**Aquaculture Collaborative Research and Development Program (ACRDP)**

PROJECT APPLICATION FORM

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. INDIVIDUAL OR ORGANIZATION INFORMATION *(If more than one please submit this page for each)* | | | | | | | | | | |
| INDIVIDUAL OR ORGANIZATION FULL LEGAL NAME  TAG\_ORG\_NAME | | | | | IN OPERATION SINCE (year): | | | | INCORPORATED  FED  PROV  N/A | |
| ADDRESS  TAG\_ADDRESS | | | CITY  TAG\_CITY | | | PROVINCE  TAG\_PROV | | | | POSTAL CODE  TAG\_POSTAL\_CODE |
| TELEPHONE # | FAX # | | E -MAIL ADDRESS | | | | | | | |
| HEAD OFFICE ADDRESS (IF NOT SAME) | | | CITY | | | PROVINCE | | | | POSTAL CODE |
| Number of employees: 1-4  5-19  20-49  50-100  100+ | | | | | | | | | | |
| PLEASE INDICATE TYPE OF OPERATION  Marine Finfish  Shellfish  Seaweed  Association  Other (please specify)  Commercial  Developmental ⮡ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | FOR THE PROJECT, INDICATE  Species involved: TAG\_SPECIES  Commercial  Developmental | | | |
| PROJECT MANAGER CONTACT (NAME)  TAG\_LEAD\_NAME | | TELEPHONE #  TAG\_LEAD\_NUMBER | | | FAX # | | | E-MAIL  TAG\_LEAD\_EMAIL | | |
| 2. PROJECT INFORMATION | | | | | | | | | | |
| PROJECT TITLE  TAG\_TITLE | | | | PROJECT DURATION  Start date: TAG\_START\_YEAR End date: TAG\_END\_YEAR | | | | | | |
| A. The following should be submitted with this application form:   * A proposal giving the details of the project as outlined on the Proposal Guideline sheet. * Project budget summary and summary by fiscal year (see Budget Form) and supporting details.   B. What program Priority(ies) will be addressed?  Pest and Pathogen Management for Cultured Stocks  Ecosystem Interactions  Sustainability  What program Sub-Priority(ies) will be addressed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  C. Other sources of funds related to this project (if applicable, provide details in the proposal)  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | | | | | | | | |

I hereby declare that all of the above information contained within this application and proposal is correct and that if found to be otherwise, I agree to withdraw my organisation’s participation from the Aquaculture Collaborative Research and Development Program. Each additional industry collaborator (proponent) must complete and sign a separate *page one* of the project application form, to be included in the submission package.

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Project Proponent Signature Please Print Name CLEARLY Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DFO Project Lead Signature Please Print Name CLEARLY Email address Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DFO Regional Director of Science** **Date**

**Aquaculture Collaborative Research and Development Program (ACRDP)**

#### PROPOSAL GUIDELINES

Please submit project proposal giving the following details**:**

1. Project title
2. Name, address and position of project manager
3. Industry applicant organization profile (maximum length ½ page)[[1]](#footnote-1)
4. Partner(s) profile, including contact name and information (if applicable) (maximum length ½ page)
5. Description of project work team and required qualifications for key positions (with names, addresses, titles, and include CV's where available as separate MSWord or pdf documents (maximum length 4 pages per team member)
6. Project problem / rationale
7. Project objectives
8. Description of how this collaboration will meet the goals, objectives and priorities of the ACRDP program including the benefits expected for DFO and industry partners (length 1 page)
9. Detailed description of work and experimental protocol, including references where applicable.
10. Detailed deliverables of project. These must include interim, if more than one year in duration, and final project reports).
11. Project milestones and timelines
12. Risk Management – Project Risk Analysis table must list each activity or deliverable at risk, the level of risk, along with mitigation measures and the responsible party(ies).
13. **APPENDIX A – Estimated Project Budget**

Please complete the ACRDP Budget spreadsheet. Instructions can be found on the first page of the spreadsheet. The Excel workbook can accommodate projects that span multiple years and involve more than one collaborator.

**Aquaculture Collaborative Research and Development Program (ACRDP)**

**Project Application Form**

1. **PROJECT TITLE:**

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| --- |
| TAG\_TITLE |

1. **PROJECT MANAGER DFO (name):**

|  |  |
| --- | --- |
| **Name:** | TAG\_LEAD\_NAME |
| **Position:** | TAG\_LEAD\_POSITION |
| **Contact information:**  *(Address, email, telephone)* | TAG\_LEAD\_CONTACT\_INFO |
| **Section Head (name):** | TAG\_SECTION\_HEAD\_NAME |
| **Division Manager (name):** | TAG\_DIVISION\_MANAGER\_NAME |

1. **INDUSTRY APPLICANT ORGANIZATION PROFILE #1**

**Project Manager (name): Position:**

**Contact information:** *(Address, email, telephone)*

**PROFILE** *(Maximum length ½ page)***:**

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**3. INDUSTRY APPLICANT ORGANIZATION PROFILE #2**

**Project Manager (name): Position:**

**Contact information:** *(Address, email, telephone)*

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**PROFILE** *(Maximum length ½ page)***:**

