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## APPENDIX 1 – INITIATIVE BASELINE POLICY

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### INTRODUCTION

With this business plan, the Alberta Crop Industry Development Fund Ltd. will manage a series of initiatives across the remaining separate funds. Each initiative is unique with its own objectives, measurables and lifespan. Each initiative is also subject to the same controls, application processes, and reporting protocols. The purpose of this document is to describe some common ground between them, rather than repeat information with each implementation plan under each initiative.

### PROGRAM FUNDING

Total funding available under current ACIDF initiatives, as of March 7, 2013 is \$19.1 Million. Funding is distributed between initiatives as prescribed by the funding agreements with the Ministry:

	<u>Originally</u>	<u>February 2012</u>
<i>Industry Development Initiative</i>	\$11.4 Million	Closed
<i>Biopolymer Development Initiative</i>	\$1.0 Million	Closed
<i>Canada Alberta Biopolymer Initiative</i>	\$1.0 Million	Closed
<i>Bioproducts Initiative</i>	\$5.0 Million	\$0.4 Million
<i>Feed Grain Quality &amp; Supply Initiative</i>	\$10.0 Million	\$0.2 Million
<i>Environment &amp; Nutrient Management Initiative</i>	\$4.0 Million	Closed
<i>Automation and Productivity Pilot</i>	\$4.0 Million	Closed
<i>Crop Research &amp; Development Initiative</i>	\$18.0 Million	\$3.8 Million
<i>Competitiveness Initiative</i>	\$0.1 Million	Closed
<i>Barley / Triticale Royalty Initiative</i>	\$1.1 Million	\$0.7 Million
<i>Competitive Crop Production Initiative</i>	\$5.55 Million	\$3.1 Million
<i>Feeding Initiative</i>	\$8.0 Million	\$0.4 Million
<i>Grain Crop Protection And Research Initiative</i>	\$12.0 Million	\$10.3 Million

## APPLICATION INFORMATION

Each fund has its own beginning, commitment and ending dates. Most current holdings will end by March 31, 2016. The Feeding Initiative will be complete March 31 2015. Fund 2012 ends March 31, 2018.

Applications will be judged on individual merit. Value for the investment is a prime consideration and applicants are encouraged to estimate reasonable returns from completion of the work.

Applications should conform to the following definitions:

*Program* - means an area of research focus with clearly defined goals and outcomes conducted over a medium term (usually 3 to 5 years) that include individual projects, plus specific research capacity.

*Project* - specifically defined and targeted research undertakings with a time frame generally shorter than a related program (usually 3 years or less), with results that would contribute to the achievement of broader research goals and objectives.

*Proposal* - means an application and may be for programs or projects. This may be part of an organized call or submitted alone. A proposal may be solicited by the funding agency.

## ELIGIBLE APPLICANTS

All projects will be evaluated with respect to the benefit to the Alberta crop industry, the qualifications of the activity team, and the likelihood of success. This is a competitive application process and funds will not be allocated by arbitrary division, commodity, or organization.

Eligible applicants include:

- Industry associations, groups, or commissions,
- Government organizations and agencies,
- Universities, colleges, research institutions and applied research associations;
- Companies, cooperatives, partnerships, joint ventures and individuals.

Signatory support is an important part of the project funding process. Wherever practicable, signatory letters of recommendation and partnered funding are considered when selecting proposals for support.

## ELIGIBLE COSTS

Eligible research costs may vary between initiatives. These can include:

- Time for specific activities on the project/program
- Outside consultants justified as essential to the project/program
- Travel to project sites
- Travel for information dissemination purposes
- Cost of equipment directly required for the project/program
- Cost of supplies directly required for the project/program
- Publishing costs approved as part of the specific activity
- New, incremental scientific and technical personnel required for the specified research
- Graduate student research bursaries approved as part of the activity (Fund 2005)
- Some overhead costs may be considered where clearly itemized and not part of normal operating costs

Costs that are **not** eligible include:

- Current salaries of investigators in universities, colleges, other academic institutions, or government agencies
- Teaching component of researcher salaries, unless approved as a specific activity of the project/program within Fund 2001 or Fund 2008.
- Technology transfer initiatives specific to Fund 2005 and Fund 2006 (unless minor costs directly related to the specific research components of the application)
- Cost of land, buildings or roads.
- Imputed cost of office space, office rental and/or refurbishment
- Cost of heat, light and utilities
- Consulting time from colleagues eligible to be part of the project team
- Costs incurred transferring portions of the grant to co-applicants.
- Any overhead applied to portions of the grant transferred to co-applicants.

## ASSISTANCE LEVELS

Typically ACIDF support to individual projects will be less than \$750,000 over the life of the project. Average project grants are expected to be considerably less than this maximum.

Successful program applications can expect to have funds set aside for that program. Funds may be granted for the life of the program to support incremental researchers and appropriate costs associated with the additional positions. Projects within the program will be approved and funded from within the set aside funds, given performance, reporting and high quality project applications.

**Review Process**— In order to identify the optimum proposal, the following process will be followed:

- Application will follow normal ACIDF application procedures and protocols. Proposals should provide an overview of research priorities, expected methodologies; a preferred list of equipment, possible alternates, estimated cost, and sources. All proposals will clearly describe objectives, expected results and deliverables. Superior proposals will identify opportunities for leveraging the investment through matching funding and similar opportunities. Acceptable applications shall be on ACIDF forms or follow the headings and sequence of ACIDF forms.
- Technical review and industry evaluation will be conducted by one or more of the following:
  - Review and report through an international peer review
  - Technical review and report through a provincial or national peer review.
  - Consultant and engineering reports, especially related to facility and selection of specific equipment.
  - Consultation with livestock industry representatives
- Review and approval by the ACIDF Board of Directors.
- Reporting and audit will conform to normal ACIDF grant procedures, and will vary with specific terms of the accepted project.
- The decision of the board will be final.

All funded activities are to be evaluated either at interim and final reporting or at any time the ACIDF has concerns regarding the activity. The evaluation may be carried out by advisory committees, national/international review panels, consultants, ACIDF staff, directors or others as deemed appropriate and with appropriate expertise. All reviews with concerns will be submitted with recommendation to the Board.

Projects may be audited for both financial and activity performance. Spot audits will be arranged as deemed appropriate.

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