



Enhanced Forest Resource Inventory Knowledge Transfer & Tool Development Program Call for Proposals

Introduction

The Forestry Futures Committee (FFC) is pleased to announce a Call for Proposals for eligible projects under the Enhanced Forest Resource Inventory (eFRI) Knowledge Transfer & Tool Development program. Up to \$1,000,000 will be allocated in this first Round for projects up to two years in duration. The program is open to all interested applicants including, but not limited to, university and private sector researchers, federal and provincial applied researchers, private consultants, non-governmental organizations (NGO), forest company staff, who can provide expertise in the areas of:

- Digital land and provincial forest imagery (Ontario)
- Forest inventory development within the context of Ontario's Crown forests
- Processes to link imagery with land or forest inventory to meet operational or management needs at the local to provincial scales (applicable to Ontario's forests)
- Creative solutions for developing and utilizing digital imagery and forest inventory

Projects that develop and/or update decision support tools linking the enhanced forest resource inventory to forest management and operational planning processes and/or refine the image interpretation or inventory development and/or projects that incorporate training opportunities to upgrade the skills of users of Ontario's eFRI increasing the uptake and usage of decision support tools will be given priority for Round One. Please note that all projects must include a knowledge and technology transfer component.

Program Themes

Projects should address one or more of the following themes:

1. Decision support tools
 - Forest modelling tools (e.g. Modeling and Inventory Support Tool (MIST), wildlife habitat models, wood supply models, volume assessments, etc.)
 - Operational planning using imagery or eFRI (e.g. wood products and/or quality, access, etc.)
 - Processes to develop and refine the required planning tools (e.g. base model inventory, elevation model, etc.) from the eFRI that support forest management planning
 - Automating image interpretation
 - Other projects that provide decision support (e.g. disturbance tracking, successional pathway planning, etc.)
2. Identifying & Addressing Knowledge Gaps
 - Investigating options for categorizing 0-20 age class within eFRI
 - Investigating options and assessment of effectiveness of eFRI coding of multi-storied stands and/or multi-aged stands for planning and operational decision making
 - Training photo interpreters in multiple interpretation techniques over and above tree species
 - Other eFRI related knowledge transfer projects



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Application Process and Funding Requirements

Note:

The information collected in this Call for Proposals is collected under the authority of the Crown Forest Sustainability Act and is subject to the Freedom of Information and Privacy Protection Act. The results of all projects funded by the Program are deemed to be in the public domain.

The application process differs for small and larger projects.

- A. Small scale projects ($\leq \$25,000$ and ≤ 12 months) Application Process "A"
- B. Large scale projects or projects ($> \$25,000$ and ≤ 24 months) Application Process "B"

Application Process "A" - Small Scale Projects

This application process is for projects requesting funding less than or equal to \$25,000 and less than 12 months in duration (may overlap into two fiscal years). All applicants are required to submit an electronic version of Application Form "A" to the Forestry Futures Committee as per the submission guidelines found in Appendix B. The total application should not exceed 5-7 pages (not including budget forms and Curriculum Vitae) and must include the following:

1. Project Description
2. Project Team
3. Design & Methods
4. Schedule
5. Project Budget
6. Knowledge & Technology Transfer
7. References

Please also identify two potential independent external reviewers who are recognized for their knowledge and expertise in the project area.

1. Project Description

The applicant should provide a brief overview of the project including a description of the objective(s) and the contribution that the project makes to the enhanced forest resource inventory, forest management and/or operational planning processes. The description should provide the rationale for undertaking this project, applicability of the project outcomes, scope of the work and a good understanding of the target audience. Applicants should also list any relevant literature or companion work that supports the project, as applicable.

2. Project Team

The applicant should provide the following:

- Project lead(s) and qualifications (including curriculum vitae not to exceed two pages)
- Project team and qualifications
- Roles and responsibilities of each member of the team



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- Partnerships and/or collaborators, if applicable

3. Design & Methodology

The applicant should provide a summary of the design and methodology for the project that includes:

Design

- Rationale for project design
- Engagement of contractors, consultants, or other parties, if applicable
- Sequence of steps to be followed

Methodology

- Rationale for project methodology
- Data collection, statistical tests, equipment, data management and sharing (where appropriate)

4. Schedule

The applicant should provide a detailed schedule for the project that includes:

- Start and completion dates
- Measurable deliverables with target dates that represent progress towards meeting project objectives

5. Project Budget

Funding details will be provided on the Budget Forms available on the Forestry Futures website (www.forestryfutures.ca). Only projects spanning 12 months or less may be included under Application Process "A". These projects may overlap into two fiscal years (fiscal year runs from April 1 to March 31). The request for funding must include a list of contributions from partners (cash and in-kind). A list of eligible expenses for the Knowledge Transfer and Tool Development Program can be found in Appendix A.

The project budget may include an initial disbursement of up to 30% of the project funds. Actual spending of this initial disbursement must be described in detail and accounted for in a progress report (or other means as agreed to by the FFC on a case-by-case basis) before further disbursements will be made available. Up to six disbursements per fiscal year will be considered.

Twenty percent (20%) of the funds awarded to each project will be held in reserve and released upon receipt of the final progress report. If any project has funds remaining at the end, these surplus funds will be released back to the Trust.

6. Knowledge & Technology Transfer

The transfer of knowledge and/or technology and must be included as a component of each project. Applications that propose stand-alone transfer projects to train forest management practitioners, or other relevant parties, in using the imagery, inventory, or technology already available will also be considered for funding.

The applicant should outline the knowledge and technology plan including:

- The knowledge transfer plan including a description of the methods used and the audience
- The project's potential to build capacity in the natural resources sector through the on-going sharing of results and transfer of knowledge and technology.



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- A discussion of the feasibility of implementation by relevant parties including potential obstacles and proposed solutions

7. References

The applicant should provide contact information for two individuals who are familiar with their work.

Application Process “B” – Large Scale Projects

This section is to be completed for large scale projects requesting funding greater than \$25,000 and 24 months or less in duration (may overlap into three fiscal years). This application process is two-staged. Applicants are first required to submit a Letter of Intent to the Forestry Futures Committee including a brief outline of the proposed project. The Letter of Intent will be evaluated by the Forestry Futures Committee and successful applicants will be invited to submit a full project proposal.

STEP 1 – LETTER OF INTENT

Applicants are required to submit a Letter of Intent (LOI) to the Forestry Futures Committee as per the submission guidelines found in Appendix B. The purpose of the Letter of Intent is to provide an initial screen for selecting projects of merit and to establish priorities for funding. The Letter of Intent should range from 2 to 5 pages in length (including a budget) and no smaller than 10 point font. Please note, any text beyond 5 pages will not be considered in the review of the LOI submission.

The Letter of Intent must include:

1. Project Description

- Brief overview of the project including a description of the objective(s) and relevance to program themes
- Description of the scope of the work and rationale for undertaking this project
- Description of the target audience and applicability of project outcomes

2. Project Plan

- Identify the Project Lead and their qualifications
- Brief description of the design and proposed methodology
- Schedule including start and completion dates and expected deliverables
- Brief description of the knowledge and technology transfer approaches

3. Project Budget

- Complete the Letter of Intent budget form as described in the submission guidelines found in Appendix B

4. Partnerships (if applicable)

- List the names and affiliation of partners involved in the project and the nature of the partnership

5. References



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- The applicant should provide contact information for two individuals who are familiar with their work

The Forestry Futures Committee will notify all applicants that successfully make it through the initial screening based on the Letter of Intent. The applicant will then be eligible to provide a full project proposal for consideration for funding. Submission guidelines are outlined in Appendix B.

STEP 2 – FULL PROJECT PROPOSAL

The full proposal will address the following:

1. Project Description
2. Incremental Value
3. Project Team
4. Design & Methods
5. Schedule
6. Project Budget
7. Partnerships (if applicable)
8. Knowledge Transfer
9. External Reviewers
10. References

As per the submission guidelines found in Appendix B the full project proposal must not exceed 12 pages (excluding CVs and budget pages).

1. Project Description

The applicant should provide a brief overview of the project including a description of the objective(s) and the contribution that the project makes to Ontario's land or forest imagery interpretation, resource inventory, resource management and/or operational planning. The description should provide the rationale for undertaking this project, applicability of the project outcomes, scope of the work and a good understanding of the target audience.

2. Incremental Value

The applicant should provide the context of the proposed work by listing any relevant literature or companion work (e.g. conducted by government agencies, industry or other) that supports or complements the project. Specifically, provide evidence and describe how the proposed project will fill a knowledge gap or add value to previous or ongoing work in Ontario or elsewhere.

3. Project Team

The applicant should provide the following:

- Project lead(s) and qualifications (including curriculum vitae not to exceed two pages)
- Project team and qualifications (including curriculum vitae not to exceed two pages per person)
- Roles and responsibilities of each member of the team
- Partnerships and/or collaborators and their roles, if applicable
- Letters of commitment and support from each partner



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4. Design & Methodology

The applicant should provide a summary of the design and methodology for the project that includes:

Design

- Rationale for project design
- Engagement of contractors, consultants, or other parties, if applicable
- Sequence of steps to be followed

Methodology

- Rationale for project methodology
- Data collection, statistical tests, equipment, data management and sharing, where appropriate

5. Schedule

The applicant should provide a detailed schedule for the project that includes:

- Start and completion dates
- Work plan including lead participant for each stage and staff allocations
- Measurable deliverables with target dates that represent progress towards meeting project objectives
- Contingency plan for any delays in achieving deliverables

6. Project Budget

Funding details will be provided on the Budget Forms available on the Forestry Futures website (www.forestryfutures.ca). Only projects spanning 24 months or less may be included under Application Process "B". These projects may overlap into three fiscal years (fiscal year runs from April 1 to March 31). A breakdown of the request for funding, by year, and a list of annual contributions from partners (cash and in-kind) must be included. A list of eligible expenses can be found in Appendix A.

The project budget may include an initial disbursement of up to 30% of the project funds. Actual spending of this initial disbursement must be described in detail and accounted for in a progress report (or other means as agreed to by the FFC on a case-by-case basis) before further disbursements will be made available. Up to six disbursements per fiscal year will be considered.

For multi-year projects, the release of funds for year two will be contingent upon submission of acceptable progress reports. Twenty percent (20%) of the funds awarded to each project will be held in reserve and released upon receipt of the final progress report. If any project has funds remaining at the end, these surplus funds will be released back to the Trust.

7. Partnerships

The knowledge transfer and tool development program encourages creative partnerships and collaboration which bring leveraged funding to projects. Provide the following information for all project partners and/or collaborators:

- Identify the partnerships
- Describe the roles and responsibilities
- Provide letters of commitment and support



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8. Knowledge & Technology Transfer

Knowledge and/or technology transfer must be included as a component of each project. Applications that propose stand-alone transfer projects to train forest management practitioners, or other relevant parties, in using the imagery, inventory, or technology already available will also be considered for funding.

The applicant should outline the knowledge and technology plan including:

- A description of the knowledge transfer plan including a description of methods used and the audience
- The project's potential to build capacity in the natural resources sector through the on-going sharing of results and transfer of knowledge and technology.
- The feasibility of implementation by relevant parties including potential obstacles and proposed solutions
- Applicants should identify a multiple product approach to technology or knowledge transfer

9. External Review

- Identify two potential independent external peer reviewers and their contact information
- Peer reviewers should be recognized researchers or practitioners with extensive knowledge of the proposed subject area

10. References

Provide the contact information for two individuals who are familiar with the applicant's work.

Review and Assessment Procedures

Project applications will be collected and reviewed by the Forestry Futures Committee (FFC) for completeness and eligibility under the program. The review process for Application Process "A" (small scale projects) and Application Process "B" (large scale projects) differ as follows.

APPLICATION PROCESS "A" - Small Scale Projects

Small-scale projects submitted under Application Process "A" will be reviewed by the Forestry Futures Committee and may be reviewed by two external reviewers that are recognized researchers and/or practitioners with extensive knowledge of the proposed subject area. These external reviewers (as required) will present the results of their review to the Forestry Futures Committee. Final decisions on funding will be made by the Forestry Futures Committee and notification will be provided to the applicant.

Projects will be reviewed and scored based on Application Form "A" components and their respective assigned percentages, described below. During the initial review, the project application is deemed to be incomplete, or if the Project Description is deemed to not be eligible under the Knowledge Transfer and



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Tool Development Program the application may not be subject to a full review at the discretion of the Forestry Futures Committee. The Forestry Futures Committee reserves the right to make all final funding decisions.

Scoring Matrix

The reviewers will evaluate the application based on the information provided in each section as per Table 1.

Table 1. Scoring Matrix for Projects submitted through Application Process "A".

Section	Value
Project Description	15%
Project Team	20%
Design & Methodology	25%
Schedule	10%
Funding	15%
Knowledge & Technology Transfer	15%

APPLICATION PROCESS “B” - Large Scale Projects

Large-scale projects submitted under Application Process “B” will be reviewed in two stages: 1) an initial review of the Letter of Intent by the Forestry Futures Committee (drawing on expert opinion where needed), and 2) a review and assessment of the full project proposal by at least two qualified external reviewers followed by a program meeting for final project funding decisions.

LETTER OF INTENT

The Letter of Intent will be reviewed by the Forestry Futures Committee and may be reviewed by up to two external reviewers that are recognized researchers or practitioners with extensive knowledge of the proposed subject area. These external reviewers (as required) will present the results of their review to the Forestry Futures Committee. Final decisions on acceptance of the Letter of Intent will be made by the Forestry Futures Committee based on the completeness and merit of the proposal. Notification of acceptance of the Letter of Intent and feedback (if applicable) will be provided to the applicant.

FULL PROJECT PROPOSAL

Full project proposals submitted under Application Process “B” (after acceptance of the Letter of Intent) will be reviewed for completeness by the Forestry Futures Committee. Review of the full project proposal will be conducted by an External Review Team. This review team will be comprised of individuals from the following groups: Ministry of Natural Resources & Forestry (MNRF) eFRI staff, other MNRF business groups (if relevant), Provincial Forest Inventory Advisory Committee (PFIAC) industry member(s), and other specialists including, but not limited to, research scientists, technologists, practitioners and educators. Each application will be distributed to a minimum of two members of the External Review Team. The external reviewers for each project will be selected based on their knowledge and expertise in



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the project area. All members of the External Review Team must disclose any potential or perceived conflicts of interest and will not be eligible to review applications where a conflict is identified.

Projects will be reviewed and scored based on the project proposal components (as described in Application Process & Funding Requirements) and their respective assigned percentages, described below. During the initial review, if the project application is deemed to be incomplete, or if the Project Description is deemed to not be eligible under the Knowledge Transfer and Tool Development Program the application may not be subject to a full review at the discretion of the Forestry Futures Committee. The Forestry Futures Committee (FFC) reserves the right to make all final funding decisions.

Scoring Matrix

The reviewers will evaluate the application based on the information provided in each section as per Table 2.

Table 2. Scoring Matrix for Projects submitted through Application Process "B".

Section	Value
Project Description & Incremental Value	15%
Project Team & Partnerships	20%
Design & Methodology	25%
Schedule	10%
Funding	15%
Knowledge & Technology Transfer	15%



Appendix A – Eligible Expenses

- Salaries directly related to project, e.g., graduate and undergraduate students, forest technicians, photo interpreters, etc.
- Consultant/sub-contractor fees directly related to the project
- Reasonable travel costs for work directly related to the project
 - Mileage and per diem meal expenses may not exceed current provincial reimbursement rates
 - Economy accommodation and airfare (if applicable)
- Fixed capital costs including:
 - Related equipment lease/purchase costs (must be specialized equipment directly related to project outcomes and must purchased/leased/acquired during the first half of the project)
 - Supplies directly related to the project
- Teleconferencing costs
- Report production
- Overhead or administrative costs (up to a maximum of 10 percent)

Please note the following items are ineligible as in-kind expenses or for reimbursement under this program:

- Preparation of application for funding
- Fixed capital costs that are not specialized equipment, excluding those as defined above
- Costs incurred prior to approved project date



Appendix B – Submission Guidelines

Submission Guidelines

Program Schedule

Issuing of Request for Proposal	27 January 2015
Deadline for receipt of Application Form “A” & Letter of Intent (LOI)	24 February 2015 - midnight
Decision on successful Small Scale Applications (“A”)	6 March 2015
Notification to LOI applicants of acceptance to proceed	13 March 2015
Notification to successful applicants (small scale projects)	13 March 2015
Deadline for receipt of full project proposals (large scale)	1 May 2015
Decision on successful project proposals (large scale)	29 May 2015
Notification to successful applicants (large scale projects)	5 June 2015

Submission

Letters of Intent and Project Proposals must be submitted electronically to admin@forestryfutures.com. Acknowledgement of receipt will be provided within 48 hours. Only those submissions received by the deadline will be considered. Electronic versions must be in PDF format with Budget Forms also provided in Microsoft Excel.

All documents must be submitted as per the forms available on the Forestry Futures website (www.forestryfutures.ca). This includes the Small Scale Application (“A”), Letter of Intent, Full Project Proposal (“B”), and Budget Forms. Proposals not submitted on the provided forms, or incomplete proposals will be deemed ineligible. The Forestry Futures Committee, at their discretion, may contact applicants to make the required corrections and be considered eligible for funding.

DOCUMENT CONTROL

In the interest of efficiency, the following document length restrictions apply to all submissions:

Note: All submissions must be 10 point font or larger on letter size paper.

Application Process “A”

- *Application* should be 5-7 pages (not including budget forms and Curriculum Vitae)

Application Process “B”

- *Letter of Intent* should range from 2 to 5 pages (including a broad budget)
- *Full Project Proposal* must not exceed twelve pages (excluding CVs and budget forms)
- *Curriculum Vitae* for each team member should not exceed two pages
- *Literature Cited* should not exceed two pages