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APPLICANT'S GUIDE FOR THE LIVING LEGACY RESEARCH PROGRAM

The Mandate of the Living Legacy Research Program

The Living Legacy Research Program (the "Program") will carry on the Living Legacy Trust's (the "Trust") mandate to expand Ontario's capacity to improve the management of natural resources and foster the formation of strong, innovative research partnerships among government, industry, environmental groups and the community. The Program will support and help further forestry research that will lead to the development of best practices and support knowledge transfer that will, in turn, result in the implementation of these practices on Crown land in Ontario.

The Program will be administered by the Office of the Vice-President Research at Lakehead University (Office of Research). To ensure that the Program will continue to invest in research of relevance to the Trust's mandate and guidelines, a Living Legacy Research Program Advisory Committee has been established. The Advisory Committee is comprised of the following representatives:

- The Vice-President of Research, (Committee Chair);
- The Dean of the Faculty of Forestry and the Forest Environment;
- The Dean of the Faculty of Science and Environmental Studies;
- Two representatives from the forest industry (one from the Northwest and Northeast);
- Two representatives from the Ministry of Natural Resources (one from the Northwest and Northeast);
- Two representatives or Elders from First Nations (one from the Northwest and Northeast);
- One representative from an environmental NGO;
- One representative from the remote tourism industry; and,
- One representative from the hunting and fishing community.

The Advisory Committee will be the primary executive authority of the Program and will provide the overall strategic direction. Advisory Committee members serve for a renewable two or three-year period, which will be staggered, so that the committee is never comprised entirely of new members. The Advisory Committee will convene at least once a year within the first five years of the Program to:

- Review project proposals, (this will occur only in the first year);
- Receive updates concerning the knowledge transfer progress of research projects; and,
- Review progress and monitoring reports from successful applicants and scholarship recipients.

Research Priorities

The Program will provide funds to eligible applicants for data collection and research (including operational trials) in support of projects designed to promote Sustainable Forest Management in Ontario. Projects and activities addressing the Living Legacy Trust's purposes (Funding Programs 4, 7 and 8) will be eligible to apply to the Program for support. In addition to new initiatives, Program will also continue to build upon the body of work already initiated by the Trust, including the transfer of research results and recommendations.

Due to the limited amount of funds available, approximately $900,000, research projects will be restricted to four theme areas:

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1. Improved information for sustainable resource management;
2. Forest productivity, succession and growth and yield;
3. Wood quality and value-added; and,
4. Sustainable Forest Management in areas north of the undertaking.

Proposals dealing with Funding Programs 7 and 8 can apply under theme areas 1 and 4. The maximum financial request for a proposal will be $100,000.

Applicant Eligibility

Applications will be accepted from Ontario-based forestry companies, private businesses, universities and colleges, non-government organizations, municipal and federal government agencies and other related organizations.

Applications from individuals or organizations outside of Ontario may be considered if the proposal relates to work to be conducted in Ontario.

Proposal should demonstrate cooperation and partnership, as equivalent matching funds (cash and in-kind) are required. Ontario government agencies' matching funds are eligible.

Geographic Boundaries

Eligibility for funding by the Program is limited to Ontario's Crown land area north of the southern boundary of the Precambrian Shield.

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Assessment Criteria

Proposals are assessed on the basis of the following Assessment Criteria.

Relevance (A)

1. Program theme area and other Resource Management Initiatives
- The proposal should describe the relevance of the project with respect to: a Living Legacy Research Program theme area, the Ontario Forest Accord, Ontario's Living Legacy (OLL) Land Use Strategy, and other related Ontario resource management initiatives. Relevance to northern communities and their economic development should also be demonstrated. The creation of information for sustainable resource management and the mitigation of impact of OLL decisions on the forest industry are key aspects of relevance.

2. Fit with the Program's Science Priorities
- Sufficient documentation should be provided to allow a reviewer to judge how well the project fits with the Living Legacy Research Program's four (4) theme areas. The project description will be used to judge which statement best describes the relevance of the project to the theme areas. The proposal should describe how it addresses any one or more of the priorities.

3. Incrementality over Government & Industry Research Initiatives
- Evidence should be provided indicating how the proposed research will be incremental and complementary to programs or projects already being done by other government agencies, programs and/or industry.

4. Advance on Prior Science /Literature Review
- The description of the project should establish its degree of advancement over previous or ongoing similar studies or research in Ontario or elsewhere. The degree of advancement should be documented in relation to other work, not only in Ontario, but also to the published primary literature on the subject related to science questions/hypotheses.

