office space
- Telecommunications/Audiovisual
- Postage and freight

Salaries/Benefits

Salaries and benefits directly related to completing the activities of the project.

Contracted Services

Professional or specialized services for which a contract is entered into, such as:

- inspection
- consultant/expert services
- installation/construction
- financial auditing (required for the project)
- Environmental Assessment
- project management
- research

Travel

Travel costs directly related to the project, such as:

- meals
- incidentals
- accommodations
- transportation
- hospitality (where eligible)

Capital / Assets

Capital Assets are tangible assets that are purchased, constructed, developed or otherwise acquired and:

- Are required for the execution of the project;
- Have a useful life extending beyond one fiscal year and are intended to be used on a continuing basis; and

- Are not intended for resale during the life of the project.

Costs such as:

- equipment
- computers
- buildings

Other Direct Project Costs

Other costs for project-related deliverables, such as:

- shipping
- printing
- conference fees/registration fees
- consumable materials
- construction material costs
- translation
- marketing costs related to production of materials/documents/marketing plans

Annex C: Copyright Permission Form

ANNEX C: COPYRIGHT PERMISSION FORM

In addition to the implied consent at law allowing AAFC to reproduce and distribute any part of or the whole of the documentation provided in or with this Project Application Form for purposes consistent with the receipt, assessment and subsequent treatment of the Application, the Applicant also grants AAFC permission to reproduce and distribute the whole or any part of the said documentation to third parties to determine eligibility for other AAFC, Government of Canada or provincial programs from which the applicant might benefit, and to evaluate the scope, direction and effectiveness of agricultural programming and research in Canada. The Applicant's voluntary grant of, or refusal to grant, this copyright permission in no way affects the Applicant's eligibility under this AAFC Program.

☐ Consent

OR

☐ Refuse

Name of Applicant: _____

Name of Signatory: _____ Title/ Position: _____

Date: _____

