**Letter of Intent to Submit a Research Proposal --- WORKING DRAFT ---**

**This document is to be used as a template only.**

**All applications must be submitted online via the** [**BC Dairy website**](https://secure.bcdairy.ca/Forms/Letter%20of%20Intent%20to%20Submit%20a%20Research%20Proposal?application=Academic%20-%20Step%201%20-%20Letter%20of%20Intent%20%28LOI%29%20submission)

BC Dairy will consider support for projects that are local, regional, or national in scope, as long as they clearly identify benefits to the dairy industry. Issues of importance to the dairy industry include: [**BC Dairy research priorities**](https://secure.bcdairy.ca/Forms/Letter%20of%20Intent%20to%20Submit%20a%20Research%20Proposal?application=Academic%20-%20Step%201%20-%20Letter%20of%20Intent%20%28LOI%29%20submission#:~:text=BC%20Dairy%20research%20priorities), [**BC Dairy strategic priorities**](https://secure.bcdairy.ca/Forms/Letter%20of%20Intent%20to%20Submit%20a%20Research%20Proposal?application=Academic%20-%20Step%201%20-%20Letter%20of%20Intent%20%28LOI%29%20submission#:~:text=priorities%2C%20other-,BC%20Dairy%20priorities,-%2C%C2%A0%20emerging%20issues%20affecting), emerging issues affecting the dairy industry or dairy producers, or that propose a new opportunity/innovation that would be of great value to dairy farmers.

This LOI form is for academic research. The **Academic** stream is for projects conducted by faculty, associates, and graduate students of post-secondary institutions. An academic project will generally result in a peer-reviewed publication.

If you have any questions during the application process, please contact [innovation@bcdairy.ca](mailto:innovation@bcdairy.ca).

**SECTION 1 - Applicant Information**

1. **Project Title**
2. **Applicant (Principal Investigator)**

* Name
* Institution/Organization/Company
* Email address
* Phone #
* Mailing address

1. **Type of Applicant:**

* Academic,
* Corporation,
* Association,
* Government
* Other

1. **Implementation Partners:**

Include any co-applicants, graduate students, technical experts, associations, and academics participating in the project, if applicable. Do not include financial only partners (this will be asked later. **Separate partners on a new line. Include the full name of the primary contact person, the organization, and their role in the project, separated by semicolons. Example:**

* Partner 1 (Full name; Organization/Institution; Role in project)
* Partner 2 (Full name; Organization/Institution; Role in project)
* Partner 3 (Full name; Organization/Institution; Role in project)

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1. **Applicable BC Dairy Priority Research Areas**

BC Dairy has adopted the Dairy Farmers of Canada’s 2022-2027 research priorities as interim priorities for 2022-2023, with the exception of the ‘human nutrition and health’ priorities. Priorities fall under two categories, Climate and Sustainability (CS), and Animal Health and Welfare (AHW). To review the complete list of priorities, [visit the Dairy Farmers of Canada site](https://dairyfarmersofcanada.ca/en/dairy-research/national-dairy-research-strategy).

* Sustainable cropping (CS)
* Reducing greenhouse gas emissions (CS)
* Water conservation (CS)
* Enhancing biodiversity (CS)
* Social and Economic Factors influencing knowledge adoption and implementation (CS)
* Cattle disease prevention and mitigation (AHW)
* Practical and sustainable housing and management (AHW)
* Cattle nutrition (AHW)
* Genetic and reproductive performance (AHW)

1. **Applicable Region(s)**

If your research is specific to a region based on soil, climate, livestock practices, etc., indicate the location in which the work will take place that will benefit from the results (multiple selections possible)

* National
* Western Canada
* All BC
* Lower Mainland, BC
* Interior/Okanagan, BC
* Vancouver Island, BC
* Bulkley Valley, BC
* Cariboo/Northern region, BC
* Kootenay region, BC

**SECTION 2 - PROJECT DESCRIPTION**

1. **Lay Term Summary (500 words maximum)**

Provide a lay-term description of how your project is aligned with the BC Dairy research priorities and funding criteria, expected findings, and benefits to the dairy industry. Works cited should be included at the end of the section.

