

# Oil Spill Response Science (OSRS) RD&D Contribution Program

## Project Proposal Template

### CONFIDENTIAL WHEN COMPLETED

#### Notes

1. NRCan strongly recommends that applicants familiarize themselves with material in the accompanying document “RD&D Contribution Program - Request for Project Proposals Applicants’ Guide (“the Applicants’ Guide”) before completing this proposal form.
2. Unless otherwise specified, the “proposed project” or the “project” or the “proposal” in this template refers to the proposed project submitted in response to the request from Natural Resources Canada (NRCan) for a Project Proposal to the Oil Spill Response Science (OSRS) Program.
3. **Completion and submission of this Project Proposal to the Program does not imply that the proposed project will be approved for co-funding by the Program.**
4. Applicants, their partners and collaborators must submit all information required under this request. Incomplete proposals will not be accepted.
5. The completed Project Proposal must be submitted by e-mail, courier or registered mail by **23:59 EST, January 25, 2017**. Please refer to section 5.2 of the Applicants’ Guide for the submission procedure. **Submissions sent after that time will not be accepted.** It is the applicant’s responsibility to retain proof of the time the proposal was sent to Natural Resources Canada (NRCan). This may be required in the event that receipt of the proposal by NRCan is delayed for reasons that are beyond the control of the sender.
6. The full project proposal should not exceed 30 pages in length.

## Section 1 - General Information

Please note that the applicant's name, project partners' names, project title, and a non-confidential overview of the project, including the expected benefits, will become public information if the proposal is selected for funding (subject to a contribution agreement being signed) by the Oil Spill Response Science Program. The amount awarded will also become public information if a contribution agreement is signed.

1. Project Information		
Project title		
Project applicant (along with legal name of organization, email and telephone number)		
Project partners/collaborators		
Project Time Frame	<input type="checkbox"/> One Year, <input type="checkbox"/> Two Years,	
Project location (city and province/territory)		
RD&D Area (select by clicking on the box(s) and setting the option(s) to "checked").	<input type="checkbox"/> Mechanical Recovery <input type="checkbox"/> Chemical Treatment <input type="checkbox"/> Bioremediation	
Canadian Environmental Assessment Act (CEAA)	Will this project be a designated project under the <i>Canadian Environmental Assessment Act 2012</i> ?	Y/N
Total Project Cost:		
Funding amount requested from the OSRS program:		
Funding Requests from Other Organizations		
Has this proposal been submitted to any other funding organization(s)? If yes, please list their names and contact information. Note: As part of its due diligence process, NRCan may wish to contact these other potential funders. If you do not want NRCan to contact these organizations, please explain why not.		

## **Section 2 Project Description and Assessment Criteria**

*The information provided in this section should be concise, but sufficient to provide reviewers with a sound understanding of the proposed OSRS project, and to enable them to assess the likelihood of its success.*

### **2.1 Project Description and Rationale (recommended maximum length: 5 pages)**

**This section will account for 30% of the evaluation of the proposal (the criteria will be given equal weight).**

*This section should provide a general overview of the project and provide information on the project relevance to the Oil Spill Response Science Program and the specific scope requirements. As an aid to reviewers, please address each of the following sub-sections separately in sequence, and identified by the numbering system.*

2.1.1 Describe what need or challenge is being addressed by the project. What are the objectives of the project? What approach will the project take to address the need or challenge and achieve the desired objective?

2.1.2 Describe in detail the “what and how” of the project: what work will be carried out under this proposal, and how it will be done. Where will the project take place? Describe the different phases (if appropriate) and tasks. Explain clearly how the project will be managed and coordinated by the proponent. Refer to the proponent’s recent track record with similar projects.

2.1.3 What is the importance of proceeding with the project? For whom are the results of the project intended? How will they benefit from it?

2.1.4 Describe past work that the proposed project builds upon. Please provide references to the results and conclusions of that past work that have been used in developing this project proposal. If this proposal is for a specific component of a larger, multi-component project (for which OSRS funding is not being requested), please explain the role of the proposed work and its relationship to the non OSRS funded component(s).