Quality (B)

1. Project Design & Methodologies
- The description of the project should provide enough detail to clearly identify the science objectives (questions/hypotheses), and the design and methodology to be used to achieve them. The proposal should describe the methods in terms of the sequence of steps to be followed throughout the project. The methods should include summary statements about anticipated data collection, statistical tests, equipment, use of animals, data management and sharing where appropriate. The design and methodology should be referenced to accepted scientific standards, and provide reviewers with a clear understanding and connection between the why/relevance assessment criteria described in A1 to A4, and the outcome/impact criteria described in C1 to C4. The ability of the design and methodology to meet the objectives and delivery of high quality results should be demonstrated.

Definitions:
Design: Structure related – experimental or comparative contrasts, extent of replication to adequately address the appropriate scope (spatial and temporal scale of the questions and hypotheses, in the case of research projects).

Methods: Process related, either qualitative or quantitative – the sequence of steps including data management and security.

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2. Project Plan
- The Plan for the proposed project should include the following, presented in a level of detail appropriate to the scope and complexity of the proposed work:

  - A time-base schedule for the work
  - Specific objectives and milestones, both interim and final, related to the work schedule
  - Specific deliverables to be met during and at the end of the project
  - A Financial Plan in the form detailed in this Applicant's Guide
  - An explanation as to how the project meets the objectives by using the proposed resources in an effective and efficient way

  Definitions:
  Effective: Likely to accomplish the stated time and budget
  Efficient: Reasonable/realistic availability, use and allocation of resources
  Resources: Time, $, equipment

3. Project Team
- A summary listing of the Team members, their academic achievements, a brief synopsis of their experience relevant to the project, and their publication record should be provided (complete CVs must be included as an Appendix to the proposal). Specific reference should be made to the partnerships and/or collaboration to be used to complete the project.

Impact (C)

1. Technology & Knowledge Transfer
- Knowledge and/or technology transfer should be included as a component of a research project or as a stand-alone transfer project to train the user in using knowledge and/or technology developed previously or elsewhere. Transfer activities presented should specifically discuss the feasibility of implementation by users of the technology or knowledge transferred.

2. Leverage & Partnerships
- The Living Legacy Research Program encourages creative partnerships and collaborations, which bring leveraged to supported projects in the form of:
  - funding from non-Living Legacy Research Program sources
  - knowledge developed elsewhere
  - human resources of partners and collaborators
  - research capacity (facilities, access to equipment, etc.)
  - letters of support and commitment from project partners

The Living Legacy Research Program also seeks, through leverage and partnership, to make investments in projects, which are "catalytic," in that they are essential to the development or facilitation of larger initiatives or programs.

3. Building Natural Resources Community Capacity
- The potential for the project to build capacity within the natural resource community will be reflected in increased expertise, or the ability to integrate and apply the science-related outputs, including tools, products, or information. As well, increased awareness and participation of stakeholders will contribute to capacity building, and strengthen stewardship of natural resources.

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4. Ecological, Economic & Social Impacts
- Projects that enhance sustainable resource management by integrating ecological, economic, and social advances are encouraged and supported by the Living Legacy Research Program. To provide the desired impact, these advances must not only be recognized by the community, but must also be put to use by the community.

The proposal should describe the expected benefits in reference to:
- ecological, economic, and social benefits
- the project should also describe the benefits, which will have special impact on communities as a result of the above.

Application Process and Funding Requirements

One-Stage Application Process

1. The Advisory Committee requires thirteen (13) unbound copies of the Proposal. It should not exceed twelve (12) pages (excluding CVs, literature cited and the Certification and Assessment Form). A literature review should accompany each Proposal to ensure that the project does not replicate work in progress or already completed, but rather complements it.

Proposals must conform to the following outline and address the issues under each category:

2. Rationale
- Provide a description of the project's relevance to the mandate of at least one of the four (4) research priorities
- Describe relevance to other Ontario resource management initiatives such as Ontario's Living Legacy (OLL) Land Use Strategy, the Ontario Forest Accord, or to other programs or projects of government agencies or industry
- Describe the project's degree of advancement over previous or on-going similar studies or research activities
- Describe the project's potential to build capacity in the natural resources community
- Describe the project's expected benefits, referencing in particular, the economic, environmental, and social impacts on communities in northern Ontario

3. Partnerships
- Identify project partners, if any
- Describe the roles and responsibilities of partners
- Provide letters of commitment and support from each partner

4. Project Plan and Project Team
- Provide a statement of objectives
- Describe the project in detail including design and methodology
- Provide project start and completion dates
- Identify Project Team and provide a summary of qualifications for each team member (detailed CVs must be provided as an Appendix)
- Describe the roles and responsibilities for each team member
- Identify one Project Leader and one contact person, if different from Project Leader, and include contact details (telephone/fax numbers, etc.)

