

Research Funding Pack

Applicants including farmers, students, researchers and professional organisations are invited and encouraged to submit research proposals to the South Island Dairy Event (SIDE) through the secretary or a committee member for consideration for funding.

Policy and Protocols for Research Funding

Aims:

- To accelerate applied research into South Island dairying issues of concern to South Island dairy farmers.
- Where possible, to provide seed or co-funding for larger scale research projects to support and encourage major funding from other sources.

Rationale and Criteria for Funding Projects

SIDE will make study awards to applicants or their nominees to undertake specific projects which will:

- Contribute to dairying in the South Island.
- Benefit the greater good of dairy farmers.
- Promote relevant, topical research.
- Ensure results are distributed to South Island dairy farmers, normally through SIDE.
- Have some benefit in attracting students into the dairy industry.
- Give more positive exposure to the dairy industry.

Processes for Selection and Funding of Projects

- Completed application forms can be submitted to the SIDE Research & Innovation Committee by the 1st February or 1st September in each year (applicants should allow six weeks for applications to be considered). For further information please contact the secretary.
- Funding of research projects will normally be for one year but under some circumstances, for example co-funding of larger projects, the committee may consider applications for more than one year.
- Funding for individual research projects will not exceed \$10,000 in any year and will normally be for smaller sums.
- Applications will be considered by the Research and Innovation sub-committee who at their discretion may seek further information from applicants and/or an independent assessment of any application.
- The sub-committee will make a recommendation for consideration by the full committee of SIDE at its next scheduled meeting on whether or not funds requested for research or scholarship should be granted in part or in full, including any conditions of such funding.
- Decisions on funding, and any conditions on funding, will be made by the SIDE Committee.

Guidelines for Project Management, Disbursements and Accountability

- A SIDE committee member will be nominated to act as a liaison with and mentor for successful applicants.
- Grantees must provide a brief update on the project, including progress on objectives and any changes to targets and objectives, to their committee liaison person, 3 weeks prior to a SIDE Committee meeting, in order for the report to be circulated for reading by the committee members.
- Grantees are required to submit a written report to SIDE at the conclusion of the project, or annually from commencement of the award if the project runs over more than one calendar year.
- Under normal circumstances, funding for approved projects, other than student scholarships, will be divided into four equal instalments each year (or equivalent for part years) with payments made on the specified commencement date of the project and quarterly thereafter, with the last payment made on receipt of the final report. Funding for student scholarships will be administered through the appropriate scholarship office. Any variation from this will be negotiated with applicants on approval of their project.
- For applicants from a recognised research provider (for example, Lincoln University, Crop and Food Research Ltd.), funding will be forward to the research provider who will be expected to apply their standard procedures and reporting for control and accountability of the funds.
- For applicants not associated with a research provider, the applicant should detail how they propose to account for and report on expenditures in their application.
- Receipts must be obtained for all purchases made with SIDE funds and are to be sent to the secretary of the Committee prior to disbursement of funds each quarter.
- Funding will not be extended beyond the conclusion of a project, whether or not all of the funds granted have been expended. Continuation funding may be granted by the Committee after consideration of a fresh application as per the initial process.

Deadlines and Expected Outcomes

- Applicants should provide a time line of activities and objectives as part of their application and these will form the deadlines for the project if the application is successful. Any changes to these deadlines must be discussed with the committee liaison person.
- Applicants should provide a clear description of the ways in which the project will advance the knowledge and practice of dairying in the South Island (expected outcomes). The final report will detail the extent to which these have been achieved.
- If required, applicants must be prepared to present research findings and outcomes at a SIDE Event.

SIDE Application for Funding and Budget

Send to: The Secretary - SIDE
C/- SIDDC
P O Box 160
Lincoln University
Canterbury 7647

Personal Details:

Title: _____

Family Name: _____ First Name: _____

Organisation: _____

Address: _____

City: _____ Email: _____

Phone: _____ Fax: _____

Occupation: _____

Employer (if applicable) (please provide name and address): _____

Education: _____

Qualifications: _____

Experience: _____

References: Please give the names and addresses of two referees from whom SIDE may obtain a confidential report, particularly related to your specific proposal.

1. _____
2. _____

Description of Project: On a separate sheet and using approximately 200 words, outline the scope and nature of the project.

- (a) Give a short title to your project:
- (b) What is the issue / problem you wish to address?
- (c) How will you address this issue / problem [ie describe briefly what you will do in your project]?
- (d) In what ways will your project advance the practice and knowledge of dairying in the South Island (describe expected outcomes and benefits)?
- (e) How will you transfer the result / outcomes of your project to dairy farmers?
- (f) Indicate a timeline for your project:
- (g) When could you take up an award if offered?

Financial Details: Please provide a budget outline of how an award will be used.

Example:

	SIDE	Total
Materials (specify)	\$	_____
Travel	\$	_____
Accommodation	\$	_____
Other	\$	_____
Total	\$	_____

Are you registered for GST? If so, please state number: _____

Accountability: If you are a student or employed by a recognised research provider, funds will be paid to your educational or research institution; if you are not associated with a recognised research provider, detail the mechanisms you will use to account for and report on expenditure of funds on the project.

Other Sources of Income:

- (a) If in employment, will your salary continue? _____
- (b) Will you have any other source of finance towards the cost of your project (bursary, grant, employer assistance)?

Funding Body	\$ Requested	\$ submitted / accepted

Declaration: I declare that the statements in this application are, to the best of my knowledge and belief true and correct in every particular and I undertake to observe all the conditions of an award granted to me.

Signature: _____

Date: _____

Witness: _____