2.1.5 What are the intended intermediate outcomes (medium term, e.g., 5-10 years) and final outcomes (long term, e.g., beyond 10 years) of the project. (Refer to Appendix 3 of the Applicants’ Guide.)

2.1.6 Describe how the project’s progress will be monitored, including identifying performance indicators, and the data that will be used to measure them.

## 2.2 Assessment Criteria (recommended maximum length: 10 pages)

**This section will account for 40% of the evaluation of the proposal. The criteria will be given equal weight.**

*Please address each of the following criteria separately, in sequence, and identified. They will be used in conjunction with the other information provided in this proposal to assess the proposal.*

2.2.1 What is the technology or knowledge gap the project is intended to address, what is its significance, and how does it relate to the objectives of the OSRS program?

2.2.2 What is innovative about the specific RD&D proposed for this project? How will it add further value to work upon which it builds? Will it add value to work being done elsewhere, including through collaboration(s)? How, in both cases, will that added value be exploited for the benefit of Canada in terms of addressing the goals of OSRS (describe what benefits Canada will receive from this project).

2.2.3 Who are the partners and collaborators, and what is their role in, and contribution to, the project - e.g. financial, (cash and/or in-kind); technical; both – if technical, please explain the nature of the contribution. Please list them separately.

Partners/Collaborators	Role, experience in that role, and contribution to the project
(add rows as required)	

2.2.4 How will an adequate technical capacity among the applicant and partners to undertake and complete the project be maintained? What mitigation measures will be in place to address the risk of that capacity not being maintained? Consider, for example, the project team (refer to Section 3) and laboratory facilities and equipment – are there back-ups in place? What is the size of the proponent organization? For how long has it been involved in this RD&D area?

2.2.5. Explain how there is an adequate receptor capacity for outputs of the project – that is, a capacity within Canada to take up and use the results of the project. What mitigation measures will be in place to address the risk of that capacity not being maintained after the project ends and / or the results of the work not being taken up?

2.2.6 Explain how the RD&D project will contribute to safeguarding Canada's marine environment from the effects of ship-source heavy oil product pollution spills. What further R&D or technology development will be required to fully achieve this?

2.2.7 Explain how the technology and /or new knowledge arising from this project will be made available to stakeholders. Consider: new equipment, improved equipment, published reports, web sites, databases, presentations at conferences and workshops etc. Describe the benefits to stakeholders. Will any aspect of it be confidential? If yes, please explain why. For how long will it remain confidential?

2.2.8 Please provide a risk management plan and any additional important information that reviewers should be aware of in evaluation of your proposal.

### Section 3 Project Team

**This section will account for 10% of the evaluation of the proposal.** It will be assessed on the overall strength and experience of the project team, including the extent to which the team includes collaborators who bring additional, and sustainable, capability to the project.

Please list here all members of the project team and describe their contribution to the proposed OSRS project. Refer to similar projects in which they have been involved<sup>1</sup>. Please identify the Project Manager and provide sufficient information on all team members for reviewers to be able to assess whether the team provides the necessary management, engineering, research and technical capacity and capability, combined with the appropriate mix of expertise and collaboration, to do the proposed work.

<b>Team Member:</b> <b>Organization:</b> <b>Role in project:</b> <b>Expertise and experience:</b>
<b>Team Member:</b> <b>Organization:</b> <b>Role in project:</b> <b>Expertise and experience:</b>
(add rows as required)

### Section 4 Project Milestones and Budget

**This section will account for 20% of the evaluation of the proposal.** It will be assessed on the basis of how the project budget relative to the project deliverables is justified, providing information useful to the reviewer to answer the question: “compared to other OSRS RD&D proposals, does this proposal offer good value for money?” The justification should be explained in section 4.3.

#### 4.1 Project Milestones and Outputs

Please summarize the principal phases / tasks to be completed on a year-by-year basis, with expected completion dates. Include principal milestones and deliverables. Please refer to Appendix 3 - Guide to Outputs and Outcomes of the Applicants’ Guide, and Appendix 4 of that document for a sample completed table.

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<sup>1</sup> Key recent (past five years) research publications in the open literature that relate directly to the proposed project can be listed in Section 5.

