

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

PROJECT PROTOCOL - GUIDE TO AUTHORS

GENERAL INFORMATION

- Refer to this guide for the correct completion of each section of the Project Protocol.
- Please note that if the Project Protocol is completed incorrectly, the research project could be rejected.
- Complete all sections in the Project Protocol.
- If any substantial changes are inevitable to the Protocol during the duration of the research, an Addendum to the Agreement, with motivation, needs to be signed by all parties and submitted to the RMRD-SA.
- 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. **Call for proposals** is send out by RMRD-SA
 - a. Includes a *Project Proposal template*
2. **The 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 and Progress Report template*
3. **The 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 1st year of research is released and research commences
6. An annual **Progress Report** is submitted to RMRD-SA (1st year)
 - a. A RMRD-SA Subject Working Group evaluates Progress Report, and upon approval funding for 2nd year of research is released
7. An annual **Progress Report** is submitted to RMRD-SA (2nd year)
 - a. A RMRD-SA Subject Working Group evaluates Progress Report, and upon approval 80 % of the funding for the 3rd year of research is released
8. **Final Project Report** submitted to RMRD-SA (3rd 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.

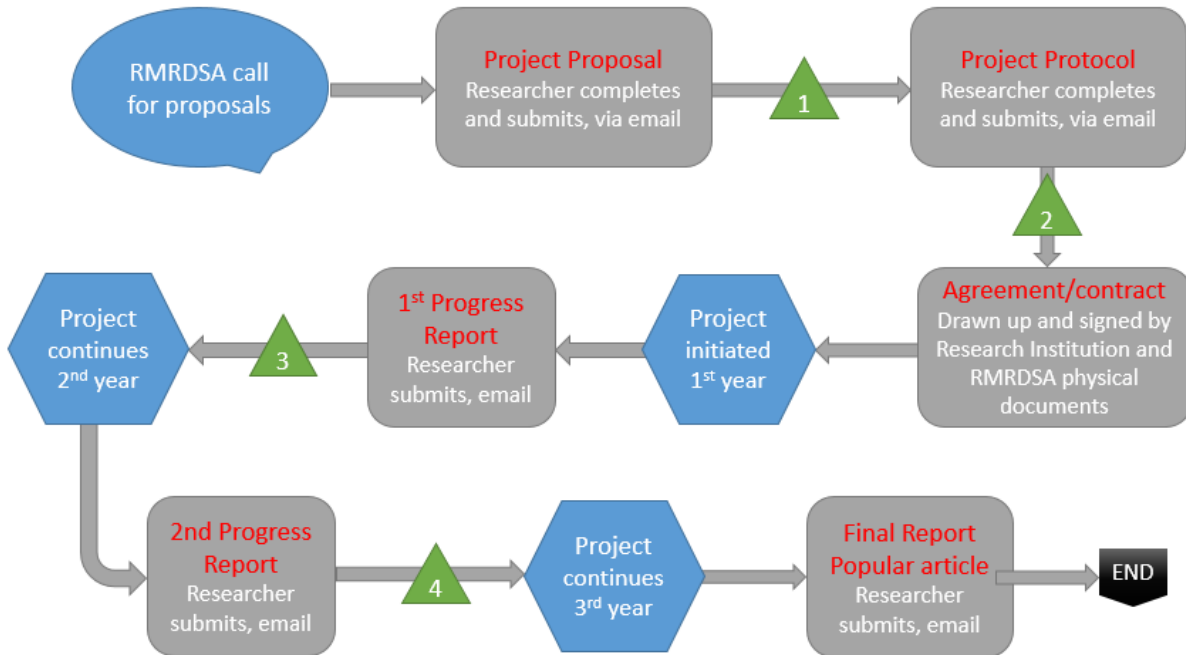


Figure 1: Flow diagram of process of research projects approved for RMRD-SA funding

FUNDING RELEASED BY RMRD-SA

- 1st year of funding: The 1st instalment will be released once the **Protocol** is approved and an **Agreement** is signed.
- 2nd year of funding: The 2nd instalment will be released once the **Progress Report** from the previous year has been received and approved.
- 3rd year of funding: The 3rd 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 THE PROJECT PROTOCOL

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 project.

1.3. PLANNING COMMITTEE

Tick under which Planning Committee the research project falls. 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.

1.5. COMPONENT NUMBER, OUTCOME AND PRIORITY

Please refer to the Research and Development Plan of the specific Planning Committee. 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. Include the name of the responsible researcher. Indicate title, initials, surname and highest qualification.

2.2 NAME OF SUPERVISOR / PROGRAMME MANAGER OF PROJECT

Please indicate title, full names, surname and highest qualification of the supervisor or programme manager for this research project.

2.3 THE FIVE MOST APPROPRIATE SCIENTIFIC / TECHNICAL PAPERS BY TEAM MEMBERS

Reference the five most applicable, and most recent, scientific or technical papers published by any of the team members. If possible concentrate on the most applicable research to the research project. Indicate all authors, year of publication, article name, journal title, volume and page numbers if applicable.

3. AIMS OF THE PROJECT

Projects funded by the RMRD-SA run over a maximum period of three years. Please 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. MOTIVATION

The motivation for the research project should include the following under appropriate headings:

1) Literature review

A concise review of relevant literature should be given, with appropriate references, and should not be longer than one page.

2) Research problem and objective

Identify the problem, and indicate to what extend the current research project aims to address this problem. Also include the envisaged solution if applicable.

3) List of references

List all the references used in the motivation. Concise and well referenced motivations are required.