5. Milestones/Monitoring and Reporting Schedule
- Provide tangible deliverables with target dates that demonstrate progress towards realizing project objectives

- Identify a schedule that reflects milestone description, and target dates for reporting progress to the Advisory Committee

6. Knowledge/Technology Transfer
   - Outline the means whereby the results of the project will be transferred to clients and other users
   - Identify whether and how media releases will be handled
   - Provide an overall transfer plan that addresses both the on-going sharing of results, and how the results will be shared or transferred after the life of the Program

   Note: All projects funded by the Program are in the public domain and must be shareable and transferable

7. Financial Plan
   a) Provide a detailed budget breakdown that shows:
   - Total project costs, including contributions from all partners, cash and in-kind, as well as the total multi-year costs, if applicable
   - Yearly request from the Program
   - Yearly contributions from partners
   - Total multi-year funding request from the Program, if applicable
   - Demonstration of matching funds for each year of funding as the template provided below indicates

Multi-Year and Partner Funding Plan

	LLRP Request	Partner 1		Partner 2		Partner 3		Total
		Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	
Year 1								
Year 2								
Year 3								
Total								

   b) Budget expenditures should include details by year, for example, as outlined below (Appendix A outlines eligible and ineligible expenditures).

Total Project Costs and Partner Contributions

Expenditure	Year 1 Total	LLRP Request	Partner 1		Partner 2		Partner 3	
			Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
Salaries								
Equipment								
Supplies								
Tech.Transfer								
Travel								
Total								

   c) For multi-year projects annual distribution of funds will follow the proposed budget, and be contingent upon submission of acceptable interim reports annually. Ten percent (10%) of the funds awarded to the project will be held in reserve and released upon receipt of the final project report. If any project has funds remaining at the end, these surplus funds will be allocated back to the Living Legacy Graduate Scholarship Program.

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8. Completed Certification and Assessment Form (Appendix B):
   - Submit the fully completed and signed Certification and Assessment Form

9. External Reviewers
   - Submit contact information for four potential external peer reviewers for the proposal of whom at least one will be selected
   - A second reviewer from those proposed and/or an additional peer reviewer will also review proposals

Appendices to RFP

The following documents are appended to this Request for Proposal:

Appendix A   Eligible and Ineligible Expenditures
Appendix B   Certification (to be completed)

Program Schedule

Deadline for receipt of proposals: January 21, 2005, 4:30 p.m.
Competition results announced: April 1, 2005
First release of funds: May 1, 2005

Please submit proposals to:

Office of Research
Living Legacy Research Program
Lakehead University
955 Oliver Road
Thunder Bay, ON P7B 5E1

For more information contact:
reino.pulkki@lakeheadu.ca (or)
Phone: (807) 343-8511

APPENDIX A: ELIGIBLE AND INELIGIBLE EXPENDITURES

Eligible Expenditures

- Support salaries related to project, e.g., graduate students, forest technicians
- Related and reasonable travel costs
- Related equipment lease costs
- Annual work plan preparation and team meetings
- Fees for relevant training
- Consultant/sub-contractor fees related to project
- Related legal fees
- Related professional fees

Ineligible Expenditures

- Preparation of application for funding to the Living Legacy Research Program
- Reprinting of existing material
- Recurring or duplicated activities, such as annual conferences or workshops and marketing campaigns
- Fixed capital costs
- Debt restructuring
- Costs incurred prior to approved project date
- Overhead or administrative costs

APPENDIX B: CERTIFICATION AND ASSESSMENT FORM

Please complete this form, sign and attach it to the thirteen (13) unbound copies of your proposal.

a) Confidentiality

Applications and supporting materials submitted to the Living Legacy Research Program will be subject to the *Freedom of Information and Protection of Privacy Act*. Any information submitted in confidence should be clearly marked "Confidential" by the applicant.

b) Statement of Certification

The lead applicant hereby certifies to the Living Legacy Research Program that this application for funding and its supporting documentation are true and complete in all respects.

Project Leader:

Position:

Telephone:

Fax and/or Email:

Organization/Company:

Authorization Signature:

Date: