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## **safefood - Commissioned Research**

### **Application Guidelines**

#### **THERE ARE FIVE PARTS TO THESE GUIDELINES**


#### **PART A: INTRODUCTION**

#### **PART B: APPLICATION FORM GUIDELINES**

#### **PART C: EVALUATION OF TENDERS**

#### **PART D: APPLICATION CONDITIONS**

#### **PART E: PROPOSAL SUBMISSION**

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## **RESEARCH APPLICATION FORM GUIDELINES**

### **PART A: INTRODUCTION**

**safefood** - the Food Safety Promotion Board is an all-island Implementation Body established under the British-Irish Agreement act in 1999 with key responsibility in the area of food safety and healthy eating promotion. This tender call is specifically for the following projects:

#### **Project Ref: 01-2015**

"Lifetime Costs of childhood overweight & obesity"

#### **Project Ref: 02-2015**

"Folate status in pregnant women: current situation on the island of Ireland"

Please consult the Project Tender Information Document before completing the Tender Application Form. Preference may be given to an application that can achieve the objectives in shorter timeframes.

**Please note, that only information contained within the Tender Application Form will be considered in the evaluation of project proposals.**

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**For further information about the scientific aspects of these research projects,  
Please Contact:**

**Project Ref No. 01-2015: Dr Clíodhna Foley-Nolan,**      **Email:** [cfoleynolan@safefood.eu](mailto:cfoleynolan@safefood.eu)

**Project Ref No. 02-2015: Dr Marian Faughnan,**      **Email:** [mfaughnan@safefood.eu](mailto:mfaughnan@safefood.eu)

**Telephone: +353 (0) 21 230 4100**

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## **PART B: APPLICATION FORM GUIDELINES**

The following guidelines are issued to assist in completing the application form, which is available on the **safefood** website.

### **1. Proposal Summary**

Five key words should be provided. The summary should provide a brief background and the core project objectives. It should be a self-contained description of the activity that would result if the proposal were funded. It should be written in the third person, be clear and concise (max 400 words).

### **2. Background Information**

Please provide any background information that you consider relevant, e.g. previous experience in this area, knowledge of the subject matter, particular expertise (max 500 words).

### **3. Project Objectives & Description**

Please list the key objectives of your proposal. Elaborate as required (max 500 words).

### **4. Research Methodology**

Please describe how you propose to achieve the desired objectives and deliverables, and in particular carry out the principle activities as described in the tender information document.

### **5. Anticipated Outputs and Outcomes of Research**

Please describe how the outputs realized from your proposal will fulfill **safefood's** objectives (max 500 words).

### **6. Expected Benefits of Your Approach and Value for Money**

Please elaborate on the benefits of your proposal and how it provides good Value for Money (max 500 words).

### **7. Role of Collaborators, Partnerships and Project Management**


Indicate the role and expertise of collaborators as appropriate, and describe how the project and project team will be structured to achieve the stated deliverables (max 400 words) and the key project management role of the Principal Contractor.

### **8. Research Experience**

Please provide a brief biographical overview of the Principal Contractor, relevant publications and grants awarded.

### **9. Tasks & Work Schedule/Project Deliverables**

Please indicate a) each principle task and describe associated activities & timeframes and, b) the deliverables linked to each of the work activities. These two elements must complement each other. Note that the number

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of tasks, associated activities and deliverables are for illustrative purposes only – please complete as appropriate.

#### 10. **Proposal Budget** (summary of eligible costs and associated explanations)

As value for money will be assessed, a detailed justification of the funding should be provided. The jurisdiction in which the Principal Contractor is based will determine the currency to be used in costing your proposal. VAT should be incorporated as appropriate. Please also note the following;

- (i) *Overheads*  
The maximum overheads acceptable are 15% of the total costs.
- (ii) *Salaries*  
With regard to each research site as appropriate, list the number, grade, and salary of personnel working directly on the project for which funding is required. Remuneration should be based on starting point of salary.
- (iii) *Consumables*  
List the cost of supplies *exclusively* required for the project in each location.
- (iv) *Equipment*  
**safefood** will not normally support the purchase of equipment in excess of €10,000. All capital expenses must be made at the commencement of the project.
- (v) *Travel and Subsistence Expenses*  
Travel and subsistence expenses are allowed for appropriate project-related activities only.

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### **PART C: EVALUATION OF TENDERS**

**safefood** will ensure a confidential, fair, and equitable evaluation of proposals. Project proposals must be relevant to the research requirements as indicated in the Tender Information Document on the **safefood** website. The quality of the proposals and applicants will be judged using the following selection criteria;

Quality of the proposal: (85%)

- ✓ Anticipated deliverables; (20%)
- ✓ Research method and facilities; (20%)
- ✓ Value for money; (25%)
- ✓ Potential for application; (10%)
- ✓ Work plan, including the overall timeframe. (10%)


Quality of Applicants: (15%)

- ✓ Experience in subject area; (10%)
- ✓ Quality Assurance/Quality Control measures. (5%)

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### **PART D: APPLICATION CONDITIONS**

1. Proposals will be excluded from the evaluation process if;
  - Received after 4pm on the closing date;
  - The application is incomplete;

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- The form is not signed by the applicant;
- Insufficient typed copies are supplied (4 hard copies & 1 electronic copy);
- Word guidelines are not generally adhered to;

2. **safefood** accepts no responsibility for applications improperly made or not received within the appropriate time scale;
3. The decision of **safefood** on any application is final;
4. Payment will be made through the Research Body of the Principal Contractor, as named in the application form;
5. There can only be a single Principal Contractor;
6. There can only be one contract which will be subject at all times to **safefood**'s Terms and Conditions;
7. Staged payments will be made. The initial payment will be made on signing of the contract;
8. Further staged payments are conditional on the receipt of satisfactory interim and final progress reports.
9. **safefood** requires acknowledgement of its support in all public outputs with notification of any publications;
10. **safefood** may audit a contract at any time; therefore, details of expenditure must be retained for examination

#### **PART E: PROPOSAL SUBMISSION**

Four copies of the completed (typed) application form should be posted to **safefood** at the address below and also an electronic copy of the proposal should be e-mailed to [research@safefood.eu](mailto:research@safefood.eu). The subject line should read *Research Tender November 2014 – Project XX-2015*. The four hard copies and the electronic copy must be received by **safefood** no later than **4pm on Friday 19<sup>th</sup> December 2014**.

#### **RESEARCH TENDER**

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