



## FUNDING APPLICATION GUIDELINES

### BACKGROUND

#### Purpose of these guidelines

These guidelines accompany the research funding proposal template form used by *Seafood Innovations Ltd* (SIL). Ensure you download the current version of both documents from [www.seafoodinnovations.co.nz](http://www.seafoodinnovations.co.nz) or request them from [enquiries@seafoodinnovations.co.nz](mailto:enquiries@seafoodinnovations.co.nz).

#### Funding purpose

The primary purpose of SIL funding is investment in research projects that improve returns to the seafood sector.

#### Eligibility

New Zealand seafood firms engaging New Zealand researcher providers are eligible for SIL funding. Each project must have at least 50% cash co-funding from one or more New Zealand seafood firms (these firms are referred to as *project sponsors*).

#### Review and feedback

SIL reviews all proposals prior to them being submitted to the RAC and will provide feedback where improvements are required prior to submission. Applicants are encouraged to seek feedback early in the proposal development process.

#### Assessment

The Project Assessment Guidelines used by SIL can be found at [www.seafoodinnovations.co.nz](http://www.seafoodinnovations.co.nz). Proposals are assessed by a *Research Advisory Committee (RAC)* who make funding recommendations to SIL's Board.

### GENERAL

#### An Ideal SIL Project

- Addresses a difficult and novel scientific or technological problem;
- Has a strong project team and project plan;
- If successful will deliver significant benefits (relative to the project cost);
- Has a sound plan for commercialising the research outcomes.

#### Information Standards

The information included in funding proposals should generally be of an *evidential*, rather than an assertive nature. That is information should be provided to support statements, rather than statements simply being asserted.

*Quantitative* information is strongly preferred where it is available. Quantitative information is more convincing than qualitative information and better supports estimation of benefits.

Information sources should be *referenced or explained* - this enables assessors to evaluate the reliability of information provided. SIL acknowledges that applicants face uncertainty in some areas. Where uncertainty exists applicants should provide estimates and explain the rationale and assumptions used. Additional background information can be useful to provide assessors context.

## **PROJECT RATIONALE & DESIGN**

### **Problem/Opportunity**

In this section you should outline the key opportunity or problem you are trying to address and why it is important to your seafood firm(s) or sector(s). For example: An opportunity to develop a novel product to fill a high value market niche; or a problem with bycatch in a particular fishery.

### **Proposed Solution**

In this section explain the following:-

- What are the key challenges (scientific or technological) that must be overcome to address the problem or opportunity?
- Why can a solution not be found using current knowledge or technology?
- How you intend to overcome the challenges identified?
- How did you conclude the approach you are proposing is the best approach?

### **Project Objectives**

In this section the project should be broken down into an overall objectives and the key objectives that constitute the research plan. For each objective applicant's should specify: -

- What the objective aims to achieve (in measurable terms);
- The outputs from the objective (i.e. what will you be produced that will represent a successful outcome);
- Details of the work entailed in achieving the objective and describe the research approach or methodology you will be using.

Summarise the key deliverables from the overall project

Provide sufficient level of detail to enable reviewers to assess the approach being taken and the level of technical challenge (or "stretch") involved. This will generally include experimental designs including methods, replicates, treatments and analysis.

For larger projects break objectives down into tasks.

## **PROJECT BENEFITS**

### **Expected Outcomes**

Outcomes should be described in this section. Outcomes are the deliverables or outputs of the project for example - a new technology, new knowledge or a new technique..

### **Expected Benefits**

Benefits (the positive impacts of outcomes) should be described in this section. Benefits might include, for example - reduced environmental impacts, increased export revenue, improved technical capability or reducing costs. For this section assume all outcomes will be fully achieved

### **Vision Matauranga**

In this section discuss the relevance of the research project to Maori, including: -

- Potential benefits of the research outcomes to Maori seafood companies;
- Whether there is an opportunity to involve Maori seafood companies as sponsors;
- Development and involvement of Maori research capability;

SIL acknowledges that Vision Matauranga will not be applicable to all research projects. Engagement with the matters outlined in this section will be treated as additional benefits for the purpose of project assessment.

### **Risk Analysis**

In this section applicants should identify up the three key technical and three key commercial risks. For both technical and commercial risks, provide an indication of the likelihood of success (this does not need to be quantitative). It is important that you include key assumptions and any strategy to mitigate the identified technical risks.

### **Intellectual Property**

In this section you should outline any new IP the project could create, the form it might take and how it might be protected. Also declare any Background IP (existing IP owned by a Research Provider or Sponsor) that the project will utilise and which party currently owns it.

## **COMMERCIALISATION**

### **Pathway to Market**

This section is about getting research outcomes into the hands of end users and ensuring commercial benefits are realised. Applicants should address: -

Technology transfer: How the research outcomes will be transferred to the end user in a manner that enables successful uptake.

Utilisation: How the research outcomes will be used by the end users. This should include not only the sponsor's use of the research outcomes but consideration of wider commercialisation potential.

### **Costs**

What costs will be incurred to commercialise the research outcomes.

## **PROJECT BUDGET AND PROJECT TEAM**

### **R&D Budget**

In this section provide a budget (using the tables provided in the proposal template) for the R&D project - with full breakdown of costs including personnel input and dollar costs, sub-contractor costs, equipment hire/depreciation, consumables, etc. Note that SIL cannot support the purchase of capital items – however, reasonable depreciation or rental of special equipment is an acceptable project cost.

The budget should be as detailed as practicable. A reasonable level of detail in this section, in conjunction with a solid set of project objectives, is of great benefit in assisting reviewers to obtain a good sense of the overall proposal structure.

Include the project start date and expected duration

### **Sponsor(s)**

Full name and address, including name of contact person

### **Research and Development (R&D) Provider(s)**

Full name and address of each R&D provider (including contact person) and sub-contractors

**Project Leader and Key Team Members**

In this section provide a brief outline for the project leader and key team members, including the key expertise they are utilising on this project and which tasks/objectives they are involved in. Please ensure team member contributions to objectives are consistent between this section and project budget tables.

Please include *brief* CVs of the project leader and key team members – one or two pages maximum.

**FINISHING TOUCHES**

Ensure you remove instructions from the proposal and perform standard document quality checks.