Tasks	Year	Principal Milestones	Completion date	Deliverables <sup>2</sup>
<b>Phase 1:</b> (specify, if appropriate)				
<i>Add rows as required</i>				

## 4.2 Budget

Please summarize the entire project's year-by-year budget by task/phase broken down by eligible expenditure. Please refer to Appendix 4 of the Applicants' Guide for a sample completed table. Please provide sufficient detail for reviewers to be able to assess whether the proposed costs are reasonable and appropriate, both in terms of costs for each activity and the types of cost apportioned to each task.

Year / Phase / Task	Expenditure Type (from Eligible Expenditures)	Cost	OSRS Contribution
<b>2017-18</b>			
<b>Phase 1:</b> (specify, if appropriate)			
	Add rows as required		
<b>2018-19</b>			
<b>Project Total (must match entry in 4.4.2)</b>			

## 4.3 Justification for Budget

Please explain how and why the proposed project budget relative to the project deliverables is justified. Why is federal government funding required?

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<sup>2</sup> a term used in project management to describe a tangible or intangible object produced as a result of the project that is intended to be delivered to a customer (either internal or external) (Burley 2013) A deliverable could be a report, a document, a server upgrade or any other building block of an overall project. A deliverable may be composed of multiple smaller deliverables. It may be either an outcome to be achieved or an output to be provided (Appendix 3).

#### 4.4 Summary by Funding Sources and Contributors

Please provide information on all funding sources and contributions, summarized by source category in the tables in this section. Include both Eligible Expenditures and Ineligible Costs (refer to the Applicants' Guide) Add rows as required. **For in-kind contributions include, on a separate sheet (or sheets), a breakdown of the types of in-kind support offered, with the assessed value for each and the basis upon which the valuation was made.** Please note that cash contribution to meet the co-funding requirement is strongly preferred over in-kind support, and the relative amounts of cash contribution and in-kind will be taken into account as an assessment criterion. NOTE: In-kind support will not be reimbursable.

#### 4.4.1 Funding by Source

(add rows as required)

1. APPLICANT (\$1000s)					
	2017-18		2018-19		Total
	Cash	In-kind	Cash	In-kind	
2. PRIVATE SECTOR (\$1000s) <sup>3</sup>					
	2017-18		2018-19		Total
	Cash	In-kind	Cash	In-kind	
Contributor 1 (specify)					
Contributor 2 (specify)					
TOTAL					
3. ACADEMIC SECTOR – NON-GOVERNMENT FUNDING ONLY (\$1000s) <sup>4</sup>					
	2017-18		2018-19		Total
	Cash	In-kind	Cash	In-kind	
Contributor 1 (specify)					
Contributor 2 (specify)					
TOTAL					
4. PROVINCIAL / TERRITORIAL / MUNICIPAL GOVERNMENTS <sup>5</sup>					
	2017-18		2018-19		Total
	Cash	In-kind	Cash	In-kind	
Contributor 1 (specify)					
Contributor 2 (specify)					
TOTAL					
5 REQUESTED FROM Oil Spill Response Science Program (Cash)					
	2017-18		2018-19		Total

3. Other than applicant (if appropriate)

4 Other than applicant (if appropriate). Do not include funding from Natural Sciences and Engineering Research Council (NSERC) or any other Canadian government source here. It must be listed in 4.

5 Other than the applicant (if appropriate). Include any funding from Sustainable Development Technology Canada (SDTC) and the Federation of Canadian Municipalities here, as well as any Canadian government funding to a university.



#### 4.4.2. Summary of Project Funding

Source	Cash (\$1000s)	In-Kind (\$1000s)	Total (\$1000s)	% In-Kind	% of Project Total
a) Applicant					
b) Private Sector*					
c) Academic Sector*					
d) Government**					
e) Total Applicant and Partners (a+b+c+d)					
f) OSRS					
g) Total from all government sources (d+f)					
<b>Total Project (e+f)</b>					

\* other than the applicant

\*\* other than the applicant and OSRS

## 5 Key Recent Publications

Please list here key recent (past five years) research publications in the open literature that relate directly to the proposed project. Reviewers may wish to refer to them, but it is not necessary to provide copies.