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1. **Background (1000 words maximum)**

Provide a summary of existing research on this topic. Identify the research gap that this work addresses and the benefits to the dairy industry. Works cited should be included at the end of the section.

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1. **Project Objectives (1000 words maximum)**

Describe the project objectives, including comments on the uniqueness of the concept and project outputs. Include any knowledge transfer deliverables or other elements that will enhance adoption of the results.

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1. **Methodology (1000 words maximum)**

For each of the objectives described above, briefly describe the methodology to be used and justify the approach.

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1. **Knowledge Transfer and Extension**  **(1000 words maximum)**

Describe your research adoption and extension plan. List potential barriers to adoption and proposed solutions. Describe the producer and industry involvement from project start to end.

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1. **Relevance to the dairy industry (500 words maximum)**

Comment on the benefits to the dairy industry and adoption potential, including considerations of cost and practicality in the context of current regional practices. Comment on scalability and commercialization potential if applicable, including the affordability for small and large dairy operations. Works cited should be included at the end of this section.

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1. **Works Cited**

Provide citations noted in the questions above in the format of your choosing. Links to articles or DOIs are appreciated but not required.

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**SECTION 3 - BUDGET**

The budget should detail the total cost of the proposed work and the required cash flow over the life of the project by year. Estimated income from all funding sources and expenses for the project should be included, as well as the funds required from BC Dairy.

* BC Dairy’s annual research funding budget is relatively small. Typical funding requests are $5,000-25,000 per year. if you have any questions about the eligibility of your expenses or funding request, please contact [**innovation@bcdairy.ca**](mailto:innovation@bcdairy.ca)
* Eligible expenses include: contracted goods and services, materials and supplies, incremental labour and related costs such as travel, rent or lease of facilities and equipment.
  + No more than 10% of funding can be allocated for administrative overhead.
  + BC Dairy may fund capital costs in extraordinary circumstances. Applicants are requested to provide full justification if applying for funding to cover capital costs.
* Ineligible expenses include: normal costs to establish and operate a commercial or not-for-profit operation, and costs incurred before the project has been approved.

1. **Total Project Budget**

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| $ |

1. **Total cash contribution requested from BC Dairy**

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| $ |

1. **Other Funding Partners**

Please describe the funding sources that make up the portion of your budget not requested from BC Dairy. **Separate partners on a new line. Include the name of the organization, the total value requested, whether funding is secured or pending, anticipated approval date if unsecured, any in-kind contributions, separated by semicolons. Example:**

* Partner 1 (Organization; Funding requested; secured/unsecured; anticipated response date (if not secured); any in-kind contributions)
* Partner 2 (Organization; Funding requested; secured/unsecured; anticipated response date (if not secured); any in-kind contributions)
* Partner 3 (Organization; Funding requested; secured/unsecured; anticipated response date (if not secured); any in-kind contributions)

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1. **Budget Commentary** **(750 word maximum)**

Briefly explain other funding sources or in-kind contributions, secured or unconfirmed and a high level budget breakdown. Budget categories include personnel, travel, capital assets, supplies, KTT, and other. Describe anticipated expenses for each category.

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1. **In-Kind Contribution requested from BC Dairy** (optional)

Describe any services or supports from BC Dairy required to facilitate your project, including event promotion, knowledge transfer, participant recruitment, or more engaged partnership. Include an estimated value in hours for staff time and dollars for other requests.

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**SECTION 4 - TECHNICAL REVIEWERS**

Provide the contact details for two appropriate technical reviewers who are not associated with this project. Most projects are reviewed within our technical working group experts, but some may be referred externally depending on the required expertise. Ensure you include:

* + Name
  + Title/specialization
  + Organization/affiliation
  + Email address

1. Reviewer 1

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1. Reviewer 2

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