

2018/19 NLGC PROJECT CALL
GUIDELINES for preparing NLGC proposals

Application Process

MLA and the National Livestock Genetics Consortium (NLGC) Taskforce invites applicants to submit full proposals to the 2018/19 NLGC annual Project Call for sheepmeat and beef genetics research development and adoption (RD&A). This call process is open for submissions until 6pm AEDT on the 22nd December 2017.

Full project applications on the NLGC proposal template submitted to livestockgenetics@mla.com.au by this date will be reviewed by the NLGC Taskforce in February 2018. The NLGC Taskforce acts in an advisory capacity to recommend appropriate projects to be funded by levy or MLA Donor Company funds. Final project approval will be subject to internal MLA governance processes and contractual agreement between the applicant/s and MLA.

Acknowledgement

The details provided in the proposal as well as any further Q&A through the NLGC review process will be used to develop papers for MLA's internal governance process as well as a Schedule for the subsequent Research Agreement, once approved.

Privacy Statement

The information you are providing to Meat & Livestock Australia Limited ABN 39 081 678 364 ("MLA") may be personal information under the Privacy Act. We will collect, hold, use and disclose the email address you have given us and the personal information you provide in the manner set out in MLA's privacy policy (located at www.mla.com.au/General/Privacy), including for keeping you informed about the progress of this application, MLA R&D programs, market news, industry information and other communications from MLA. If you do not provide the personal information requested, MLA may not be able to provide you with products or services. By providing MLA with your personal information, you consent to the collection and handling of your personal information in accordance with MLA's privacy policy which can be viewed at www.mla.com.au/General/Privacy or obtained directly from MLA by calling 1800 023 100. You may access and correct any personal information held by MLA on request.

If you provide a telephone number, you consent to MLA contacting you for an indefinite period about future projects, products or services that may be of interest to you.

Proposal template

The NLGC Annual Project call is seeking full proposals, please use the headings in the full proposal template and comply with the guidelines below. Proposals that do not follow and comply with the guidelines will not be assessed, including word limits and adequate budget information.

DO NOT submit these guidelines. ONLY submit the completed Full Proposal form.

The completed Full Proposal must be submitted electronically to MLA by 6.00pm AEDT (NSW time) on 22 December 2017 to: livestockgenetics@mla.com.au

GUIDELINES

The following notes in conjunction with ***italicised instructions*** in the full proposal template are designed to assist completion of the full proposal template. Applicants of Full Proposals that do not follow and comply with the guidelines will be notified that proposals will not be assessed by the NLGC.

Carefully read and adhere to these GUIDELINES for preparing NLGC Project Proposals. All fields in the Full Proposal template must be completed. Please direct any queries around completing the proposal template to livestockgenetics@mla.com.au or Caris Jones (cjones@mla.com.au)

Project Title

Project title must be brief and specific, maximum of 10 words.

Agent(s)/Subcontractor(s)

An agent/subcontractor is a company/person that provides a service or performs work for a business but is not an employee of that business. Subject to approval by MLA, an agent/subcontractor may be contracted by the Research Organisation to carry out any part of the Project activities outlined in the agreement between MLA and the Research Organisation, using the same terms and conditions as between MLA and the Research Organisation. MLA may request to approve the terms and conditions of the agent/subcontractor prior to commencement of the Project.

Confidential external review

MLA has established the National Livestock Genetics Consortium (NLGC) Taskforce to review and rank RD&A proposals submitted to the NLGC annual call. A peer review panel process delivers independence, quality, objectivity and transparency to project review and selection by MLA.

Genetics RD&A proposals will only be considered for funding by MLA if you consent to external review by the NLGC Taskforce.

Summary of project

Brief summaries of projects are used for project review as well as MLA's internal process and project management. In a maximum of **100 words** provide a plain English summary of the projects reason and aims.

Summary of benefit to a sheepmeat and/or grassfed beef producer

Clearly describe the benefit of this project for a sheepmeat and/or grassfed beef producer and demonstrate how you have consulted with producers in developing this proposal.

The summary of no more than **200 words** must be readily understood by an educated lay audience. It should clearly convey the importance, relevance and feasibility of the proposed work to members of the NLGC taskforce who will assist in the evaluation process.

Projects that have been developed in consultation with producers will be considered favourable by the NLGC taskforce during review.

2018/19 Terms of Reference addressed by this proposal

The 2018/19 Genetics Projects Terms of Reference (ToR) published on the MLA website address 2018/19 RD&A priorities. Identify to which 2018/19 ToR your proposal is directed.