5. SUMMARISED 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.

6. ANTICIPATED END PRODUCTS / DELIVERABLES

List the possible end products or deliverables from the research, including patents, new technologies, systems, scientific articles etc. Use a maximum of 50 words. If it is anticipated that any product(s) could arrive with IP, it must be stated in this section.

7. IF THE PROJECT DOES NOT ADDRESS THE WHOLE SOLUTION, WHAT FOLLOW-UP / COMPLEMENTARY ACTIONS ARE IN THE PIPELINE, BY WHOM?

Indicate possible follow-up / complementary research projects that could be done in the future (e.g. follow up projects based on the results of this research). Indicate responsible researchers for this future research. Use a maximum of 50 words.

8. METHODOLOGY

Specify how you will go about to execute the research through providing adequate information on the methodology to be followed. Be specific. Include sample numbers, animal numbers, etc. Give references where applicable and include a complete reference list at the end of this section.

9. FLOW DIAGRAM OF ACTIVITIES

This section provides a plan of implementation of the research to the RMRD-SA. Please note that RMRD-SA only funds 12 quarters (3 years). In the case that research does not commence on the 1st day of the financial year, but commences at a later stage, the 12 quarters are counted from the day of commencement. Funding by RMRD-SA will still commence at the beginning of each financial year for the three years for which the project is approved.

In this section please list the main activities envisaged for the research project, and tick during which quarters these activities are planned.

Example:

List of activities	Quarter											
	1	2	3	4	5	6	7	8	9	10	11	12
Sourcing of animals	X											
Growing of animals under study conditions		X	X	X								
Slaughtering and sample preparation					X	X						
Analysis of samples					X	X						
Statistical analysis and interpretation of results							X	X	X			
Write-up and publication of results									X	X	X	X

10. WHAT ARE THE CHANCES THAT THE SOLUTION WOULD BE ACCEPTED BY THE STATED SECTOR(S) IN TERMS OF THE DELIVERABLES?

Please tick if the envisaged solution would be accepted by the stated sector as either: highly likely, likely or uncertain.

11. SUMMARY OF BUDGET

Summarize the total 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, e.g. THRIP, 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. Before funding will be considered for contracted appointments, the additional expertise required for the completion of the research should be clearly stated in 12.2.

12. DETAILED ANNUAL BUDGET

In this section specification of the project-based contract appointments and operational costs are required. Please complete this section as detailed as possible. Also note that RMRD-SA strongly suggest that additional funding, e.g. from THRIP, be applied for as well.

12.1. OPERATIONAL COSTS

Name all items needed to execute the specific project for the specific year individually, e.g. experimental animals, feed, laboratory consumables, chemical etc.) Rounded figures without inclusion of calculations will not be accepted.

Please note that the RMRD-SA have the power to request additional information, calculations, and a more detailed budget. Budget audits can also be requested.

It is assumed that the research institution has the appropriate infrastructure to adequately execute the project, and additional costs for infrastructure will not be provided. Funding of capital equipment and the establishing of demonstration units are normally not considered. Such requirements should nevertheless be stated in the budget submission of the projects.

Please note that the money released by the RMRD-SA are not ring-fenced within the items identified in this section. Money can during the duration of the project be transferred from one item to another in the event that certain expenses increase or decrease, as long as the total amount stays within the budget.

12.2. PROJECT BASED CONTRACTED APPOINTMENTS

No overhead costs will be funded and personnel costs will only be considered when project based contract appointments are required to execute the project. Note that there are various limitations to RMRD-SA funding contracted appointments. List the project based contracted appointments according to the 12 quarters funded by the RMRD-SA.

Clearly indicate the type of expertise needed (statistical analysis, slaughtering etc.).

Indicate the type of employment (fixed term, part time, etc.). Please note that no permanent employments are funded by the RMRD-SA.

Include costs involved per expertise per month.

If RMRD-SA is unable to fund each specific appointment, what would the implications be for the project? We encourage all researchers with peer research involved to apply for additional funding to cover these and other human resources costs, e.g. THRIP funding.

Example:

Term	Expertise needed	Type of employment	Cost	Implications if not funded by RMRD-SA
1	-			
2	-			
3	-			
4	-			
5	Slaughtering	Part time	R10 000	Slaughtering will not take place - study will not be executable

6	Sample preparation	Part time	R10 000	Samples will not be ready for analysis and study will not be executable
7	Statistical analysis	Part time	R5 000	Statistical analysis should be done to ensure credibility of the results
8	-			
9	-			
10	-			
11	Proof reading	Part time	R3 000	Proof reading of the final article and final report by external individuals will increase acceptance in the public and scientific domain.
12	-			

12.3. OTHER FUNDING (NOT FROM RMRD-SA)

In this section indicate which other sources of funding have been applied for, or have been approved (e.g. THRIP). Also supply information regarding funding supplied by own institution. Include the name of the institution to which was applied for funding, the amount requested and the amount approved where applicable.

12.4. INCOME

List all possible income expected from the project, e.g. sales of experimental animals, products, etc.

12.5. TOTAL AMOUNT OF FUNDING REQUIRED FROM RMRD-SA FOR THE DURATION OF THE PROJECT

Summarise the total amount of funding required from the RMRD-SA (Project based contracted appointments, overhead costs and research levies) in the table provided. Also indicate from which specific sectors within the RMRD-SA (Cattle and small stock or Pork) the funding should be requested.

13. PERSON WHO COMPLETED THE FORM

Please indicate the title, initials, surname, highest qualification and contact details of the person who completed the protocol form.