

BPEX - R&D PROJECT PROPOSALS

(Concept stage)

Guide for preparation of concept notes applying for funding for R&D projects through the BPEX R&D Strategic Plan arrangements

Proposals for BPEX funding support should be forwarded in the first event to the Head of KT R&D, Mike Varley, for consideration by his Offices and by the Pig Technical Committee. Contact: mike.varley@bpex.org.uk Tel: 0247 647 8801

Concept notes for R & D funding support will be considered by the offices of the BPEX Director for Pig Industry Development. In preparing their cases for consideration, applicants should be aware of the following elements of the BPEX R&D Strategy Plan:

- *Responses are sought from contractors with a view to commissioning programmes of work appropriate to research and development need.*
- *The programme is funded through a budget agreed by BPEX, and administered by the offices of the Director of Pig Industry Development and the BPEX Pig Technical Committee.*
- *The PTC is answerable to BPEX for the governance of the R&D strategy, and represents levy payers, funders and other stakeholders.*
- *BPEX and prospective contractors will seek partners, as appropriate to purpose, for all planned expenditures in support of the R&D Strategy*
- *R&D proposals should include plans for Knowledge Transfer.*
- *Programme commissioning is informed by the priorities as identified by BPEX appraisals of R&D need.*
- *In support of the R & D programme there is opportunity for Post-Graduate or Post-Doctoral Scholarships. Attachment of such awards to sponsored research and development programmes are seen as a useful means of attracting new people into Pig Science. Concepts including initiatives supporting career progression in the Industry will be favoured.*

R&D projects will:

- *Be commissioned by tender (managed mode), and*
- *Be forwarded as unsolicited propositions from the science community, or elsewhere (response mode).*
- *Be examined in the context of the R&D strategy prevailing (www.BPEX.org.uk)*
- *Project proposals will be prepared in the first instance in the form of a concept note. The Development Director, and those who may be asked to provide scientific advice, will consider concepts inter alia under the headings of: scientific quality, fit with the priorities of the R&D strategy, likelihood of success, likelihood of ultimate usefulness to the industry and/or to the policy*

agendas of sponsors, quality of the proposition, ability of proposers to deliver the project, appropriateness of partners, and calculated value of return on levy investment.

- *Proposers whose projects find favour will be asked to prepare full proposals for consideration, and for independent review. Proposals should include details of: scientific approach, deliverables, timescales, plans for Development and Knowledge Transfer & Technology Uptake, funding partnerships, costs, value.*

Applicants should be particularly aware of the importance placed by BPEX upon prospective contractors finding supporting sponsors, in addition to the BPEX levy-payers, from Government, Industrial, Charitable and other appropriate sources.

The proposal should clearly state how the project requirements as laid out above are addressed.

At concept stage, evidence is required to the effect that all prospective partners and co-sponsors are committed in their intent to joint the programme, and are familiar with the proposed budget and their part in it.

The conceptual proposal should be arranged in the following format:

- A. Project Title (and acronym/short form of up to 30 characters)
- B. Date of Submission
- C. Applicant Details:
 - (i) Proposer: Name, Position, Organisation, Address, Tel., Fax. e-mail
 - (ii) Partners: Name, Position, Organisation, Address, Tel., Fax. e-mail
- D. Project Description: The project description, including financial details, should not exceed 3-4 sides of A4 (minimum font size 11 with 2.5cm margins). The outline should cover all the relevant aspects of the proposal, including:
 - Background:** identifying the particular problem and/or opportunity that the project aims to resolve or exploit and its significance for sustaining the UK pig industry;
 - Objectives:** with a statement of expected research results and identifiable, testable outcomes with an explanation of how these will assist the sustainability of the industry;
 - Scientific approach:** emphasising innovation and collaborative characteristics and identifying the significant analytical techniques to the detail required to enable a sound judgment to be reached on the scientific excellence of the proposal;
 - Work programme:** identifying (a) milestones, (b) the division of responsibilities within the contracting group and (c) the proposed project management structure;
 - Outcomes:** laying out the likelihood of success and usefulness to the pig industry of the outcomes of the work;

Exploitation of the project outcomes: including proposals for appropriate technology transfer to the industry with a view to increasing competitiveness and enhancing sustainability;

The overall time scale: giving the expected length of the project, reflecting specific measurable time bound milestones of the proposed work programme;

Total estimated costs of the project: although full details may not have been decided at the early stages of preparing a concept note, applicants should be aware that indicative costs for each of the elements are essential to realistic assessment of the proposal;

Costs and contributions: The putative budget should include the cash costs for every contracting partner, and the planned cash contributions from every sponsoring partner;

Segmentation: Where appropriate, the costs should be divided into appropriate segments (research phase, development phase, and technology transfer phase) as detailed below.

In kind contributions: partners' contributions in kind will be examined critically, and should be included in the putative budget.

Collaboration and IP agreements are not required at concept stage, but partners should have considered the implication of these prior to submission.

E. Example budget table:

Separate tables should be prepared for Research, Development, and Technology Transfer, as appropriate to circumstance.

Example Budget table for Applied Research element of the programme

Names of contracting partners and sponsors	Costs (£k)			Total (£k)	Cash and in kind Contributions (£k)*	Total (£k)
	Year 1	Year 2	Year 3			
University A	30	40			50	120
Research Institute B	20	40			30	90
Company C	5	10			15	30
Other contractor D		5		5		10
Total	60	95			95	250
<i>Sponsors</i>						
Company C	10 [5]	20 [10]			20 [15]	50
Company D						
Government Dept E	20	45			45	110
Other sponsor F	10	10			10	30
BPEX	20	20			20	60
Total	60	95			95	250

* Identify the total contribution, and place the part of that total which is provided through in kind mechanisms in brackets. List both cash and in-kind contributions for each industrial partner. 10[5] indicates a total contribution of £10k of which £5k will come from in kind contributions.