

2014

ANNEX 3 of EuFMD- FAR: APPLICATION FORM FOR FUNDING - 2014



APPLICATION FOR FUNDING FROM EuFMD-FAR

PART A: TECHNICAL and PART B: ADMINISTRATIVE

PART A: TECHNICAL

1. TITLE OF THE STUDY (AND ACRONYM, IF LONG!):

2. Applicant Name and institution:

Provide also e-mail and phone contact details

Lead Investigator (if different):

Is this application made on behalf of several parties (collaborators whose inputs will be vital to success)? If YES, give details

a. Add

b. Add #2 etc.

3. Has this proposal been discussed with members of the EuFMD Standing Technical Committee or Secretariat before application?

YES/NO. If yes, indicate who and in what time period. Prior discussion can often be helpful to applications, but for transparency the extent of involvement of STC in steering proposals should be known by the Review Board.

4. Short description of the background to application

Indicate how the problem area or research topic was identified - e.g. from a Session of the Research Group, following a country project or meeting, from own research findings etc...

5. Key policy or technical issues addressed :

6. Relation to the EuFMD Strategic Objectives 2013-17:

*The three Objectives are found in the Guidance Document, and online at the EuFMD site (40th General Session pages). **Explain** how the research will contribute to Strategic Objectives 1, 2 or 3; and indicate what types of institution or stakeholder will be the direct beneficiaries (immediate users) of the findings or outputs. **Indicate** if there is a specific link to a work component of the EuFMD/EC Action [one or more of the 13 Components.*

7. Technical Background

Up to 500 words plus references to indicate why the study approach was selected and any relevant references to methods that are essential to success of the approach but not yet widely accepted or applied.

8. Definition of Outputs

8.1 Simple and short definition of what the Service Provider will DO

Conduct a field based study, in vivo experiment, review, etc...

8.2 Simple and short definition of what the provider will PRODUCE: (Outputs)

These will be used by FAO to verify progress, for payment purposes, as for example a narrative report is used to justify an interim payment.

e.g

- Provide an interim report on project activities upon completion of the animal experiment.*
- A final report detailing the activities conducted under the collaboration, which will be presented to the EuFMD standing technical committee and may be published on the EuFMD website.*

9. Description of study plan, activities and/or services to be provided by the applicant(s)

The detail to be provided must be sufficient to allow assessment of the appropriateness of

- the method used;*
- the data that will be generated for analysis;*
- the efficiency of the design and use of inputs.*

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10. Workplan and Timeframe (Duration)

The timing of major activities and milestones must be given, either in relation to the date of signature of the agreement/first payment, or in relation to monthly calendar if the study is affected by season, for example.

Proposed Date of final report:

(Note: not to exceed March 2015)

Milestone	Details (example)	Due date
1.	Animal experiment and Interim report	+ 6 weeks after 1 st payment
2.	Data analysis and final reporting	+10 weeks

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11. Inputs required to implement the project

Inputs to be provided free of charge by Recipient Organization

Indicate what is provided as part of the capacity of the applicants, and what additional support will be used for.

Example: *The Service Provider will make available a scientific team and FAO will make a contribution towards the overall cost of staff resources. Remaining time is provided free of charge by the Service Provider, during the overall timeframe of the LoA.*

Inputs to be provided in kind by EuFMD or FAO

List of Inputs

Indicate if EuFMD or FAO are expected to provide any inputs, for example from the field components of the EuFMD work programme or other projects or activities.

Indicate if the application is dependent on decisions by any other agency (co-funding or affecting the progress).

Added value: indicate if/how the application will add value to on-going FMD activities/research of the applicant or partner.

Timing of Inputs

The usual schedule of payments for LoAs is an initial payment, an interim payment (upon an interim report) and a final payment after completion. The initial payment is usually not more than 30% of total. Indicate if there are specific needs for a different schedule of payments, for example the majority of costs are up front for animal experiments, etc.

12. Budget (a detailed description of costs as estimated by Service Provider can be given in an Annex)

As far as possible, use a summary table with budget lines that your institution is prepared to report on later (in the Final Financial Report), and a separate table indicate how these were calculated.

Example of a summary

Budget lines	Quantity/cost	Amount, Euro
Research and laboratory staff costs	1508 hours total, refer to staff cost table if many categories	4177.7829
Consumables and direct experiment costs (30 days)	Use itemised breakdown , refer to table or annex	12467.422
Overhead Expenses	Indicate how calculated	12703.306
Travel (if required to conduct the research)	Provide details and estimate of costs	500
Total		29848.51

13. Bottlenecks/risks :

Indicate any assumptions that must hold if the activity is to reach expected output.

Indicate risks that could have a significant impact upon progress (and which might justify later requests for extension or change in plan, for example).

14. Further information on the matter

Copies of research cited that is vital to the understanding or evaluation of the proposal can assist.

PART B: ADMINISTRATIVE

*Curriculum vitae of the lead applicant and any significant research partners should be provided.
Details on the Entity/Institution that is proving the administrative capacity may assist if the entity has no track record with FAO of LoAs or is non-Governmental.*

1. **Details on the applicant(s). The applicant is normally expected to be the contact point and provide the Reports.**

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2. **Details on the Entity that will sign any financial agreement**

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3. **Name and title of the person who will sign a financial agreement (the Signatory for a LoA with FAO)**
- a. **If Letters of Agreement (Standard Contract) with FAO are not feasible then suggested route for payment of the inputs required to undertake the activity:**

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4. Version Number: (the applicants Version number –useful in case changes are made)
5. Date of this Submission: