

Research Requirements Document

Issue 16

Requirements for Research and Surveys

November 2004

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Background

1. The Food Standards Agency commissions research to investigate specific issues covering the whole range of its activities. It uses the findings from this work both to develop its policies and to assess their effectiveness or to develop research where policy changes require new knowledge.
2. The Agency needs to base its decisions and advice on the best available science. One of the sources of this science is the Agency's research portfolio. This supports its work on consumer protection, and covers a wide variety of topics including food safety (including toxicology and food intolerance), nutrition, food authenticity, food quality issues and risk communication.

Commissioning Research

3. The Agency commissions research and survey work through open competition, to obtain the best quality and value for money. This document sets down, in broad terms, the research that the Agency wishes to commission from strategic R&D through to food surveillance. Currently, the Agency publishes this document on a quarterly basis. The document is available primarily from the Agency's Internet website by following the appropriate links at:

<http://www.food.gov.uk/science/research/researchfunding/rrd>

4. The entire document can be downloaded (in Adobe Acrobat pdf or Microsoft Word format) and the application form (RCU-A3) can be downloaded in Microsoft Word format at the above webpage. **Please note: A new version of the application form - RCU-A3 (rev 08/04) - needs to be downloaded as this is compatible with the Agency's new research management system (REMIND), please do not submit a previous version of the form.** In addition, the Food Standards Agency Standard Terms and Conditions for research contracts and the Joint Code of Practice for Quality Assurance in Research can also be found from this webpage.
5. Printed copies can be made available on request to interested parties who lack, or have limited, Internet access from the following address:

**Research Co-ordination Unit,
Food Standards Agency
Room 211C Aviation House,
125 Kingsway,
London WC2B 6NH**

Tel: 020 7276 8762 Fax: 020 7276 8289

6. Proposals received will be appraised against the criteria detailed in this document (see "**Appraisal of Proposals**", para 37 in this section), both by Agency staff and independent experts. This appraisal system will allow Policy Divisions to decide in a fair and objective way which projects should be funded. Policy Divisions are thus solely responsible for commissioning the work they require.

7. **Appraiser's comments will be fed back to applicants.** The Agency will send Applicants a copy of the comments made by the individuals who appraise their proposal on our behalf, plus any requests for clarification. Applicants will then have a 2 week period when they can respond briefly to these comments or provide clarification, which will then be considered when the appraisal panel meets.
8. **Quality Assurance: Joint Code of Practice for Quality Assurance in Research.** The Agency, together with Defra, BBSRC and NERC, has been considering ways to improve the quality of research processes (as distinct from the quality of science) in the research we support. This is an important way to improve public confidence in the results of publicly funded research and reduce the risk of policies and advice being based on incorrect findings. To this end we have introduced a *Joint Code of Practice for Quality Assurance in Research*, which lays out a framework for the proper conduct of research. This applies to all research funded by Defra, the Food Standards Agency and through the devolved authorities (who have also endorsed the Code) and to research funded by BBSRC and NERC in their own institutions. It sets out the key aspects of assuring the quality of the work and the importance of making judgements on the appropriate precautions needed in every research activity, and it is consistent with the requirement that all research should be conducted diligently by competent researchers. The Code is intended to apply to all types of research, but the overriding principle is 'fitness-for-purpose' and the Code's provisions should be interpreted with that in mind.

The code of practice can be found by following the links at:

<http://www.food.gov.uk/science/research/researchfunding/rrd>

9. From 1 June 2004, it is expected that all successful applications for Agency-funded research will be performed in compliance with the requirements of the Joint Code of Practice for Research. The Agency reserves the right to audit projects against the Code. Applications will **not** be automatically rejected if the project will not be performed under quality assurance measures that fully meet the Code's requirements. However, you will need to specify (in section B6 of the application form) which quality assurance measures you feel are not yet in place (or are not relevant) and, where appropriate, state the timescale in which these will be addressed to meet the Code's requirements. Where quality assurance measures require development, appropriate interim project management arrangements should be outlined with the project milestones. These factors will be taken into account in appraising this proposal and managing the project if the proposal is successful.
10. The Principle Investigator is responsible for all work carried out in the project, including work supplied by **sub-contractors**. You should therefore assure yourself that the contribution they provide to the project is carried out in accordance with your stated compliance with the Code of Practice.
11. The Agency's keenness to promote the quality of the science it commissions is also reflected in the contract Terms and Conditions. **Anyone wishing to submit a proposal must therefore ensure that the Agency's standard Terms and Conditions are acceptable to their organisation.** These Terms and Conditions can also be found at the above website URL.

12. The Agency welcomes applications from outside the UK and joint or collaborative applications.

Speculative Proposals

12. The Agency will not consider speculative proposals that do not specifically address the requirements set out in this document.
13. In addition, please note that the Agency will not consider speculative *curricula vitae* in search of employment within the Agency.

Managing Research Projects

14. Within the Agency, Policy Divisions are responsible for the management of individual projects and Programmes. Policy Divisions are staffed with experienced scientists who have an intimate knowledge of the policy issues that form the rationale for the research. This ensures that research that is commissioned feeds directly into policy decisions.
15. Each project is assigned a Project Officer who is responsible for managing the project. The Officer will conduct site visits, ensure reports are delivered on time and to a high standard and maintain information about the project that is held on the Agency's Research Management System database. This system enables the scientific progress of the project to be monitored against agreed milestones and project expenditure to be compared with budgets.
16. Programme Advisors may also be appointed to take an overview of a whole Programme and may assist with project management. Programme Advisors are usually independent experts recruited for the task on the basis of their experience. These independent experts are appointed when an external perspective is considered beneficial or to supplement the expertise of the Policy Division and they assist in the active management of projects.

Disseminating Research Results

17. The Agency is keen to publicise its research through new and traditional media. Certain information given on the application form will be made available on the Agency's website as well as being available in more traditional types of publication, such as our *Research and Survey Programmes Annual Report*. The sections that will be available on the website are highlighted on the RCU-A3 form (Annex 2). Please ensure that you are content for your material to be used on the Internet.
18. Successful Applicants are encouraged to publish the findings of their research in the scientific literature. There is a section for proposed dissemination activities in the application form. Applicants should consider this section carefully to ensure they have planned means for publishing or utilising their work in other ways. It is Agency policy that accepted final project reports will be made available through the Agency library and will be publicised on the Agency's website, subject to consideration of implications for journal publication and intellectual property.

Guidance for Applicants

General

19. For each research proposal, applicants should submit:

- **1 copy in electronic format** of the completed standard application form, RCU-A3 (rev 08/04 – this new template must be downloaded from the website) on 3.5" floppy disc, CD-ROM or as an e-mail attachment

plus

- **1 printed copy with original signatures.**

Applications received in electronic format only will NOT be considered.

Please note: because the Agency uses **Microsoft Word 97** there may be compatibility problems if you use a later version of Word. Therefore, please save your completed RCU-A3 form in **Word 97** format.

20. Electronic versions of this Requirements Document, and the RCU-A3 proposal form, can be obtained from the Agency's Internet website, following the appropriate links at:

<http://www.food.gov.uk/science/research/researchfunding/rrd>

21. The entire document can be downloaded (in Adobe Acrobat pdf or Microsoft Word format) at the above webpage. In addition, the Food Standards Agency Standard Terms and Conditions for research contracts and the Joint Code of Practice for Quality Assurance in Research can also be found from this webpage.
22. Printed copies can be made available on request to interested parties who lack or have limited Internet access, from the following address:

**Research Co-ordination Unit,
Food Standards Agency
Room 211C Aviation House,
125 Kingsway,
London WC2B 6NH**

Tel: 020 7276 8762 Fax: 020 7276 8289

23. All proposals submitted should fall within the scientific objectives of one or more of the Programmes listed in this document and address one of the Requirements featured. Potential contractors should describe the experimental approaches to be used and the scientific objectives of the project. In the case of joint applications, the Lead Contractor should submit a single summary application on behalf of all participants. The form should give details of the aspects of the project that each contractor will be carrying out and clearly indicate on the application form that it is part of a joint application.

Further Information

24. Each section of this document provides details of the relevant contacts for each Programme.

To ensure that Applicants have a full and accurate understanding of the Agency's requirement, Applicants are requested to contact the relevant person at an early stage to discuss any questions they may have concerning the Programme or specific requirement.

Study Design, Statistical and Ethical Issues

25. Where a research or survey proposal involves substantial statistical work potential Applicants should note that the experimental design chosen and proposed statistical analysis of the results are important criteria in the appraisal of their proposal. Agency statisticians and, if necessary, external statistical advisors will appraise any relevant proposals. Serious statistical flaws identified in the design of an experiment and proposed statistical analysis of the results may result in failure of the application.
26. Where a proposal involves a trial on human subjects (e.g. a dietary trial), potential contractors must provide detailed protocols appended that provide the following information (where appropriate to the proposal):
- experimental design and reason for choice of this design;
 - number of subjects involved and statistical power of the trial;
 - an assessment of subject compliance;
 - subject recruitment strategy;
 - an assessment of seasonal variation;
 - the nature of any placebo to be used;
 - ethical committee approval; and
 - proposed assessment of background diet.
27. The Agency expects that expert statistical advice is sought during the preparation of an application involving a trial on human subjects and that a statistical advisor for the proposed project is named on the application form.
28. Potential Applicants may wish to consult the following publication for background reading on the design of studies:
- 'Fundamentals of Clinical Trials' (3rd Edition) Friedman, L.M., Furberg, C.D. & DeMetz, D.L. publ. Moseby (ISBN: 0815133561)
29. Applicants are encouraged, where appropriate, to make use of the food consumption data collected in surveys and in particular the Government funded National Diet and Nutrition Surveys:
- J. Gregory, *et al.* (1990) The Dietary and Nutritional Survey of British Adults. publ. HMSO (ISBN 0 11 691300 2)

- Ministry of Agriculture, Fisheries and Food (1994) The Dietary and Nutritional Survey of British Adults - Further Analysis. publ. HMSO (ISBN 0 11 242966 1)
- J.R. Gregory, *et al.* (1995) National Diet and Nutrition Survey: children aged 1½ to 4½ years. Volume 1: Report of the diet and nutrition survey. publ. HMSO (ISBN 0 11 691611 7)
- S. Finch, *et al.* (1998) National Diet and Nutrition Survey: people aged 65 years and over. Volume 1: Report of the diet and nutrition survey. publ. The Stationery Office (ISBN 0 11 543019 8)
- J. Gregory, *et al.* (2000) National Diet and Nutrition Survey: young people aged 4-18 years. Volume 1: Report of the diet and nutrition survey. publ. The Stationery Office (ISBN 0 11 621265 9)
- L. Henderson, *et al.* (2002) National Diet and Nutrition Survey: adults aged 19 to 64 years. Volume 1: Types and quantities of foods consumed. publ. The Stationery Office (ISBN 0 11 621566 6)
- L. Henderson, *et al.* (2003) National Diet and Nutrition Survey: adults aged 19 to 64 years. Volume 2: Energy, protein, carbohydrate, fat and alcohol intake. publ. The Stationery Office (ISBN 0 11 621567 4)
- L. Henderson, *et al.* (2003) National Diet and Nutrition Survey: adults aged 19 to 64 years. Volume 3: Vitamin and mineral intake and urinary analytes. publ. The Stationery Office (ISBN 0 11 621568 2)
- D. Ruston, *et al.* (2004) National Diet and Nutrition Survey: adults aged 19 to 64 years. Volume 4: Nutritional status (anthropometry and blood analytes), blood pressure and physical activity. publ. The Stationery Office (ISBN 0 11 621569 0)

The general enquiry number for The Stationery Office (formerly HMSO) is 0870 6005522.

30. Such surveys provide opportunities to examine changes in dietary habits and food choice in relation to health measures, lifestyles, social circumstances and mortality. Susan Church, Nutrition Division (Tel: 020 7276 8911/8912; E-mail: susan.church@foodstandards.gsi.gov.uk) can provide prospective contractors with further information and advice on using survey data.
31. Research proposals that involve human participation and samples, tissues or information will require the approval of the **local ethical committee** of the applicant or participant intending to be responsible for that part of the work. Obtaining this approval will be the responsibility of the successful applicant. Applicants should provide details of the process by which they intend to obtain the appropriate ethical approval and any relevant dates or deadlines, especially where associated work will be dependent on timely approval being obtained. Applicants are recommended to have adequate and appropriate insurance cover for any volunteers participating in Agency-funded studies. The Agency accepts no liability for any loss, damage, personal injury or death arising from the contractor's use of human volunteers subject to the overriding provisions of the Unfair Contract Terms Act 1977.

32. It is recommended that research proposals involving the use of a **Randomised Controlled Trial** (RCT), particularly if intended for scientific publication, conform to the CONSORT guidelines. Details can be found at:

<http://www.thelancet.com/info/info.isa?n1=authorinfo&n2=CONSORT+guidelines>

Survey Proposals

33. Potential contractors should note that surveillance work would be expected to conform to the current *Guidelines for Food Standards Agency Technical Surveys*. For queries concerning surveillance work policy please contact Dr Roger Wood, Analytical Services, Surveys & Research Policy Division (Tel: 01603 255231; E-mail: roger.wood@foodstandards.gsi.gov.uk). The latest version of the Guidelines can be found on our website at:

<http://www.food.gov.uk/science/surveillance/guidefsatechsurv>

Proposal Submission Deadlines and Appraisals

34. Proposals must be submitted directly to the appropriate contact point detailed in the relevant Research and Survey Requirements section of this document.

DEADLINE FOR RECEIPT OF SUBMISSIONS

All applications **must** be received by **17:00 hrs on Friday 4 February 2005** (*unless otherwise indicated in the specific requirement*)

We regret that faxed proposals or proposals received after the specified deadline date will not be considered.

Timetable

35. The proposed timetable of **latest** dates for completion of related actions for this Food Standards Agency commissioning round is set out below. After the closing date for applications (**17:00 hrs on Friday 4 February 2005**, *unless otherwise stated in the specific requirement*) the proposals will be distributed to Agency staff, Programme Advisors and independent experts where appropriate for appraisal.

| DATE | ACTION |
|--------------------------------|---|
| Mon 29 November 2004 | Research Requirements Document published |
| Friday 4 February 2005 | Closing date for receipt of proposals (<i>unless otherwise specified in the text</i>) |
| Friday 18 February 2005 | Receipt of proposals acknowledged |
| March 2005 – April 2005 | Applicants should expect to receive appraisers' comments and requests for clarification |
| Friday 27 May 2005 | Applicants informed of the outcome of the appraisal of their proposals |

Appraisal of Proposals

36. Each proposal will be evaluated by Agency staff and independent appraisers, who provide written comments and opinions on the quality of the proposed work, and may also ask for some points to be clarified. Building on the principles of openness and fairness during the appraisal process, the Agency will send an anonymous copy of appraisers' requests for clarification to the applicant. Applicants will then have a 2-week period to respond briefly to the comments and requests for clarification made by appraisers on their proposals. This response will be considered, together with the appraisers' original comments, when the panel of appraisers for each research Programme meets to decide which proposal(s) should be supported.

Please note: this is not an opportunity to submit a revised proposal, but only to respond briefly to appraisers' comments and requests for clarification.

Appraisers' comments will be supplied for information only. The identity of individual appraisers will not be disclosed and we will not enter into correspondence over specific comments.

37. All Applicants will be informed of the outcome of the assessment process **by Friday 27 May 2005**.
38. Applications will be either successful or rejected. Those that are successful in passing the initial appraisal process are likely to require post-tender negotiations to agree details and allow a contract to be prepared. Applications that do not meet the policy objectives or research requirements stipulated will be rejected. The relevant Agency Policy Division will be able to provide details of the reasons for the rejection or failure of unsuccessful proposals.

Selection Criteria

39. All proposals for research are critically appraised by the policy customer (the relevant Agency Policy Division), the Programme Advisor and, where appropriate, acknowledged independent experts in the relevant field. Each proposal is carefully judged against all of the following criteria:

Selection Criteria

- the relevance of the research to the question in the requirements document;
- the realism of the research;
- the likelihood of the objectives being achieved by the proposed approaches;
- whether or not the work seems to follow a logical progression;
- the costs of the work;
- the skills and resources of the contractor (and any sub-contractor);
- that consideration has been given to whether the proposal would be enhanced by collaborative work with other research groups, including those overseas;
- value for money; and
- provisions for dissemination and intellectual property.

40. As well as key criteria, such as cost and value for money, Quality Assurance is also an important criterion. The Agency already has in place clear guidelines for Quality Assurance in surveillance projects and, with other major research funders, has introduced a Joint Code of Practice for Quality Assurance in Research, which is described elsewhere in this document.
41. From 1 June 2004, applicants are required to sign a declaration that they will comply with the Code, which will be an important criterion when appraising proposals. Applicants' proposals will not be automatically rejected if the project will not be performed under quality assurance measures that fully meet the Code's requirements. However, the quality assurance measures not in place (or not relevant) should be specified (in section B6 of the application form).

Where appropriate, the plans to introduce compliant quality assurance measures and the timescale for this should be given, and the interim project management arrangements should be outlined in the project milestones.

42. The Agency commissions its work primarily through open competition. When deciding whether project proposals offer value for money, the Agency focuses on their overall cost rather than the specific overhead rate that is applied, though naturally this will have a significant effect on the resulting total cost. Value for money assessments will also include a consideration of the track record of the Lead Contractor and other participants and their ability to deliver the work the Agency needs, to the required standard and timescale.
43. If the Agency feels that the proposal is expensive or overpriced but has other merits, it may seek to negotiate with the Contractor to explore options that can reduce some costs. Ultimately, however, proposals whose overall cost is considered high compared to others that offer comparable work (whether as a result of high overheads or other reasons) are likely to be considered less favourably and Applicants may find that they have priced themselves out of contention.
44. In addition, for much of the work in food safety and applied nutrition, it will be advantageous to demonstrate that there is collaboration between scientists covering the multidisciplinary skills which are frequently necessary to achieve effective advances. The collaboration often crosses the traditional boundaries of Research Councils and University Departments. The Agency is keen to encourage collaboration between research groups, including overseas laboratories.

Intellectual Property Rights

45. The Agency aims to promote the effective transfer of new technology arising from Agency-funded work through the Intellectual Property Rights (IPR) system.
46. At present the Agency implements this policy by initially retaining IP ownership of the results of Agency supported research. However, if there is potential for the commercial exploitation or protection of results, the Agency will be happy to collaborate closely with its Contractors in agreeing how to license or reassign the IPR concerned on mutually agreeable terms. Contractors are reminded that if patent protection is to be sought, results must remain confidential to the contractor and the Agency until such time as effective protection can be put in place.
47. If exploitable IP is expected or identified during the life of the project, Contractors should contact the Agency (Agency Project Officer or Research Co-ordination Unit) at the earliest opportunity to reach agreement on how to manage it and achieve effective protection, if appropriate.

Contract Authorisation

48. The details of a research contract agreement will be agreed between the Agency and Contractor, based on the original Proposal and any subsequent negotiations. This will comprise a Schedule of Work (that specifies the project's agreed Approaches and Research Plan, Objectives, Milestones and

Deliverables) and a Pricing Schedule (that summarises the Contractor's costs and the basis on which the Agency will make staged payments); both of these documents need to be signed by the Project Leader (for the Contractor) and Project Officer (for the Agency). The Agency's standard Terms and Conditions also form a part of the contract.

49. Once these are in place, and paperwork has been checked, the Agency's Research Co-ordination Unit will send the Contractor 2 copies of a Form of Agreement Letter to sign, that defines the contract agreement. Once signed by the appropriate Administrative Authority for the Contractor (usually whoever administers payments received, e.g. the finance director, company secretary, head of research services etc.) both copies of the Letter are returned to the Agency. The Letter is then authorised by the Agency, at which point the contract becomes effective.
50. Potential Contractors should note that until a signed Form of Agreement letter is received from the Agency, all correspondence relating to the proposal remains without prejudice. The Agency will be under no obligation to make payment for any work that is started before this Form of Agreement letter is signed by the Agency.