The ToR is key to assessment of the relevance of your proposal to industry needs and expectations.

Background of Research Work and Significance

Describe the current problem, issue or need to be addressed. Support statements with objective measures including the scale and costs/benefits of the issue or opportunity.

Why is this project necessary? What is its significance in addressing the problem or issue? How will it address the nominated 2018/19 Genetics Projects ToR?

Provide a brief scientific literature review and a summary of other background information from industry reports, research reports and other sources.

Reference to relevant publications is important to provide context and identify knowledge gaps and research needs. However, space limitations will dictate careful selection of references directly relevant to the proposal. Do not exceed **one page**, including a list of cited references. If additional references are required they can be supplied as an appendix.

How does the project link to industry strategic plans? Review industry plans at:

- NLGC Consortium Strategic Plan ([NLGC](#))
- Meat Industry Strategic Plan ([MISP 2020](#))
- MLA Strategic Plan 2016-2020 ([MLA 2020](#))
- Sheep Industry Strategic Plan ([SISP 2020](#))
- Beef Industry Strategic Plan ([BISP 2020](#))

Outputs and Outcomes of Project

Define the outputs (products, services, technologies, knowledge, innovations, etc) - and describe the outcomes - created or contributed to by this project. This should be considered in relation to a central research question or hypothesis and should not be confused with completion of work phases or milestones.

- Outputs are the tangible objectives of the project and should be described in a SMART (specific, measurable, achievable, realistic and time bound) format
- Outcomes should relate to changes in practice and behaviour (qualitative and quantitative) that lead to a measurable changes (impacts) in productivity and/or profitability

Methodology

The NLGC skills based Taskforce review project for alignment with priorities as well as technical merit. Describe the materials and methods or research plan or experimental protocols or design:

- What statistical methods will be used?
- What measures will be used?
- Where will data be stored during the project and after?
- Include a proposed timeline.

Include a justification for the proposed approach and if appropriate, consider an alternate approach.

Establish the relevant information required for review and do not exceed **one page**. Appendixes can be used to supply associated information when required.

All MLA funded experimental projects must have appropriate approval by animal and/or human ethics committees before experimental work commences.

Budget and Justification

In addition to the budget information requested below, MLA requires detailed budget planning sheets for the project – refer to Appendix 2 and the following points.

Source of funds

This table outlines how the entire project (including Project Administration Fee) will be funded. Please note that this proposal template is used to apply for both levy and MDC funding. If applying for levy funds, the access fees do not apply and complete with an N/A.

MLA Donor Company Limited (MDC) can fund a maximum of 50% of the project. The remaining funds will be provided by your company and any other funding partners. All sections of the table are required to be completed.

If your company is a processor and has sufficient Australian Meat Processor Corporation Limited (AMPC) R&D funds available, AMPC may be able to contribute up to a maximum of 25% of the project, confirm your available funds with AMPC directly.

MLA is not able to match funds sourced from other Australian Federal Government programs and may be able to match only in limited cases funds from Australian State Governments.

Funding sources may include the following:

- Australian or International (funding directly provided by partner).
- PIP (funding provided by AMPC), MDC (matching funding provided by MLA).
- Commonwealth (funding provided by the Commonwealth for use in the project however not able to be matched).
- State (funding provided by State governments which may be able to be matched with some conditions).

The source of funds total must match the expenditure and milestones totals, including project administration fees. Proposals with total funds that don't add up or match will not be reviewed.

The **Project administration fee** is currently either 8% or 12% of the net value of the project. This fee is calculated on the net project cost and will be invoiced quarterly. If the project takes longer than the contracted timeframe additional administration fees will be proportionally applied, so please think carefully about the dates and duration of your milestones.

Industry levy payers will pay 8% for their project administration fee. All other partners will pay a 12% administration fee.

Service providers

Provide the name, Australian Business Number and contact information for all organisations that will be contracted to provide the services being funded by this application. You should note whether these organisations will be contracted by MLA or by the funding partner.

Expenditure of funds by service providers

For each of the above service providers, provide a breakdown of the services being provided by this organisation. This should include:

Salaries & wages – Labour costs (including on-costs and fixed costs) incurred by each service provider.

3rd party or subcontractor fees – Costs for any external consultant or organisation undertaking work on the project that is not employed one of the designated service providers.

