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safefood - Commissioned Research

Application Guidelines

THERE ARE FIVE PARTS TO THESE GUIDELINES


PART A: INTRODUCTION

PART B: APPLICATION FORM GUIDELINES

PART C: EVALUATION OF TENDERS

PART D: APPLICATION CONDITIONS

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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 project:

Project Ref 04-2023:

“The application and management of food allergen information for non-prepacked foods by the Catering & Hospitality sector on the island of 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 this research project,
Please Contact:**

Project Ref 04-2023:

Dr James McIntosh
jmcintosh@safefood.net

Telephone: +353 (0) 21 230 4100

PART B: APPLICATION FORM GUIDELINES


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

1. 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 400 words).

2. Background Information

Please 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).

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3. Project Objectives & Description

Please list the key objectives of your proposal. Elaborate as required (max 500 words).

4. Research Methodology

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

5. Anticipated Outputs and Outcomes of Research

Please describe how the outputs realized from your proposal will fulfill **safefood's** objectives (max 500 words).

6. Expected Benefits of Your Approach and Value for Money

Please elaborate on the benefits of your proposal and how it provides good Value for Money (max 500 words).

7. Role of Collaborators, Partnerships and Project Management

Indicate the role and expertise of collaborators as appropriate, and describe how the project and project team will be structured to achieve the stated deliverables (max 400 words) and the key project management role of the Principal Contractor.

8. Research Experience

Please provide a brief biographical overview of the Principal Contractor, relevant publications and grants awarded.


9. Tasks & Work Schedule/Project Deliverables

Please indicate a) each principle task and describe associated activities & 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.

10. 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*

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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 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; (25%)
- ✓ Potential for application; (10%)
- ✓ Work plan, including the overall timeframe. (10%)

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

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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 2023 – Project 04-2023*. The electronic copy **must be received** by **safefood** no later than **4pm Friday 6th October 2023**.

Email: research@safefood.net