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**3. INDUSTRY APPLICANT ORGANIZATION PROFILE #3**

**Project Manager (name): Position:**

**Contact information:** *(Address, email, telephone)*

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**PROFILE** *(Maximum length ½ page)***:**

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**4. PARTNER(S) PROFILE** *(Include contact name and information if applicable - Maximum length ½ page)*

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**5. PROJECT WORK TEAM:** *(Description of project work team and required qualifications for key positions with names, addresses, titles, and each team member’s specific role in the project.* ***Include CV’s for the project lead and team members******as separate MSWord or pdf files as required****.)*

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| --- |
| TAG\_TEAM\_DESCRIPTION |

**6. PROJECT PROBLEM/RATIONALE:** *(If this proposal builds upon established or ongoing research, please include relevant details of those projects.)*

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| --- |
| TAG\_RATIONALE |

**7. PROJECT OBJECTIVES:**

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| --- |
| TAG\_OVERVIEW |

**8. MEETING ACRDP PROGRAM GOALS, OBJECTIVES AND PRIORITIES:** *Description of how this project meets the goals, objectives and priorities of the program. (length 1 page)*

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| --- |
| TAG\_PRIORITIES |

**9. DETAILED DESCRIPTION OF WORK AND EXPERIMENTAL PROTOCOL:** *(including references where applicable)*

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| --- |
| *Clearly describe the experimental design to be used in the research project. Note that this content will be reviewed by ACRDP’s Technical Review Committee (TRC). For evaluation criteria, please refer to:* [*http://www.dfo-mpo.gc.ca/aquaculture/acrdp-pcrda/info-eng.html*](http://www.dfo-mpo.gc.ca/aquaculture/acrdp-pcrda/info-eng.html)*.*  TAG\_EXPERIMENTAL\_PROTOCOL |

**10. LIST OF PROJECT DELIVERABLES:** *Detailed deliverables of project – must include interim (if more than one year in duration) and final project reports*

|  |
| --- |
| *TAG\_DELIVERABLES* |

**11. KEY****Milestones and timelines:** *Please list each project milestone with date/period and corresponding responsible party. Please ensure that the entire duration of the project is accounted for within the timeline. Time can be given as a range (e.g. Sept – Jan).*

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| --- | --- | --- |
| Date/Period | Key Milestones | Responsible Party |

***Additional details on milestones and timelines*** *can be provided in the box below.*

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**12. RISK MANAGEMENT**

In consultation with the DFO project lead, please complete a risk analysis table for each activity or deliverable at risk, and include mitigation measures and responsible party.

Tables may be added as required.

|  |  |
| --- | --- |
| * Identify any important risks, i.e., uncertainties surrounding future events, that might have a significant effect on the achievement of milestones, activities or deliverables (e.g., completing a survey, collecting a certain number of samples, etc.), or on the budget. * Using the guide provided below, assess the risk level, by estimating potential **impact** on activities and deliverables in terms of costs and other metrics, and **likelihood** of events. | **RISK RATING TABLE**  U:\Aquaculture Science\Website - ACRDP\Forms and Templates\risk tableEN.jpg |

| **Project Risk Analysis** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity or Deliverable** | **Description of risks and**  **their consequences** | **Likelihood** | **Impact** | **Risk Rating** | **Mitigation Measures** | **Responsible Party**  *DFO and/or*  *Other party* |

**13. APPENDIX A – budget**

Appendix A of the ACRDP project funding application is a budget form (MS Excel spreadsheet) that **must be completed and included along with the project application form** and submitted to the [ACRDP National Coordinator](mailto:ACRDP-PCRDA@dfo-mpo.gc.ca).

The budget tables for Appendix A are available in an MS Excel workbook file format that can be requested from the [ACRDP National Coordinator](mailto:ACRDP-PCRDA@dfo-mpo.gc.ca).:

**Budget Form Instructions**

* Only user-fillable cells can be selected and modified.
* User-fillable fields are indicated in blue text.
* Please select your Region from the drop-down cell menu item in the top-left cell of the first year's budget sheet. This information is used to calculate project overhead costs. All subsequent years' budgets will autofill.
* Please provide budget line-item details as required in the blue shaded boxes indicated.
* If modifications are required to the budget workbook (e.g., need to add extra columns for additional partners), please contact Tricia Gheorghe at: [Tricia.Gheorghe@dfo-mpo.gc.ca](mailto:Tricia.Gheorghe@dfo-mpo.gc.ca)
* ***Reminder***: Industry financial contribution must be **30%** of the ACRDP requested funding with a **minimum of 7.5%** **cash** and **22.5% in-kind**. These values calculate automatically in the spreadsheet.

***Note****: The final worksheet for the 'Total Budget' is completely automatically calculated.*

1. For applicant and partner eligibility criteria, research priorities and further information please see the Program Information section of the ACRDP website: <http://www.dfo-mpo.gc.ca/aquaculture/acrdp-pcrda/info-eng.html> [↑](#footnote-ref-1)