

# RED MEAT RESEARCH AND DEVELOPMENT SA PROJECT COMMITTEE (RMRD SA-PC)

## PROJECT PROPOSAL - GUIDE TO AUTHORS

### GENERAL INFORMATION

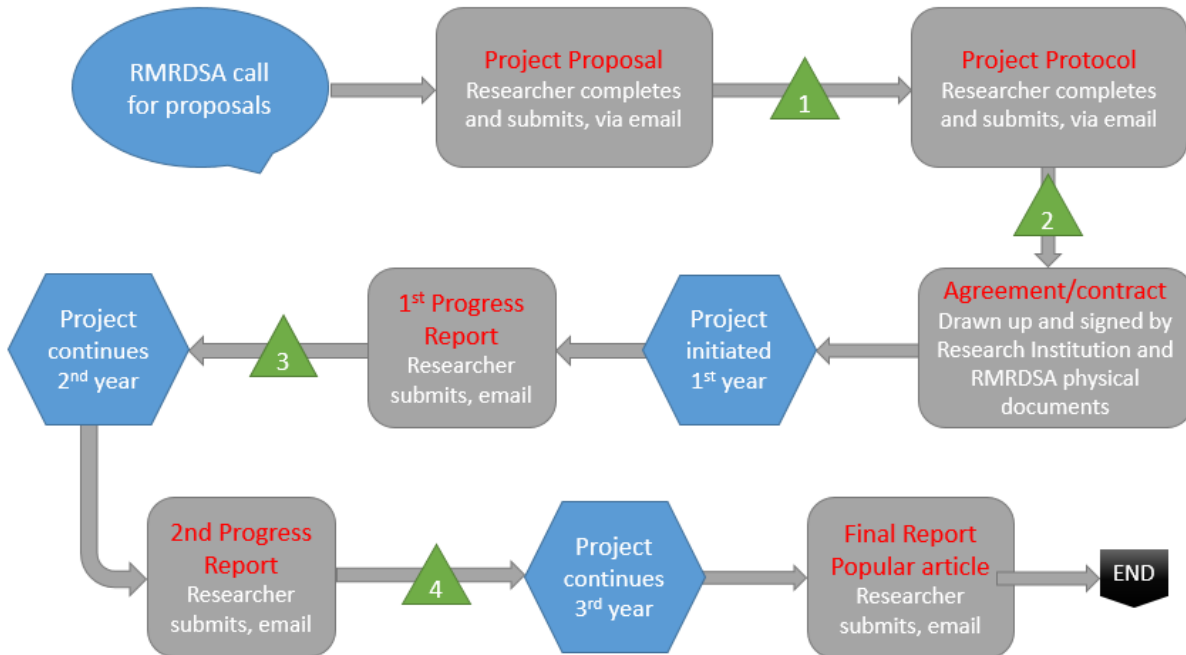
- Refer to this guide for the correct completion of Project Proposals.
- Please note that if the Project Proposal is completed incorrectly, the research project could be rejected.
- Complete all sections in the Project Proposal.
- It is strongly recommended that applicants should, apart from RMRD-SA funding, also apply for THRIP funding. Assistance can be provided upon request.

### THE RMRD-SA APPLICATION PROCESS

Refer to Figure 1 for a summarized flow diagram of the process for research projects approved for RMRD-SA funding.

1. A **Call for proposals** is send out by RMRD-SA
  - a. Includes a *Project Proposal template*
2. A **Project Proposal** is completed by the researcher and submitted to RMRD-SA
  - a. RMRD-SA Subject Working Groups appoint priority of research for industry
  - b. Proposals with high priority are send a *Project Protocol template, Project Protocol Guide to authors, Agreement template, Progress Report template* as well as a *Final Report template*
3. A **Project Protocol** is completed by the researcher and submitted to RMRD-SA.
4. A **signed Agreement** is drawn up between RMRD-SA and the research institution upon approval of the Project Protocol
5. Funding for 1<sup>st</sup> year of research is released and research commences
6. An annual **Progress Report** is submitted to RMRD-SA (1<sup>st</sup> year)
  - a. A RMRD-SA Subject Working Group evaluates progress report, and upon approval funding for 2<sup>nd</sup> year of research is released
7. An annual **Progress Report** is submitted to RMRD-SA (2<sup>nd</sup> year)
  - a. A RMRD-SA Subject Working Group evaluates progress report, and upon approval 80 % of the funding for the 3<sup>rd</sup> year of research is released
8. **Final Project Report** submitted to RMRD-SA (3<sup>rd</sup> year)
9. Submission of **popular article**

- a. A RMRD-SA Subject Working Group evaluates Final Report and popular article, and upon approval the final 20 % of funding is released and the contract is completed.



**Figure 1: Flow diagram of process of research projects approved for RMRD-SA funding**

#### **FUNDING RELEASED BY RMRD-SA**

- 1<sup>st</sup> year of funding: The 1<sup>st</sup> instalment will be released once the **Protocol** is approved and an **Agreement** is signed.
- 2<sup>nd</sup> year of funding: The 2<sup>nd</sup> instalment will be released once the **Progress Report** from the previous year has been received and approved.
- 3<sup>rd</sup> year of funding: The 3<sup>rd</sup> instalment, minus 20%, will be released once the Progress Report of the previous year has been received and approved. The remaining 20% will be released when the **Final Project Report** plus a **popular article** has been received and approved.