Project expenses – Need to be classified into the following areas:

- Travel (T) – flights, accommodation, meals and mileage etc.
- Materials (M) – steel, system controllers, cable, drive motors, sensors etc.
- Consumables (C) – water, electricity, gas, telephone calls, chemicals etc.
- Other (O) – please specify Capital - Items that would be treated as a depreciated capital asset and are required for the purpose of undertaking the project e.g. livestock if these can be resold, computers, off the shelf equipment more than \$1,000, motor vehicles, machinery.

Milestones and budget

Milestones

- Milestones are used by MLA to monitor the progress of the project towards achieving the project's objectives.
- Milestones are based on the completion of significant stages, activities or outputs within the project and milestone achievement criteria should be explicitly stated. Milestones are only complete after reports are submitted and accepted or edited, re-submitted and accepted by MLA.
- Payments are linked to the successful completion of milestones and upon receipt of a tax invoice for payment. Milestone payment dates will be one month after the milestone submission date, allowing MLA to review and approve the milestone report or seek modification before making payment.
- MLA requires you to summarise the milestones of the project in a table, indicating a completion date for each milestone, using the milestone template.
- The final report and a digital copy of all project data including metadata must be provided.
- MLA avoids milestone submission dates between 15 May and 30 June and final report submission dates between 31 March and 30 June.
- The amount of the final milestone payment on acceptance of a final report should be adequately weighted. For a 3 year project it should be no less than 20% of the project budget and for a 4 year project no less than 15% of the project budget.

As a guide, an appropriate number of milestones should be:

- Duration of project \leq 6 months = 1 milestone;
- Duration of project 6 to 12 months = 1 to 2 milestones;
- Duration of project \geq 12 months = 1 to 2 milestones per year.

A Final Report is required at the end of the project and must follow the MLA style guide:

(www.mla.com.au/research-and-development/project-reporting-templates/). MLA strongly encourages investigators to publish their findings in the scientific literature.

Important: MLA requires a signed agreement before a project is undertaken. When proposing milestone dates and start/end dates for the project, you should be aware that a signed agreement can take up to 12 weeks to obtain.

Some examples of milestones are set out within the template and below:

Example 1

<i>No</i>	<i>Milestone (achievement criteria)</i>
<i>1</i>	<i>Commercial feasibility study completed and draft business plan available for industry feedback.</i>
<i>2</i>	<i>2.1 First scan and analysis completed and summary sent to MLA. 2.2 Scan and meat trait data provided to MLA.</i>
<i>3</i>	<i>3.1 Final report submitted to MLA. 3.2 Meta - data provided with final report, and statement about where data are to be stored</i>

Example 2

<i>No</i>	<i>Milestone (achievement criteria)</i>
<i>1</i>	<i>First scan and analysis completed.</i>
<i>2</i>	<i>First year communications material collated and provided to MLA.</i>

3	<i>Second scan and analysis completed.</i>
4	<i>4.1 Final report submitted to MLA. 4.2 Paper submitted to and accepted by peer reviewed journal.</i>

Capital assets

List each of the capital items to be purchased as part of the project, including depreciation rate, depreciation period and buyback values in this table. These assets will be depreciated at standard Australian Tax Office depreciation rates. Depreciation period is the time between the starting date of the milestone linked to that capital asset purchase and the end of the project. The estimated buyback price will be recalculated at the completion of the project.

What is a capital asset? Items required for the purpose of undertaking the project e.g. livestock if these can be resold, computers, off the shelf equipment more than \$1,000, motor vehicles, machinery.

What is not a capital asset? Project purpose built prototypes, modifications to infrastructure, electric motors, component cable, controllers, small equipment items, tools etc.

Intellectual Property (IP)

Note all IP matters that may require attention in a full proposal, including the following:

1. an outline of anticipated IP (or type of IP) which will be created as a result of this project.
2. proposed ownership of IP created as a result of this project - an outline of how the background IP will be used by industry.
3. any background or existing IP being brought into the project, ownership of that background IP or any encumbrances (such as a licence) and any obligations that could influence adoption of project IP. In addition, include detail on how the background IP will be incorporated in project IP.

Definitions

- **Background IP** means Intellectual Property owned, licensed or held by a party and made available by the party to the Project, including any Intellectual Property specified as such in the schedule;
- **Intellectual Property** means all patents, patent applications, trade marks, service marks, designs, plant breeder's rights, copyright, know-how, trade secrets, eligible layout rights, domain names, internet addresses, rights in confidential information and all and any other intellectual property rights whether registered or unregistered and rights to apply for any of the same, and includes the Confidential Information;
- **Project IP** means Intellectual Property which arises out of the Project.
- **Breeding Value Services** means any service which involves estimation of genetic or genomic breeding values for cattle and sheep, including without limitation the BREEDPLAN software and OVIS software;
- **National Data Platform** means database or network of databases and analytics infrastructure established to store, process and enable access to, in accordance with defined IP rights, data, IP, products and tools relevant to livestock genetics;

Commercialisation

If the objective for the project outputs to be licensed, sold or otherwise commercially exploited, please provide details on any initial commercial discussions (if any), the sector/type of commercial partner required and any current obligations over the IP by any commercial interests.

R&D Adoption pathways

Describe the proposed extension and/or adoption pathways that will enable sheepmeat and grassfed beef producers to benefit from this project during and after implementation:

- What practical, on-farm issue/problem does this proposal will address?

- How many (or what proportion of) sheepmeat and/or grassfed beef producers are impacted by the issue/problem(s)?
- What are the main impacts on/benefits for sheepmeat and grassfed beef businesses from this proposal?
- What practices will be adopted as a result of this proposal? How?
- Describe the target audience. What proportion of the target audience is likely to adopt the project outputs/ practices? Use [CSIRO ADOPT](#) to evaluate and predict the likely level of adoption proposed technologies and/or practices for the target audience.
- What engagement and capacity building activities are required?

Describe how producers will be involved in the project from start to end.

Compelling Value Proposition.

A compelling value proposition is a key criterion in assessing whether many projects should be funded. Clearly demonstrate in a maximum of 200 words the value-proposition for the Australian Red Meat Industry from this proposal. This may include Benefic Cost Analyses.

Risk Assessment

Risk assessments are important to effectively manage issues and risks that may threaten the delivery of the project's anticipated benefits. MLA seeks to identify risk management processes pertaining to each project so that the likelihood of achieving outcomes is increased. Risk management processes may also establish a reliable basis for planning and decision making.

Identifying key risks require an understanding of the root cause of the risk and what the impact / consequence of the risk occurring may be. Once these risks have been identified, they should also be assessed for the consequence and likelihood of occurrence to be able to better evaluate the size of the risk before any mitigation plans are in place (inherent risk).

As such, mitigating activities should be formulated to control / manage these risks to an acceptable level and added into the risk assessment. Once mitigation plans have been developed, the risks should be assessed again for the residual risk and entered into the Risk Assessment Table.

Project proposals should identify a range of risks that may derail the delivery of the outcomes. For example, risks may be considered in a number of areas such as:

- Adoption or extension failure – e.g. Lack of buy-in from producers or processors, lack of uptake by the industry, value of the project is not understood, limited capability in the industry to drive adoption or extension services
- Negative reputational exposure – e.g. Non-cooperation from industry and community with social research, stakeholder relationships are not managed, work is discredited as being biased or too narrow in sampling
- Ethical issues – e.g. Animal welfare concerns, environmental concerns, WHS concerns
- Legal or regulatory issues – e.g. Legal issues in using particular devices or methods in each state, working outside of the boundaries of regulatory areas (i.e. genetic manipulation etc), conflicts of interest between researcher and potential future commercial partner
- Intellectual Property (IP) related risks – e.g. Freedom to operate issues stemming from infringement of IP, unidentified ownership of IP, unmanaged IP interests
- Technical risks – e.g. Risk of design, technological, scientific or experimental constraints
- Resource, personnel or facility issues – e.g. Over-reliance on a small pool of resources, limited facilities to conduct research or limited availability of subject matter experts
- Weather / climate constraints – e.g. Research is derailed due to variable weather, soil composition is changed due to adverse weather

- Ineffective communications or engagement with industry or community stakeholders / participants – e.g. Limited participation from relevant industry or community groups, potential miscommunication of objectives and outcomes to participant groups, mismanaged stakeholder expectations
- System or technological failure – e.g. System issues impacting data collection, management, retention and ownership (breach in privacy law) or equipment malfunction and breakdown
- Financial risks – e.g. Failure to account for fluctuations in foreign exchange rates, delayed milestones, potential for additional costs

Tip: Considerations for risks should not be limited to those listed above. They should be based on your expertise on the subject matter.

Please refer to the below Risk matrix guide in completing the Risk Assessment in Appendix 3 of the proposal template.

Risk matrix guide

Refer to the consequence and likelihood tables below as a guide to assess and rate risks. Consequence categories are not limited to those in the table below and should take into account relevant consequences to your project.

