

	Safefood Research
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Safefood - Commissioned Research

Application Guidelines

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RESEARCH APPLICATION FORM GUIDELINES

PART A: INTRODUCTION

Safefood - the Food Safety Promotion Board is an all-island Implementation Body established under the British-Irish Agreement act in 1999 with key responsibility in the area of food safety and healthy eating promotion. This tender call is specifically for the following projects:

**Project Ref 03 2026;
Food Safety That Works: Co-Designing Practical Tools for Adults with Intellectual Disabilities.**

**Project Ref 04 2026;
Assessing the health aspects of meal delivery applications on the island of Ireland.**

**Project Ref 05 2026;
Learning from the social supermarket programme in Northern Ireland.**

Please consult the Project Tender Information Document before completing the Tender Application Form. Preference may be given to an application that can achieve the objectives in shorter timeframes.

Please note, that only information contained within the Tender Application Form will be considered in the evaluation of project proposals.

For further information about the scientific aspects of these research projects,

Please Contact: research@safefood.net

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PART B: APPLICATION FORM GUIDELINES

The following guidelines are issued to assist in completing the application form, which is available on the website.

1. Project Proposal Summary

Five key words should be provided.

The summary should provide a brief background and the core project objectives. It should be a self-contained description of the activity that would result if the proposal were funded. It should be written in the third person, be clear and concise (max 500 words).

2. Relevance to Public Health

Outline here how this work can potentially benefit public health on the island of Ireland. (max 200 words).

3. Background Information

Provide any background information that you consider relevant, e.g. previous experience in this area, knowledge of the subject matter, particular expertise (max 500 words).

4. Project Objectives & Description

List the key objectives of your proposal. Elaborate as required (max 600 words).

5. Research Methodology

Describe how you propose to achieve the desired objectives and deliverables, and in particular carry out the principal activities as described in the tender information document.

6. Anticipated Outputs and Outcomes of Research

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Describe how the outputs realized from your proposal will fulfill Safefood's objectives (max 600 words).

7. Expected Benefits of Your Approach and Value for Money

Detail the expected benefits of your proposal and how it provides good Value for Money. Tenderers are encouraged to consider whole-life value, including how environmentally sustainable and resource-efficient practices may support long-term impact and responsible use of public funds. (max 600 words).

8. Proposed Methods for Dissemination of Results

Elaborate on proposals for communication of findings and recommendations from this research. (max 300 words).

9. Role of Collaborators, Partnerships and Project Management

Indicate the role and expertise of collaborators as appropriate. Describe how the project and project team will be structured to achieve the stated deliverables and the key project management role of the Principal Contractor. (max 500 words)

10. Environmental Considerations

Provide evidence of environmentally sustainable and socially responsible practices, and how these are applied across the full research lifecycle (design, data collection, analysis, reporting and dissemination). (max 400 words).

11. Research Experience

Include the following: A brief biographical sketch of the Principal Contractor and the key researchers involved (including Collaborating Partners), focusing on experience and listing recent publications (max. 5 references). Please include a note of any recent (last 3 years) funding or grants successfully applied for in related areas.(max 400 words)

12. Tasks & Work Schedule/Project Tasks and Deliverables

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Indicate a) each principal task and describe associated activities and timeframes and, b) the deliverables linked to each of the work activities. These two elements must complement each other. Note that the number of tasks, associated activities and deliverables are for illustrative purposes only – please complete as appropriate.

13. Proposal Budget (summary of eligible costs and associated explanations)

As value for money will be assessed, a detailed justification of the funding should be provided. The jurisdiction in which the Principal Contractor is based will determine the currency to be used in costing your proposal. VAT should be incorporated as appropriate. Please also note the following;

- (i) **Overheads**
The maximum overheads acceptable are 15% of the total costs.
- (ii) **Salaries**
With regard to each research site as appropriate, list the number, grade, and salary of personnel working directly on the project for which funding is required. Remuneration should be based on starting point of salary.
- (iii) **Consumables**
List the cost of supplies exclusively required for the project in each location.
- (iv) **Equipment**
Safefood will not normally support the purchase of equipment in excess of €10,000. All capital expenses must be made at the commencement of the project.
- (v) **Travel and Subsistence Expenses**
Travel and subsistence expenses are allowed for appropriate project-related activities only.

PART C: EVALUATION OF TENDERS

Safefood will ensure a confidential, fair, and equitable evaluation of proposals. Project proposals must be relevant to the research requirements as indicated in the Tender

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Information Document on the Safefood website. The quality of the proposals and applicants will be judged using the following selection criteria;

Quality of the proposal: (85%)

- ✓ Anticipated deliverables; (20%)
- ✓ Research method and facilities; (20%)
- ✓ Value for money; (20%)
- ✓ Potential for application; (10%)
- ✓ Work plan, including the overall timeframe. (10%)
- ✓ Environmental and social considerations (5%)

Quality of Applicants: (15%)

- ✓ Experience in subject area; (10%)
- ✓ Quality Assurance/Quality Control measures. (5%)

PART D: APPLICATION CONDITIONS

1. Proposals will be excluded from the evaluation process if;
 - Received after 4pm on the closing date;
 - The application is incomplete;
 - The form is not signed by the applicant;
 - Word guidelines are not generally adhered to;

2. Safefood accepts no responsibility for applications improperly made or not received within the appropriate time scale;

3. Tenderers remain fully responsible for the authenticity, accuracy and integrity of their submissions. Any use of Artificial Information (AI) tools in preparing the Tender must be disclosed, including the purpose and extent of use. AI-assisted content must be independently verified to ensure accuracy, originality and compliance with ethical, equality, data protection and confidentiality requirements. Safefood reserves the right

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to seek clarification or disqualify submissions where AI use is undisclosed or results in inaccurate or non-compliant content.

4. The decision of Safefood on any application is final;
5. Payment will be made through the Research Body of the Principal Contractor, as named in the application form;
6. There can only be a single Principal Contractor;
7. There can only be one contract which will be subject at all times to Safefood's Terms and Conditions;
8. Staged payments will be made. The initial payment will be made on signing of the contract;
9. Further staged payments are conditional on the receipt of satisfactory interim and final progress reports.
10. Safefood requires acknowledgement of its support in all public outputs with notification of any publications;
11. Safefood may audit a contract at any time; therefore, details of expenditure must be retained for examination

PART E: PROPOSAL SUBMISSION

A **signed electronic copy** of the proposal should be e-mailed to research@safefood.net. The subject line should read "**Research Tender Date 2026 – Project XX-2026**". The electronic copy **must be received** by Safefood no later than 4pm **15 May 2026**

Email: research@safefood.net