



FORMAT FOR SUBMITTING RESEARCH PROPOSALS TO IFEEDER

Applicants shall submit project proposals and questions to the IFEEDER offices c/o Robert Cooper, executive director, via email at rcooper@afia.org.

This specific RFP is designed for a 12-18-month research project to which IFEEDER would contribute funds dependent on the results of the review process.

Deadline for proposal submission is 5 p.m. ET Monday, August 31, 2020, for consideration of funding starting as early as October 1, 2020.

IFEEDER investigators must submit proposals by email. Mailed and/or faxed copies will not be accepted.

Questions related to the RFP should be submitted in writing by Friday August 7, 2020. All questions received will be answered and collectively shared with all vendors.

All proposals should consist of the following:

- 1) Cover sheet
 - a) Title of project
 - b) Name of research organization
 - c) Principal investigator (project leader or contact person)
 - d) Complete address, telephone numbers and e-mail addresses
 - e) Department name, if applicable
 - f) Co-investigators, if applicable
 - g) Co-organizations, if applicable
 - h) Date submitted
 - i) Total funds requested
 - j) Projected duration of project
 - k) Keywords (up to four) (*optional*)
- 2) Abstract, limited to one page of double-spaced typing, that includes the following:
 - a) What method will be used to address this issue.
 - b) How long the process will take.
- 3) Proposal (limit to 5 pages), which includes:
 - a) Methods and processes used to address the project.
 - b) Data sources used or generated to address the issue.

- 4) Review of relevant literature.
- 5) Capabilities - Vendors should provide the following items as part of their proposal for consideration:
 - a) Description of experience in developing and conducting this type of project, including organization's capabilities.
 - b) Examples of one or more similar studies.
 - c) References from other funding entities or organizations.
 - d) Estimated resources that would be assigned to this project (i.e., total number of staff, roles, titles, experience).
 - e) Estimated timeframe for completion of the project.
 - f) Certification that the organization submitting the proposal will have no conflicts of interest serving IFEEDER. (Principal competitors include the Center for Food Safety, Food and Water Watch, Environmental Working Group, PETA and Humane Society of the United States.)
- 6) Resume of principal investigator (limited to one page) and list of other principal researchers.
- 7) Current research on subject (if any) by principal investigator.
- 8) Any facilities required and available for this project.
- 9) Research timetable:
 - a) Date project is scheduled to begin.
 - b) Date project is scheduled to end.
- 10) Personnel support provided by the university or research organization.
- 11) Financial support (matching grants are encouraged):
 - a) From the university or research organization.
 - b) From other sources, including those from which funds for this project are requested.
- 12) Organizational units involved.
- 13) Budget.
 - a) In a multi-column format, show the costs provided by the university, IFEEDER, other sources (in the case of matching grants), and total costs by line item.
 - b) Specifies the total funding amount requested from IFEEDER.
- 14) The following must be included in a statement for all proposals and signed by an official of the university or research organization and the project leader:
 - a) "The (Department) of (University) or (Research Organization) agrees to provide the following to IFEEDER:
 - (1) Progress reports on the research project approximately every quarter until the project is completed.

- (2) A final report, and all associated graphics and data, within four months following completion of the data collection.
- (3) Acknowledgement of the payment schedule, unless otherwise negotiated with IFEEDER:
 - (i) Start of project – 50% of funding paid
 - (ii) Middle of project — 25% of total funds after one-half of the projected project time in the agreement.
 - (iii) Final 25% of total payment will be paid upon acceptance of the final report to IFEEDER.
- (4) Permission for IFEEDER to share progress and final reports with the industry via websites, newsletters or reprints.
- (5) Acceptable authorized signatures (in addition to Principal Investigator):
 - (i) Project leader.
 - (ii) Department head and/or university official.
 - (iii) Research organization president.

GENERAL INFORMATION

IFEEDER Publication Policy:

IFEEDER will work with the principal investigator and/or research organization to make every effort to publish this report, as both parties deem appropriate, within a reasonable time in either a scientific or trade journal and to acknowledge IFEEDER for providing all or partial funding of the research in such publications.

Format for Progress and Final Reports:

- 1) Cover page with:
 - a) Project name
 - b) Principal investigator's name and signature
 - c) University or research organization
 - d) Date
- 2) Summary (of progress or of project)
 - a) Objective(s)
 - b) Experimental design
 - c) Results
- 3) In addition to the preceding list, final reports must also include:
 - a) Discussion
 - b) Implications or potential impact on the industry
 - c) No more than one-half page summary of the research, in lay terms

IFEEDER will not pay the second installment or make final payment until progress reports and final report, respectively, have been received and accepted by IFEEDER.

Budget Guidelines:

The budget should reflect, as accurately as possible, the cost of doing the project. IFEEEDER is a 501(c)(3) public charity (proof of such is available on request). IFEEEDER will approve funding of direct costs only.

IFEEEDER funds are to be used to address industry issues and may not be used for research designed to give one company or feed industry segment a competitive advantage over another.

A small priority will be given to research organizations that secure matching or additional funding from other sources. In addition, IFEEEDER may secure matching funding once a proposal is selected. **Matching grants are strongly encouraged!**

Project Selection Guidelines:

The IFEEEDER Research Committee is made up primarily of industry representatives and may include university scientists or consultants. The Research Committee will evaluate proposals and make funding recommendations to the IFEEEDER Board of Trustees on the basis of the following:

- Relevance of the proposal to the defined issue in the RFP.
- The researcher's/staff qualifications and understanding of the problem or opportunity.
- Timetable for starting and completing the research.
- Overall industry value of proposed proposal.

Please direct any questions about the proposal guidelines to Robert Cooper at rcooper@afia.org

IFEEEDER
July 2020