Monitoring of Progress

51. All research projects commissioned by the Agency are monitored by a specified Project Officer, according to the Milestones and key measures of achievement (Deliverables) specified in the Scope of Work, which forms part of the research contract.
52. In addition, some Agency Policy Divisions appoint Programme Advisors to assist in managing specific research Programmes. Programme Advisors monitor and report on the progress of research projects to the relevant Policy Divisions but are also expected to:
 - encourage co-operation and interchange of ideas amongst the contractors contributing to the Programme;
 - regularly monitor progress by individual contractors;
 - inform Policy Divisions of any developments and advise on the need to set new milestones or goals as the research progresses; and
 - organise regular workshops between Contractors, Agency officials and management committees where appropriate.

Reporting

53. The Agency expects the Contractor, usually through the Project Leader, to maintain regular contact with the Project Officer, that may include brief verbal or e-mail progress reports. In addition, the Contractor is expected to provide periodic written reports that summarise progress in relation to the Milestones, as specified by the Scope of Work, at regular intervals throughout the duration of the project. The Contractor may also be required to attend yearly Programme Workshops or Reviews arranged by the Agency.
54. The Project Officer should discuss the Final Report's structure and how the work should be reported with the Project Leader well before the project end date

and before the bulk of the report is written. Agreeing this in advance will avoid unnecessary effort and delay if the Agency later asks for major changes.

55. The Final Report should be a report of all of the work done, the results obtained and the Contractor's interpretation of the results. Contractors should provide the Project Officer with a draft report well in advance of the project end date to give Project Officers an opportunity to comment on its style, content and format. While the Agency does not have a prescribed style for Final Reports, the Contractor is expected to discuss and agree the format and style of the Reports during the course of the project.
56. On completion of the project, the Contractor provides a written Final Report on the work plus a completed Final Report Form (RCU-A5), which summarises the project's achievements against its objectives.
57. The Agency is committed to making the results of the work that it supports available to the public and strongly encourages Contractors to publish their project work in good quality peer-reviewed journals or make presentations to learned audiences. However, the Agency does expect contractors to seek the Agency's prior agreement for any such publication, through the relevant Project Officer.
58. In addition to publication, the Agency will make information about the project publicly available by placing a copy of the Final Report in the Agency's library and putting details about project results and its Final Report on the Agency website. Contractors should advise their project officer if this may affect the acceptance of the work for publication or any patent protection applied for.
59. If you have any queries, please refer initially to the named contact for the Programme you are considering, or the Research Co-ordination Unit (details on page 1).

New Requirements - November 2004

FORWARD LOOK

Introduction

60. The subjects listed in this section are not a forecast and the Agency does not guarantee that requirements will be issued for the research and survey ideas presented. Future requirements are dependent on policy priorities and the budgets available at the time.
61. Similarly, these possible areas for research and surveys are not exclusive, there are likely to be many other requirements advertised in forthcoming RRDs both in related and non-related policy areas.
62. **Please note** – the Agency will not enter into correspondence about the topics described below or other potential topics.

Possible Areas of Future Work

| Policy area | Area of future work | Timescale |
|------------------------|---|---------------------------|
| Radiological Safety | Surveillance of radium-226, radium-228, thorium-228, lead-210 and polonium-210 in cod, haddock, herring, plaice and <i>nephrops</i> from the northern, mid and southern areas of the North Sea. | 12 months |
| Economics | An economics/social research based project into improving our understanding of consumer perceptions and attitudes towards different food risks and the quantitative estimation of the benefits of risk reduction in different food-related contexts. | 12 months |
| Chemical Contaminants | Surveillance for persistent organic contaminants in foods that are widely consumed and/or make significant contributions to dietary intakes. | 3-6 months |
| | Transfer and uptake of dioxins and PCBs into meat and eggs of chickens, sheep and pigs - further analyses of selected meat, liver, milk and/or egg samples from previous studies and the development of a foodchain model based on all the available experimental data. | 6-12 months |
| Dietary Surveys | Further development and validation of portion size assessment tool(s) for use in children following on from recently funded work. | Within the next 12 months |
| Microbiological Safety | Risk assessment – research to investigate the survival of <i>S. aureus</i> within different raw milk cheeses | Within the next 12 months |
| Novel Foods | Research into the general safety of genetically modified (GM) and novel foods. | 6-12 months |

| | | |
|-----------|--|-----------------------------|
| Nutrition | Seminar and workshops based on findings from the Food Acceptability and Choice (N09) critical review will seek ideas for research priorities for the coming years. | To be held in January 2005. |
|-----------|--|-----------------------------|

Longer-term Strategic Direction

63. In the longer term, potential contractors will wish to note that the Agency will be publishing its Strategic Plan for the years 2005-2010 shortly. The Strategic Plan has implications for our future research priorities.
64. The draft identifies three priority work areas (Food Safety, Eating for Health and Choice) and sets specific targets within each of these areas. In addition it mentions that the Agency plans to improve its access to expertise in the social, economic and behavioural sciences.
65. For further details see:
www.food.gov.uk/foodindustry/Consultations/completed_consultations/completeduk/draftstrategicplan2005

MONITORING SERVICES

66. Monitoring of water for the presence of toxin producing plankton in production and relaying areas according to Council Directive 91/492/EEC.
67. This requirement has also been placed in the Official Journal of the European Communities (OJEC) Ref: 04/3 223-192387/EN (no further information than is detailed here is available from this source).

Introduction

68. Marine biotoxins can accumulate in the tissues of live bivalve molluscs which filter feed on certain toxin producing algae. Some toxins accumulated by these molluscs are particularly poisonous and can cause serious illness in humans, if they are consumed. As the competent authority, the Food Standards Agency is responsible for the monitoring of water for the presence of toxin producing plankton in production and relaying areas in Scotland.
69. Directive 91/492/EEC, as amended by Directive 97/61/EC, lays down the hygiene requirements for the production and marketing of live bivalve molluscs. They are implemented by the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998, as amended. As part of the controls to protect public health the Directive requires the competent authority in Member States to carry out a monitoring programme of shellfish relaying and production areas to check for the possible presence of toxin producing plankton in the water.

Monitoring Requirement

70. Periodic monitoring of live bivalve mollusc relaying and production areas is undertaken to check for the possible presence of toxin producing phytoplankton. A sampling plan formulated by FSA Scotland (in conjunction with the contractor) must be carried out to fulfil the requirements of Directive 91/492/EEC.
71. For phytoplankton monitoring, 23 shellfish harvesting areas were monitored in 2003/04, with a total of 232 samples taken and analysed over the year. 506 samples were taken from areas where wild pectinidae are harvested.
72. The sampling programmes for 2003/04 provided the sample details as shown in the table below.

Table 1. The number of water samples analysed in Scotland 2003-2004.

| Toxin | Number of samples tested during 2003/2004 |
|----------------------|--|
| Pseudonitzia | 738 |
| Alexandrium | 738 |
| Dinophysis | 738 |
| TOTAL SAMPLES | 2214 |

73. The minimum number depends upon:
- (i) the risk assessment determining desirable frequency.
 - (ii) all expected samples being collected by the Local Food Authority/contractor.
 - (iii) the length of the offshore scallop fishing season.
 - (iv) the harvesting period within inshore areas.
74. The level of sampling may increase if toxins are found, or if phytoplankton monitoring indicates flesh sampling is required at new sites.
75. A pre-qualification questionnaire on the provision of services to undertake phytoplankton forms the Expression of Interest application. Interested parties can obtain the questionnaire by e-mailing:
procurement@foodstandards.gsi.gov.uk quoting PAU179A Monitoring.
76. **Expressions of Interest** are therefore invited for:

Requirement Reference: **PAU179A Monitoring**
Official Control monitoring programme for the presence of toxin producing plankton in production and relaying areas in Scotland.

Further Information

77. If you wish to discuss the scientific/technical aspects of the requirement, after receiving the questionnaire, please contact:
- Lorna Murray**, FSA Scotland
 Tel: 01224 285114
 E-mail: lorna.murray@foodstandards.gsi.gov.uk

78. **Expressions of interest** must be made by completing the questionnaire (as described in paragraph 75) and should be sent to arrive by **12:00 hrs on Thursday 23 December 2004**, to:

E-mail: procurement@foodstandards.gsi.gov.uk

Post:

Procurement Advisory Unit
Food Standards Agency
Room 215C
Aviation House
125 Kingsway
London WC2B 6NH

RESEARCH AND SURVEYS

PROGRAMMES A03 & A04 – CHEMICAL CONTAMINANTS FROM FOOD CONTACT MATERIALS AND ARTICLES

Introduction

79. This programme provides information in order to reduce further the risks to consumers of packaged food. Chemical contaminants get into food in many ways and the challenge for those involved in food production and its control is to work together to ensure that such contaminants do not threaten health. All parts of the food chain have a responsibility to ensure that the food and feed they sell (whether UK produced or imported) is free from illegal or unsafe levels of contaminants, and this objective includes materials and articles in contact with food.
80. The information generated in this research programme can be used to assess the possible contamination of food or drink from the migration of chemicals from packaging, cookware, and other materials and articles that are intended to come into contact with foodstuffs. Such information also helps to develop Food Standards Agency policy in this area, including the need for relevant controls to ensure that any chemical migration does not pose a risk to consumers' health. Information derived from this programme is circulated widely to stakeholders including EU Member States to ensure a cohesive and targeted approach to securing our evidence base for EU legislation.

Research Requirements

Monomer levels in food grade plastic

81. Year one of an ongoing three year survey entitled 'Chemicals used in plastic materials and articles in contact with food: compliance with statutory limits on composition and migration,' identified the need for work on the variation of monomer levels in food contact plastics (Food Survey Information Sheet 43/03, see www.food.gov.uk/science/surveillance/fsis-2003/fsis4303). This was specifically as a result of variation in levels of 1,3-butadiene in polystyrene cups. Inter-sample variation could be a major source of uncertainty in estimating exposure to chemical migrants in food, but there are few hard data on actual variation. Work is required to investigate the variation in monomer levels in food contact plastics.
82. This project would start with a larger study on inter-sample and inter-batch variation in 1,3-butadiene levels in polystyrene cups, and continue by looking at selected other chemical migrants from plastics to identify the main factors leading to variation in levels in supplies.

