



## BC CRANBERRY MARKETING COMMISSION GUIDELINES FOR 2022 CRANBERRY RESEARCH PROPOSALS

### APPLICATION PROCEDURES

- If the proposal is submitted by **January 14, 2022** there will be an opportunity for preliminary feedback.
  - Full applications must be submitted in the format described in Schedule 1 with a Budget format described in Schedule 2.
  - Note that multi-year projects may be submitted; however, approvals are made on an annual basis and subsequent years are considered based on performance. Years 2 and on need to have an updated workplan and budget submitted annually for approval.
  - Applications must be submitted electronically in Word, Excel or PDF format to [info@bccranberries.com](mailto:info@bccranberries.com).
  - The deadline to receive final proposals is **February 7, 2022**.
  - All proposals must have a complete budget.
  - Projects do not have to be undertaken in British Columbia, but the results must be applicable to BC cranberry growers.
  - Applicants may be required to present the application in person, by telephone or by video software to the Commission's Research Committee.
  - The Commission does not normally pay overhead costs.
  - All applicants will be informed of their funding status by **February 28, 2022**.
  - If approved, researchers must provide reports as described in Schedule 3.
  - A cash flow and reporting schedule for approved projects is found in Schedule 4.
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## SCHEDULE 1

### APPLICATION FORMAT FOR RESEARCH GRANTS FROM THE BC CRANBERRY INDUSTRY

#### **Project Title**

- Provide a short descriptive Project Title.

#### **Commission Research Priority**

- Identify the Priority this Project will address.

#### **Objectives**

- What information will the completed project provide?

#### **Project Summary**

- Provide a concise summary of how the project will be conducted. You will also be asked to prepare a short summary upon completion, suitable for inclusion in a Growers' Newsletter.

#### **Principal Investigator and other labour resources**

- Identify who will supervise the project and include contact information. Describe what other labour resources will be needed to carry out the project.

#### **Project Duration**

- Beginning and Completion Dates (including filing of final report). For multi-year projects, identify the sequence of this year's project and provide a summary of previous year(s) activities and results.
- You will be contacted mid-way through the project to confirm it is proceeding as planned.

#### **Location**

- Where will the project be undertaken?

## **Literature Review**

- Provide a description of other ongoing relevant work.

## **SCHEDULE 1 - continued**

### **Methodology**

- Attach/Append a detailed methodology for multi-year research projects.

### **Probable Subsequent Research Work Required**

- Identify related or subsequent projects that may assist us to find solutions to the research priorities.

### **Growers' Field Day/Congress**

- Indicate if project results would be suitable for growers to view and if so, identify the optimum period when this should occur.

### **Budget**

- Total amount of funding requested.

### **Other Funding**

- List other funding sources, including amounts that apply directly to this project.

**SCHEDULE 2**

**BUDGET FORMAT FOR RESEARCH GRANTS FROM THE BC CRANBERRY INDUSTRY**

Please indicate if your budget is in Canadian or US currency, or it will be assessed based on Canadian currency.

How many years of funding will be required to complete this project? \_\_\_\_\_ year(s)

**For multi-year Projects please complete this page for each Year with a separate page as the Project Summary.**

**This page is for Year #\_\_\_ (or Summary)**

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Project Expenses		
Wages Salaries and Benefits and contractor fees		\$
Principal Investigator		\$
Other Labour		\$
Other Expenses		
Equipment		\$
Consumables		\$
Contracted Services		\$
Other		
Describe other costs		\$
Total Expenses		\$

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## SCHEDULE 3

### REPORTING FORMAT FOR RESEARCH GRANTS FROM THE BC CRANBERRY INDUSTRY

#### Reports Submitted to

- [info@bccranberries.com](mailto:info@bccranberries.com)

#### Electronic format

- Microsoft Word, Excel, PDF, or YouTube video

#### Timing

- As described in the Grant acceptance.

#### Style

- Reports must be “user friendly” and suitable for circulation to growers.
- Reports must be in a format that enables sharing on the BCCMC website.

#### Variances

- Identify any variances, with justifications, from the original project description.

#### Recommendations

- Include recommendations to the Commission for other research projects and to growers to apply the results of the project.

**REPORTING AND CASH FLOW SCHEDULE**

**Report timing**

- All projects must submit an interim report in November and a final report by January 15th.

**Cash flow**

- Payment 1 - 50% of the BC Cranberry Marketing Committee annual award will be issued upon approval.
- Payment 2 - 50% of the award will be issued upon receipt and approval of the final report.
- Multi-year projects will be paid as above with Payment 3 as 50% of 2<sup>nd</sup> year allocation and Payment 4 as 50% of 2<sup>nd</sup> year allocated issued upon receipt and approval of the progress or final report.