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## **SafeFood - Commissioned Research**

### **Tender Application Form**

<b>Project Reference No.</b>	
<b>Title of Proposal:</b>	

**THERE ARE THREE PARTS TO BE COMPLETED IN THIS APPLICATION FORM**


**PART I: DETAILS, DESCRIPTION & STRUCTURE OF YOUR PROPOSAL;**

**PART II: WORK PLAN SCHEDULE, PROJECT TASKS & DELIVERABLES;**

**PART III: PROPOSAL BUDGET.**

**Note: Please read the Application Guidelines before completing this form.**

Application No. (For office use only)	
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## **PART I: DETAILS, DESCRIPTION & STRUCTURE OF YOUR PROPOSAL**

### **1. GENERAL INFORMATION**

<b>Principal Contractor:</b> Name:  Position Held:  Research Body:  Address:			
<b>Telephone:</b>		<b>Email:</b>	
<b>Area of Expertise of Principal Contractor:</b>			
<b>Project Duration (months):</b>			

### **2. COLLABORATORS (if any)**

<b>Collaborating Contractor</b> Name:  Position Held:  Research Body:  Address:			
<b>Telephone:</b>		<b>Email:</b>	
<b>Other Collaborating Contractor</b> Name:  Position Held:  Research Body:  Address:			
<b>Telephone:</b>		<b>Email:</b>	

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### 3. PROPOSAL SUMMARY


<b>Five Key Words:</b>	
<b>Please outline a summary of your proposal:</b> <i>(max. 400 words)</i>	

### 4. BACKGROUND INFORMATION

<b>Please provide any background information to your proposal as appropriate:</b> <i>(max. 500 words)</i>

### 5. PROJECT OBJECTIVES & DESCRIPTION

<b>Please list the key Project Objectives with a brief description:</b> <i>(max. 600 words)</i>

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## 6. RESEARCH METHODOLOGY


**Please detail your proposed research methodology:**

## 7. ANTICIPATED OUTPUTS AND OUTCOMES OF RESEARCH

**Please elaborate on the anticipated outputs and outcomes of your proposal:** *(max. 500 words)*

## 8. EXPECTED BENEFITS OF YOUR APPROACH AND VALUE FOR MONEY

**Please elaborate on the expected benefits and Value For Money of your approach:** *(max. 500 words)*


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## 9. ROLE OF COLLABORATORS, PARTNERSHIPS AND PROJECT MANAGEMENT

**Please describe the role of Collaborators & partnerships and your proposed Project Management:** (*max. 600 words*)

## 10. RESEARCH EXPERIENCE

**Please 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.

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## **PART II: WORK PLAN SCHEDULE, PROJECT TASKS & DELIVERABLES**

[THIS SHEET SHOULD BE COMPLETED IN CONJUNCTION WITH Q12 - PROJECT DELIVERABLES. PLEASE NOTE THAT THE NUMBER OF TASKS AND ASSOCIATED ACTIVITIES ARE EXAMPLES ONLY – PLEASE COMPLETE AS APPROPRIATE & USE EXTRA SHEETS IF NECESSARY]

### **11. TASKS & WORK SCHEDULE**

**Task 1:** (Month x to y):

Work Activity	Start Month	Finish Month	Deliverable Number
1.			D1
2.			D2
3.			D3
4.			D4

**Task 2:** (Month x to y):

Work Activity	Start Month	Finish Month	Deliverable Number
5.			D5
6.			D6
7.			D7
8.			D8

**Task 3:** (Month x to y):


Work Activity	Start Month	Finish Month	Deliverable Number
9.			D9
10.			D10
11.			D11
12.			D12

**Task 4:** (Month x to y):

Work Activity	Start Month	Finish Month	Deliverable Number
13.			D13
14.			D14
15.			D15
16.			D16

**Task 5:** (Month x to y):


Work Activity	Start Month	Finish Month	Deliverable Number
17.			D17
18.			D18
19.			D19
20.			D20

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## 12. PROJECT DELIVERABLES

[PLEASE NOTE THAT THE NUMBER OF TASKS AND ASSOCIATED ACTIVITIES ARE EXAMPLES ONLY – PLEASE COMPLETE AS APPROPRIATE]

Deliverables List linked to each of the Work Activities				
Deliverable No	Deliverable title	Delivery Month	Nature <sup>1</sup>	Dissemination level <sup>2</sup>
D1		M1		
D2		M2		
D3		M3		
D4		M4		
D5		M5		
D6		M6		
D7		M7		
D8		M8		
D9		M9		
D10		M10		
D11		M11		
D12		M12		
D13		M13		
D14		M14		
D15		M15		
D16		M16		
<sup>1</sup> The nature of the deliverables : <b>R</b> = Report, <b>DN</b> = Demonstration, <b>P</b> = Product, <b>D</b> = Data, <b>I</b> = Information, <b>E</b> = Event. <sup>2</sup> The level of dissemination: <b>PU</b> = Public; <b>RT</b> = Restricted to the Research Team; <b>RE</b> = Restricted to the Research Team & SafeFood; <b>CO</b> = Confidential (for SafeFood only).				

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### **PART III: PROPOSAL BUDGET**

#### **13. SUMMARY OF FINANCIAL BREAKDOWN OF THE ELIGIBLE COSTS**


[PLEASE COMPLETE AS APPROPRIATE – DELETE UNREQUIRED EXPENDITURE HEADINGS]

Category	Research Body	Total	% of Total Cost
<b>1. Salaries</b>	Research Body A		
	Research Body B		
	<b>Total</b>		
<b>2. Consumables</b>	Research Body A		
	Research Body B		
	<b>Total</b>		
<b>3. Equipment</b>	Research Body A		
	Research Body B		
	<b>Total</b>		
<b>4. Travel &amp; Subsistence</b>	Research Body A		
	Research Body B		
	<b>Total</b>		
<b>5. Miscellaneous A</b>	Research Body A		
	Research Body B		
	<b>Total</b>		
<b>6. Miscellaneous B</b>	Research Body A		
	Research Body B		
	<b>Total</b>		
	<b>Sub- Total</b>		
<b>7. Overheads*</b>	Research Body A		
	Research Body B		
	<b>Total</b>		
<b>TOTALS</b>	Research Body A		
	Research Body B		
	<b>OVERALL TOTAL</b>		
			<b>100%</b>

\*Please note that maximum overheads is 15%


\*\* Please note that all costs should be VAT inclusive as appropriate



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## 14. EXPLANATION OF ELIGIBLE COSTS OF THE PROJECT

1. SALARIES	
Total Cost:	
Purpose of Labour:	
Please provide a breakdown of the different types of employees required and associated cost:	
Will this cost be divided amongst a number of Research Bodies: If so, please outline their respective tasks:	
What grade or basis is this salary cost based upon:	
2. CONSUMABLES	
Total Cost:	
Please provide a breakdown of the different types of consumables required:	
Will this cost be divided amongst a number of Research Bodies: If so, please describe:	
How has this cost been estimated:	
3. EQUIPMENT	
Total Cost:	
Please provide a breakdown of the different types of equipment required:	
Will this cost be divided amongst a number of Research Bodies: If so, please describe:	
How has this cost been estimated:	
4. TRAVEL & SUBSISTENCE	
Total Cost:	
Please briefly outline the anticipated nature of travel and number of staff involved:	
Will this cost be divided amongst a number of Research Bodies: If so, please describe.	
How has this cost been estimated:	
5. MISCELLANEOUS A	
Total Cost:	
Please outline the requirement for A:	
Will this cost be divided amongst a number of Research Bodies: If so, please describe:	
How has this cost been estimated:	

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6. MISCELLANEOUS B	
<b>Total Cost:</b>	
<b>Please outline the requirement for B:</b>	
<b>Will this cost be divided amongst a number of Research Bodies: If so, please describe:</b>	
<b>How has this cost been estimated:</b>	
7. OVERHEADS	
<b>Please state the required overhead allowance (Max. 15%)</b>	

\* Please note that all costs should be VAT inclusive as appropriate.

#### DECLARATION

I declare that the information contained in this application is true to the best of my knowledge and I declare that the project will not be the subject for grant aid from any other source.

**Signed by the Principal Contractor on behalf of any or all collaborators**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**A signed electronic copy** of the proposal should be e-mailed to [research@safefood.net](mailto:research@safefood.net).

The subject line should read *Research Tender Date 2025 – Project XX-2025*. The electronic copy **must be received** by Safefood no later than **4pm Friday 20<sup>th</sup> June 2025**.

Email: [research@safefood.net](mailto:research@safefood.net)