83. **Proposals** are therefore invited to:

Requirement Reference: A03R0001

Investigate the variation in monomer levels in food contact plastic.

The reaction and breakdown products from starting substances used to produce food contact plastics

84. Impurities in the authorised and permitted substances, reaction intermediates formed during the polymerisation process, or decomposition products may migrate into food. These are not authorised starting materials and therefore are not listed in Directive 2002/72/EC. However, the compliance of food contact materials with Article 2 of Directive 89/109/EEC must be assessed and reaction/breakdown products taken into account.

85. This project would entail a theoretical prediction of the reaction/breakdown products from the known starting materials for a range of plastic food contact materials, followed by the development of mass spectral databases of these products.

86. **Proposals** are therefore invited for:

Requirement Reference: A03R0002

An investigation into the reaction and breakdown products from starting substances used to produce food contact plastics.

Migration of substances from inks and coatings

87. Printing inks, varnishes and coatings are groups of materials that are likely to be covered in future EU legislation. The Council of Europe (CoE) has produced various inventory lists for printing inks and coatings associated with food contact materials. As part of the management and analysis of these lists for future EU controls, it will be necessary to identify substances which are likely to migrate, and if so, under which conditions of food contact.

88. In addition, printing systems can be reactive so that substances other than the starting materials may be present in the finished article and may potentially migrate. Thus impurities, reaction and breakdown products should be considered.

89. A proposal is required to assess the potential for migration of substances from inks and coatings used on materials and articles intended for food contact using the CoE inventory lists as a starting point for evaluation.

90. **Proposals** are therefore invited for:

Requirement Reference: A03R0003

An assessment of the potential for migration of substances from inks and coatings.

Survey Requirements

Benzophenone migration from packaging into food

91. In October 2000 a Food Survey Information Sheet was published on benzophenone from cartonboard (FSIS 6/00, see www.food.gov.uk/science/surveillance/fsis-2000/6benzo). Benzophenone was detected in 50% (175/350) of the packaging samples surveyed and 72% (51/71) of the food samples analysed. At the time the Agency pressed industry to keep migration of benzophenone from cartonboard into food to a minimum.
92. In a recently published research report on migration from secondary packaging (June 2004), benzophenone was found to be an intrinsic compound in much of the secondary packaging analysed. In Directive 2002/72/EC, there is a specific migration limit (SML) for benzophenone migration from plastic materials and articles into food of 0.6 mg/kg. There is also a group TDI of 0.01 mg/kg bodyweight for benzophenone and hydroxybenzophenone.
93. A survey is required to determine whether these limits are being observed.
94. **Proposals** are therefore invited to:

Requirement Reference: A04R0001

Benzophenone migration from packaging (both primary and secondary) into food.

Further Information

95. **Before preparing your proposals** please contact the named person below for advice and information on the specific scientific issues or the policy background/objectives:

Dr Karen Barnes, Chemical Safety Division (CSD4)

Tel: 020 7276 8541; Fax: 020 7276 8514

E-mail: karen.barnes@foodstandards.gsi.gov.uk

96. Proposals should be sent, to be received **by 17:00 hrs on Friday 4 February 2005**, to:

E-mail: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Dr Karen Barnes
Chemical Safety Division
Food Standards Agency
Room 515c, Aviation House
125 Kingsway
London WC2B 6NH

**PLEASE READ CAREFULLY THE SECTION ENTITLED
'GUIDANCE FOR APPLICANTS'
BEFORE SUBMITTING YOUR PROPOSAL**

PROGRAMME E01 – DATA QUALITY AND IMPROVED METHODS OF ANALYSIS

Introduction

97. The development of new methods of analysis is essential for the enforcement of food and animal feedingstuffs law under both EU and UK legislation. Research funded through this research programme aims to establish the accuracy, precision and suitability of new methods and to refine existing techniques. It is the Food Standards Agency's strategy to use well-researched methods of analysis and to make them available for use by all organisations with an interest in assessing the chemical and microbiological safety or quality of food and animal feedingstuffs.

Research Requirements

Speciation methods for selenium

67. The toxicity and bioavailability of metals in foods is recognised as being dependent on the metal's form or species. There has been some discussion on an international basis on analytical methods for the quantification of the species. This project is to critically review such work, to make recommendations and to carry out additional development and validation work where necessary.

68. This project will concentrate on selenium but it would be useful for some consideration also to be given to mercury and tin.

69. **Proposals** are therefore invited to:

Requirement Reference: E01R0001

Develop and validate speciation methods for selenium.

Investigate whether method performance characteristics can be predicted

98. Method performance criteria are increasingly being incorporated into legislation in preference to detailing exact methods of analysis. It is possible to predict and so set the values of some of these characteristics (e.g. the precision of the method). This project is required to investigate the possibility of being able to predict other method parameters (e.g. recovery rates, specificity etc).

99. **Proposals** are therefore invited to:

Requirement Reference: E01R0004

Investigate whether method performance characteristics can be predicted.

Method validation issues

100. There are a number of method validation issues still to be addressed on an international basis, and in particular procedures for the use of proficiency test data for method validation and re-validation; the appropriateness of modular

method validation in the food sector and consideration whether aspects of the criteria approach to method specification could be extended to empirical methods.

