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**Instructions for Preparing a Full Proposal  
(for Nova Scotian Applicants)**

**Public Call for Proposals in the field of Ocean Sciences & Technology  
involving Research Collaboration between Nova Scotia and Rio Grande Do Sul**

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Institute for Ocean Research Enterprise (IORE)  
1355 Oxford Street, Suite 310  
Steele Ocean Sciences Building  
Halifax, Nova Scotia  
Canada, B3H 4J1

Foundation for Research Support of the State of  
Rio Grande do Sul  
Av. Borges de Medeiros, 261  
Centro Histórico, Porto Alegre, RS  
Brazil, 90020-021

## **Instructions for Preparing a Full Proposal**

### **Public Call for Proposals in the field of Ocean Sciences & Technology involving Research Collaboration between Nova Scotia and Rio Grande Do Sul**

#### **General Information**

The call for proposals released on **9 March 2015 (Call)** invites interested and eligible researchers affiliated with Nova Scotia universities or with higher education and research institutions in the State of Rio Grande do Sul to submit research proposals in the field of ocean sciences and technology. The Call is intended to support the exchange of researchers and associated graduate students and postdoctoral fellows, between the State of Rio Grande do Sul and the Province of Nova Scotia, in accordance with the memorandum of understanding described in the Call.

Proposals selected for funding will each be the subject of two research agreements:

- a) a research agreement between the Institute for Ocean Research Enterprise (IORE) and the lead Nova Scotia university represented by the Principal Investigator (**Nova Scotia PI**); and
- b) a research agreement between the Foundation for Research Support of the State of Rio Grande do Sul (**FAPERGS**) and the lead Principal Investigator in Rio Grande do Sul (**Rio Grande do Sul PI**)

#### **Eligibility**

An individual will be eligible to become a Nova Scotia PI in a funded project if he or she is linked with a university graduate program in the field of ocean sciences and technology within a university recognized by the Department of Labour and Advanced Education of the Province of Nova Scotia.

An individual will be eligible to become a Rio Grande do Sul PI in a funded project if he or she is linked with a Rio Grande do Sul graduate program in the field of ocean sciences and technology, accredited by CAPES (Coordination or the Improvement of Higher Education Personnel).

An individual will be permitted to serve as the sole Nova Scotia PI or Rio Grande do Sul PI on no more than one funded project. At the discretion of the review committee, an individual may be a co-principal investigator on multiple funded projects, and/or a Nova Scotia PI or Rio Grande do Sul PI on one funded project and a co-principal investigator on one or more other funded projects.

Eligibility shall be determined by the review committee at its sole and absolute discretion.

## Structure and Format of the Proposal

In order to be considered by the review committee, the research proposal must be jointly prepared and include the following:

- a) A cover page
- b) The full title of the proposed project and applicable keywords
- c) A list of the proposed Nova Scotia PIs, Rio Grande do Sul PIs and all other researchers who will be involved in the proposed project. Include each individual's name, department, faculty, university/institute, e-mail address, and telephone.
- d) For Rio Grande do Sul PIs only: a copy of his/her Identity Card, a copy of his/her Tax Records, and a copy of the diploma of his/her highest degree.
- e) Biographies of the proposed Nova Scotia PIs, Rio Grande do Sul PIs and other researchers (including any graduate students and postdoctoral fellows involved).
- f) A description of the proposed project (maximum 5 pages), including:
  - a summary of the project, including expected results;
  - a description of the role of each researcher who will be involved in the project;
  - a description of the expected academic gains for the project as a result of the proposed cooperation;
  - details of the activities foreseen in the exchange, including justification and relevance, and the definition of the corresponding performance indicators;
  - a description of infrastructure and financial resources available for developing the research project in the State of Rio Grande do Sul and in the Province of Nova Scotia, excluding the support requested in the proposal;
  - a description of actions to be taken to add to the impact of the exchange (e.g. seminars, short courses, visits to other institutions or organizations that carry out related research activities); and
  - a timeline for the proposed project's activities (over an identified 24 month period).
- g) An official document (e.g. a letter of support) from each Rio Grande do Sul and Nova Scotia institution involved in the proposed project, stating its formal commitment to guarantee the availability of the facilities and equipment necessary to develop the project. This should be signed by an appropriate institutional official (e.g. Vice-President, Dean, Head of Department).
- h) A letter from each proposed Nova Scotia PI and Rio Grande do Sul PI on respective institutional letterhead, stating his or her approval of the proposal and his or her commitment to complete the project, if funded.
- i) A detailed project budget (with attached justification explaining all costs), including a table summarizing the IORE and FAPERGS funding requested for years 1 and 2 (amounts given in C\$ and R\$, respectively):

	IORE (C\$)	FAPERGS (R\$)	Total
Year 1			
Year 2			
Total			

The following costs for Nova Scotian participants will be eligible for funding by IORE:

- travel costs (e.g. airfare, local travel, health insurance, living allowance) for the participating researchers, graduate students and postdoctoral fellows;
- research operations costs and expendables;
- minor equipment costs (maximum 10% of consolidated project budget); and
- overhead or indirect costs of research (maximum 7% of consolidated project budget).

*Note: When preparing joint budget requests, participants from Rio Grande do Sul should consult the instructions for Brazilian applicants issued by FAPERGS to determine which costs will be eligible for funding by FAPERGS.*

**Format:** Please use Times New Roman, font size 11 or 12, line spacing 1.15, margins 2.5 cm top and bottom, 3 cm left and right. Please number all pages and do not number lines.

**Authorization:** Each proposal must be authorized prior to submission; for Nova Scotian participants, this authorization must be provided by the Research Office of the university at which the Nova Scotia PI is employed. By submitting a proposal, the proposed Nova Scotia PIs and Rio Grande do Sul PIs represent and warrant, respectively, that they have been fully authorized by the applicable institutions and that no further authorizations are required.

**Please use the above as a checklist for your proposal, as it is the responsibility of the submitting parties to ensure compliance with all proposal requirements.**

### **Proposal Submission Process**

Each proposal must be submitted to both IORE and FAPERGS by the submission deadline, and comply with the requirements of the “Format and Structure of Your Proposal” section above.

Please submit the proposal to IORE electronically, as a single PDF file, via david.klassen@iore.ca. The proposal should be submitted to FAPERGS in hard copy, by mail, to the address given in the instructions document for Brazilian applicants.

No proposal will be accepted after the deadline for full proposal submissions. Appendices or supplementary documents will not be accepted, unless they have been explicitly and formally requested by FAPERGS or IORE.

## **Selection Process**

FAPERGS and IORE will analyze and select proposals for funding according to their own procedures, and subject to the selection criteria noted in the Call. Proposals will be funded only if approved by both IORE and FAPERGS and formally selected by a joint committee comprised of representatives selected by FAPERGS and IORE, respectively.

Final results will be communicated to all applicants.

## **Selection Criteria**

IORE and FAPERGS intend to fund a minimum of six joint research exchange projects. Funding decisions will be made at the sole and absolute discretion of IORE and FAPERGS with a view to the following criteria:

1. scientific quality and originality of the proposal;
2. feasibility of the proposal and associated budget;
3. potential impact of the results, including economic development potential;
4. mutuality and complementarity of value-added benefit from the Nova Scotia-Rio Grande do Sul collaboration;
5. expertise of the proposed researchers;
6. potential for securing significant matching funding or future funding from other sources; and
7. involvement of graduate students (Masters and PhD candidates) and/or postdoctoral fellows.

## **Additional Requirements**

The proposed project must conform to the highest ethical standards and be in compliance with all applicable laws and regulations prevailing in both Canada and Brazil. It will at all times be the responsibility of the investigators and research institutions, and not of IORE or FAPERGS, to ensure that all necessary permits and approvals (e.g. Helsinki Committee for Human Experimentation, use of animals in research, environmental requirements, use and handling of hazardous materials, local or national nature protection authorities, etc.) are obtained prior to the funding of the proposed project.

## **Application Deadline**

The deadline for full proposal submissions is 11:59 p.m. (Atlantic Daylight Savings Time) on **24 April 2015**.