Consequence table

	Consequence				
	1	2	3	4	5
Safety	Ailments not requiring medical treatment	Minor Injury	1 serious injury causing hospitalisation or multiple minor injuries	1 life threatening injury or multiple serious injuries causing hospitalisation	1 death or multiple life threatening injuries
Reputation	Self-improvement review	Internal reviews required to reverse decline in reputation	Scrutiny required in the form of external reviews and/or investigations	Intense public, political and media scrutiny e.g. parliamentary enquiry or legal action	Complete loss of integrity with key stakeholders e.g. would result in loss of funding
Financial	< \$50,000	\$50,001 - \$250,000	\$250,001 - \$2M	\$2M - \$10M	> \$10M
Organisational Objectives	Very little consequence to achievement of objective	Would require some adjustment to achieve objective	would require significant adjustment to achieve objective	Would threaten achievement of the objective	Would stop achievement of the objective

Likelihood scale

Likelihood	5	Almost Certain	Expected in most circumstances. Has occurred on an annual basis in the past or circumstances are in train that will cause it to happen
	4	Likely	Has occurred in the last few years or has occurred recently in other similar organisations or circumstances have occurred that will cause it to happen in the short term.
	3	Possible	Has occurred at least once in our history or is considered to have a 5% chance of occurring in the current planning cycle.
	2	Unlikely	Has never occurred in our past but has occurred infrequently in other similar organisations or is considered to have around a 1% chance of occurring in the current planning cycle.
	1	Rare	Exceptional circumstances only. Is possible but has very much less than a 1% chance of occurring in the current planning cycle.

		Consequence					
		1	2	3	4	5	
		Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood	5	Almost Certain	5	10	15	20	25
	4	Likely	4	8	12	16	20
	3	Possible	3	6	9	12	15
	2	Unlikely	2	4	6	8	10
	1	Rare	1	2	3	4	5

Low	Medium	High	Extreme
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MLA Standard Terms and Conditions

MLA supplied a copy of the MLA standard terms and conditions for RD&A projects with the invitation to submit a Full Proposal. Please ensure the appropriate officer/s in your organisation review the MLA standard terms and conditions. In the Full Proposal, record your organization's acceptance of, or concerns with the MLA standard terms and conditions, or any existing terms and conditions that apply to your organisation.

Appendices

All Appendices are limited to **one page** each and are possible for the aspects of the project proposal below. It is encouraged to keep proposals as short and precise as possible, if additional information is required for Background or Methodology

1. Project Team (Required)
2. Budget Planning (Required)
3. Risk Assessment (Required)
4. Background of Research Work and Significance and/or Methodology (Optional)

Appendices

Appendix 1: Project Team

Complete the following information on project team participants. **Maximum one page per team participant.**

1. Provide: name, qualifications, current institution, position title and previous positions held during the last 10 years.
2. In up to **200 words** describe your contribution to this field or relevant fields over the last 10 years.
3. Provide a list of significant publications, reports, extension material (including internet links) or equivalent that you have produced during the last 5 years and your 10 career best publications or equivalent (in particular, as related to this work[#]). List your current research projects and projects/grants completed over the last 5 years using the following template. Mark[#] those relevant to this project. Note whether final reports were on time or how late in months.

Example project team table

Project Title	Investigator names % FTE*	\$	Years	Reports delivered on time or late

[#]Same research area as proposal

*Full time equivalent. Proportion of each investigators time contributed to each project

Appendix 2: Budget Planning

Attach the budget planning spread sheets used to calculate costs. MLA does not have a preferred template for budget planning.

In no more than **one page**:

1. Provide attached file name and date last updated:
2. justify each budget item requested from MLA
3. describe how non-MLA contributions (cash and in kind) support the proposed project
4. include a breakdown of any institutional overhead charges and their contribution to the project.

For salaries, please provide detail about multipliers used to estimate in-kind contributions for all salaries included as in-kind for this project.

For operating costs, please provide an explanation of each line item, how this was calculated and how this expenditure relates to achieving the project outcomes.

Appendix 3: Risk Assessment (please delete italicised instructions)

Refer to guidelines (Risk section and Appendices 3 and 4) and use the following consequence and likelihood tables and risk rating matrix to assess and evaluate the identified risks above.

Risk	Potential Causes	Potential Impacts	Mitigation Plans	Consequence	Likelihood	Residual Risk Rating

Appendix 4: Other Appendices (please delete italicised instructions)

Any additional information to support the project proposal for the 'Background of Research Work and Significance' or 'Methodology' sections can be added in as an extra Appendix. Maximum of **one page**.