## Nova Scotia Freshwater Fisheries Research Cooperative Proposal Important Steps in Submitting a Proposal

## Read and follow the Submission Guidelines carefully

#### **Project Submission Format**

The Proposal Funding Application Form consists of Section A and Section B. Adherence to this format will assist the review, evaluation, and administration of your proposal. The Proposal Funding Application Form is applicable to submissions for both new and ongoing projects. Applicants are requested to submit the proposal by email to <a href="mailto:john.L.MacMillan@novascotia.ca">John.L.MacMillan@novascotia.ca</a> The applicant will receive a confirmation email upon receipt of proposal. Ensure that the proposal arrives by the appropriate submission deadline date of March 1.

SUBMIT PROPOSAL TO:		(FOR FFRC USE ONLY)
John.L.MacMillan@novascotia.ca		Date Received:
John MacMillan, Nova Scotia Dept. Fisheries and Aquaculture, Inland Fisheries Division PO Box 70 Pictou, Nova Scotia BOK 1HO		Draiget Number
		Project Number:
		FFRC Objective:
SECTION A: PROPOSAL SUMMARY		
All information in Section A should be either 1) typed or printed in the space provided		
or 2) presented on separate sheets following the exact format of this section.		
1.0 GENERAL INFORMATION		
Applicant/Contact Individual:		
Applicant/Contact Individual.		
Position/Title:		
Organization:		
Mailing Address:		
Telephone:		Fax:
E-mail:		
L-maii.		
Proposal Submission Date: Duration of Project (Years):		f Project (Vears):
Dui		Troject (rears).
Amount requested from the FFRC	Total amount to be requested from the FFRC in multi-year projects:	
in this submission:		

Permits that are required to carry out project:
2.0 PROJECT INFORMATION
2.1 Short Title of Project:
2.2 Project Goal (a goal is the overall purpose, future condition or intent that person or group strives to attain):
2.3 Project Summary. Please provide a brief description outlining objectives, main activities, anticipated results and benefits to the Nova Scotia Sportfishery:
2.4 Location and size of project area (attach map showing location and boundaries, if relevant):
2.5. Project activities and required permits:
2.6. Applicants gradentials
2.6 Applicants credentials Information about your group or agency that you represent. Information about project leader(s) credentials regarding past experience, academic degrees, and publications.

## Note: Table 3.1 and 3.2 are to include expenditures and funding over a one-year period. If the project extends beyond one year, a separate multi-year financial summary sheet must be included in the proposal, using the same format. 3.1 ANNUAL BUDGET SUMMARY - BY EXPENDITURE ITEM Expenditure Item Total Request Other from the FFRC (\$) Contributions (e.g. Salaries, professional Cost fees, equipment, material (\$) and supplies, travel) Cash (\$) In-kind (\$) \*Total 3.2 PARTNERSHIPS FUNDING SUMMARY Supporting Expenditure Items Cash In-kind or Partners project activit(ies) Contribution (\$) Contribution (\$) (including FFRC) Supported

\*Total

3.0 FINANCIAL SUMMARY

<sup>\*</sup>Totals for table 3.1 and 3.2 must balance.

#### **SECTION B: DETAILED RESEARCH PROPOSAL**

# INTRODUCTION PROJECT RATIONAL AND OBJECTIVES

Describe reasons for the project Relevance to FFRC objectives Objectives to achieve project goal Expected benefits to sport fish management

### PROJECT METHODOLOGY

Location of project

Work Plan: specific activities to accomplish objective

Type of field work and data analysis

Proposed start-up and completion date, time-table for work plan activities, data analysis, and final report

Ongoing or Multi-year projects must include a progress report containing:

- Statement of original goals and objectives
- Planned work during period
- Work completed to date
- Project achievements and developments
- Problems / concerns
- Contributions from partners (if applicable)