



ONTARIO PORK

## Guidelines for Completing a Letter of Intent (LOI)

Concisely describe your research project by completing the OP LOI via the Livestock Research Innovation Corporation's research management system <http://www.livestockresearch.ca/research/> . Please note that **all** project collaborators listed on the LOI must register themselves with the application management system. Contact Jean Howden at [jhowden@livestockresearch.ca](mailto:jhowden@livestockresearch.ca) if you need assistance with this process.

Letters of Intent are reviewed by the Ontario Pork Research committee. The committee is composed of experienced producers and swine industry members. Use language suitable for an individual that may be unfamiliar with the specific subject matter of the research but that has extensive experience with pigs and their management. Maximum word counts for each section of the LOI are provided on the template. The budget template provided must also be completed and submitted with the LOI. ***Failure to follow these guidelines will influence the committee's assessment of the proposal.***

### Project Title

Should concisely describe the project

### Project Lead and contact information

Provide the project lead's job title, place of employment, mailing address, email address and phone number.

### Partners/Collaborators

Please indicate any collaborations with other researchers and the swine industry. Seeking input, guidance and support from members of the swine industry is important for researchers to ensure that the project results are truly valuable to the industry and to ensure that issues with applying the research to commercial farms are not missed. Letters of support from industry members who have reviewed the project with the researcher are an asset in the LOI evaluation process. Researchers who are unfamiliar with industry contacts may email or call Jessica Fox at Ontario Pork for assistance ([jessica.fox@swinehealthontario.ca](mailto:jessica.fox@swinehealthontario.ca), 519-767-4600 ext. 1401).

### Previously Funded Projects

Please provide a maximum of 3 projects the Project Lead has been involved with that were funded through different agencies (outside of Ontario Pork). Contact information for the funding agency must be provided. The committee uses this information to give a score to the "reliability" of the researcher or group for completing the research on time, completing the work they stated they would complete, and submitting acceptable reports. If previously funded by Ontario Pork, a researcher's project history with our organization will also be considered without being supplied on the LOI. Listed contacts may be called on to answer questions about the timeliness and completeness of the researcher's past work.

### Project Description

Briefly describe the project, why the research is needed and how it will address Ontario Pork's research objectives. Please cite references if used; citations will not be considered part of the total word count for this section.

## Project Objectives

Clearly outline the intent of the research. What specific questions will be answered by this research?

## Return to Industry

Outline what the economic disadvantage imposed by our present state of knowledge is and how this research will change it. Include simple cost analyses that indicate the economic benefit to producers at the farm level, e.g., “research outcome X will reduce the cost of feed in the nursery by X dollars per pig.” Include how this calculation was made and where the numbers were obtained from. If there is no economic improvement but the information will be beneficial to the industry in other ways, describe these benefits. Ontario Pork will consider funding investigative research where the immediate financial advantages are not evident.

## Methodology/Procedures

The proposal must have scientific merit. In layman’s terms, researchers must describe what they are doing, how they will do it and why these methods are being used. Include adequate detail so that the methods can be evaluated as appropriate to accomplish the outcomes and objectives stated above (e.g., animal numbers and duration of trials should be stated).

## Communications Plan

Ontario Pork places a high priority on communicating research results to the end user. Accordingly, a communications plan needs to be developed with each proposal. It is our intent to provide information regarding the projects funded, progress reports on the projects, the final conclusions reached, and the application of the results for users whenever possible.

## Budget (template provided in the LRIC system)

*There is no maximum value for the total project request to Ontario Pork. Consideration should be given to the total amount available in the research fund, which is approximately \$500,000 per year, with an average request of \$60,000 per project. In addition, it should be noted that for single or multi-year projects, the total request is deducted from the annual research budget of the year the applicant was granted funding. The average project length is 2 years.*

A total budget for the project is required (not just the portion for which you are seeking funding from Ontario Pork). Salaries (including for whom), equipment, supplies, animals, laboratory testing, rental fees and items in the “other” or “miscellaneous” categories must be detailed (e.g., test name, number of tests, cost per test, shipping charges if applicable). Indicate the items and amounts paid for by funding sources other than Ontario Pork. If overhead charges apply, detail the amounts per category of items as well as the total overhead fee that Ontario Pork would be required to pay. If additional funding has been applied for that would lower or waive the overhead fees (e.g., NSERC grants) please indicate this. If the research will extend over more than one year, applicants must include the budget details for each year. **Ontario Pork will not fund any capital expenditures.** Funds will be provided in three stages: 40% for initiation of the research, 40% once an acceptable interim report has been received, and the final 20% upon receipt of an acceptable final report.

Reports: Please clearly indicate the start date, estimated project completion date and the dates that the interim and final reports will be submitted to Ontario Pork at the bottom of the budget template.

Other Funding Sources: Ontario Pork encourages you to seek other funding, including in-kind donations from industry partners. Projects with support from other groups will be assessed more favourably than those relying on Ontario Pork funding alone.

### **Evaluation of the LOI by the Research Committee**

The Committee consists of pork producers and consultants in the Ontario pork industry. The committee may ask for input of independent experts to assess proposals that are of a highly technical nature. If an LOI is approved to move on to the full proposal stage, the researcher will be notified, and additional materials will be required through the LRIC system. LOIs and full proposals will be assessed on:

- Benefit to the Ontario pork industry
- Scientific merit
- Is there industry support/collaboration for the project
- Appropriateness of the budget

All full proposals recommended for funding by the Research Committee must be approved by the Ontario Pork Board of Directors. Please note that fulfillment of all criteria does not guarantee funding by Ontario Pork. All funding decisions are at the discretion of the Ontario Pork Board of Directors.