# COMPLETING A PROJECT PROPOSAL

## 1. IDENTIFICATION

### 1.1. FULL TITLE OF PROJECT

The title should preferably be a maximum 16 words. It must include the name(s) of the animal species and/or products concerned. No abbreviations are allowed.

### 1.2. SHORT TITLE OF PROJECT

The short title should be a maximum of 6 words. The short title is used for future administrative purposes. In correspondence this title will be used and should not be changed throughout the duration of the application / project.

### 1.3. RESEARCH AND DEVELOPMENT PLAN

Visit the website ([www.rmrdsa.co.za](http://www.rmrdsa.co.za)), and view the different Research and Development Plans of the RMRD-SA. Mark the most appropriate research and development plan for the research project. Both can be selected in cases if the research is applicable to both the Cattle and Small-stock, and the Pork Planning Committees.

### 1.4. FOCUS AREA

Select the appropriate focus areas under the applicable planning committees (refer to [www.rmrdsa.co.za](http://www.rmrdsa.co.za)).

### 1.5. COMPONENT NUMBER, OUTCOME AND PRIORITY

Please refer to the Research and Development Plan of the specific planning committee (available on [www.redmeatsa.co.za](http://www.redmeatsa.co.za)). Only indicate the component number, outcome number and the priority (A,B,C or D) as listed in the Research and Development Plan.

### 1.6. RESPONSIBLE RESEARCHER

Please indicate title, full names, surname and highest qualification of the responsible researcher for this research project. All correspondence will be directed to this person. If an alternative responsible researcher is appointed, the RMRD-SA needs to be informed in writing.

### 1.7. ALTERNATIVE RESPONSIBLE RESEARCHER

An alternative responsible researcher needs to be identified in the case where the project leader is a student, or not registered by a professional council.

### 1.8. RESEARCH INSTITUTION (S)

Please list the University name, Faculty and Department or Council, Institute and Division, or other of the responsible researcher. If other research institutions are also involved, please identify these as well.

## **1.9. ADDRESS AND CONTACT DETAILS OF RESPONSIBLE RESEARCHER**

Indicate contact details to which future correspondence will be made.

### **1.10 REGISTRATION WITH PROFESSIONAL COUNCIL**

Indicate researcher name, full name of the relevant professional council as well as the researchers' registration number. Relevant professional councils include, but are not limited to, the South African Veterinary Council and the South African Council for Natural Scientific Professions.

## **2. PERSONNEL**

### **2.1 ALL TEAM MEMBER(S)** (Title, initials, surname, highest qualification)

Indicate all the team members who will be involved in the research. Indicate title, initials, surname and highest qualifications.

## **3. AIMS OF THE PROJECT**

Projects funded by the RMRD-SA run over a maximum period of three years. Please briefly indicate the aims of the research for these three years. A maximum of one sentence per aim is allowed (concise sentencing preferred). The aims should encompass the ultimate aim of the research project.

## **4. SHORT MOTIVATION**

This summary should include the most relevant reason(s) why the current research project is important to the relevant industry. A maximum of 150 words are allowed. The content should be suitable to appear in the public domain.

## **5. METHODOLOGY** (Max 150 words)

Briefly state how you plan to go about to execute the research. A maximum of 150 words are allowed.

## **6. ESTIMATED BUDGET (OR COSTS)**

Summarize the estimated human resources costs, project based contracted appointments, operational costs and research levies in the table provided for each financial year (January to December). The budget should be noted in South African Rand (R) and exclude VAT.

The research levy is a fixed amount for each research institution as negotiated by the RMRD-SA PC. The research levy should be completed individually and should not be calculated with other costs.

Human resources are not funded by the RMRD-SA, and additional funding should be applied for to cover human resource expenses not covered by other means.

Although RMRD-SA can fund/partially fund project based contracted appointments, there are various limitations. It should be noted that these individuals cannot be permanently employed. Additional funding from other institutions, e.g. THRIP, is strongly recommended.

**7. FUNDING REQUESTED FOR THE NEXT YEAR, NAMELY 201\_\_**

Indicate the amount of funding required from RMRD-SA and other institutions for the next year. In the event of funds being obtained from other external sources, RMRDT should be notified.

**8. PROJECT STATUS REGARDING FUNDING FROM EXTERNAL SOURCES**

Indicate if the research project has already commenced (current) or will be a new project. Also indicate if the project has / has not been previously funded, or if it can / can not commence without funding from RMRD-SA.

**9. IF FUNDED PREVIOUSLY BY RMRD, STATE SPECIFIC AIMS FOR THE NEXT YEAR**

If the project was previously funded by RMRD-SA, indicate what the aims will be for the next year of funding. A maximum of one sentence per aim is allowed (concise sentencing preferred).