101. This project is required to critically review existing documentation and to develop suitable procedures/recommendations for the above.

102. **Proposals** are therefore invited to:

Requirement Reference: E01R0005

Develop suitable procedures/recommendations for the use of proficiency test data, the appropriateness of modular method validation, and whether aspects of the criteria approach to method specification could be extended to empirical methods.

Use of sampling proficiency tests to assess the performance of sampling officers

103. Sampling proficiency tests to assess the performance of those taking samples have been shown to be feasible for several environmental applications. Such tests have not been considered in the food sector.

104. This project is required to assess the practicality and usefulness of such proficiency tests in the food sector.

105. **Proposals** are therefore invited to:

Requirement Reference: E01R0006

Assess the practicality and usefulness of sampling proficiency tests in the food sector.

Development of a structured study of methods for sugars and carbohydrate fractions

106. Traditionally in food analysis carbohydrate has been determined by difference – this method is normally satisfactory as the proximates sum to 100%. Problems have recently been identified in this approach if a range of carbohydrate fractions, all with their associated uncertainty, are to be determined. The proximates do not then sum to 100%.

107. This project is required to undertake a structured study and recommend procedures for the determination of sugars, carbohydrate fractions, starch and the oligosaccharide fractions in foods.

108. **Proposals** are therefore invited to:

Requirement Reference: E01R0007

Undertake a structured study of methods for the determination of sugars and carbohydrate fractions, including starch methods.

Further Information

109. **Before preparing your proposals** please contact the named person below for advice and information on the specific scientific issues or the policy background/objectives:

Dr Roger Wood, Analytical Services, Surveys & Research Policy Division

Tel: 01603 255231

E-mail: roger.wood@foodstandards.gsi.gov.uk

110. Proposals should be sent, to be received **by 17:00 hrs on Friday 4 February 2005**, to:

E-mail: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Adenike Agboola
Emergency Planning, Radiation & Incidents Division
Food Standards Agency
Room 715C, Aviation House
125 Kingsway
London WC2B 6NH

**PLEASE READ CAREFULLY THE SECTION ENTITLED
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PROGRAMME M01 – MEAT HYGIENE, MICROBIOLOGICAL SAFETY

Introduction

111. The Agency is committed to reducing the incidence of foodborne illness. Red and white fresh meat production has been identified as a process where foodborne pathogens can enter the food chain. Fresh meat can be the direct cause of illness due to inadequate cooking or, perhaps more importantly, the indirect cause of illness due to cross contamination of ready to eat foods.
112. A Hazard Analysis and Critical Control Point (HACCP) system is an internationally accepted food safety management system, which aims to ensure that food is produced safely with minimal risk to the consumer. The programme of research aims to provide data to underpin the development, application and verification of HACCP systems in the production of meat. This will be achieved by obtaining a better understanding of the risk and management of foodborne pathogenic micro-organisms in the production chain, from the farm into, and at, the slaughterhouse.
113. The hygienic slaughter and dressing of animals aims to avoid contamination of the carcass from faeces, gut contents or from the environment. Following dressing the carcass is visually inspected and a health mark applied. Current and future research is aimed at providing risk-based information to form the basis for modernised meat hygiene controls.

Research Requirements

Campylobacter control in poultry slaughterhouses

114. Consolidated EU hygiene regulations will be coming into force on 1 January 2006, these will require food business operators to identify and take steps to control food safety risks by the implementation of procedures based on HACCP principles, Good Manufacturing Practice (GMP) and Good Hygiene Practice (GHP). Poultry slaughterhouses will identify campylobacter as a hazard, and control steps that have been proposed include testing and scheduling positive flocks after negative flocks and/or processing extensively reared birds on a separate line or at the end of the day.
115. In order to inform the effectiveness of these controls the role of cross contamination needs to be more fully understood in both quantitative terms and persistency. In addition, the effectiveness of cleaning methods at the end of production and within production needs to be determined. Uptake of any practical control strategies arising from the project should contribute to the Agency's target of reduction of campylobacter in poultry.
116. **Proposals** are therefore invited to investigate:

Requirement Reference: M01R0001

How quantitative and persistent is cross contamination with campylobacter within typical UK poultry processing plants and what are effective within-production and between-production cleaning methods?

Salmonella on red meat carcasses

117. The proposed regulation on microbiological criteria is expected to come into force following the consolidated hygiene regulations in 2006. In addition to the microbiological testing required for red meat plants in the current commission decision 2001/471, red meat operators will be required to test carcasses for salmonella as part of their procedures based on HACCP principles, Good Hygiene Practice (GHP) and Good Manufacturing Practice (GMP).

118. The proposed text requires sampling sites on red meat carcasses to be determined taking into account slaughter technology and the reference sampling method is using an abrasive sponge. Further detail will need to be provided in guides to good practice and the Agency requires practical information for this purpose.

119. **Proposals** are therefore invited to investigate:

Requirement Reference: M01R0002

What are the most appropriate and practical sampling sites and sampling methods for determining salmonella contamination of red meat carcasses in UK slaughterhouses?

Clean animals at slaughter

120. The MHS Clean Livestock Policy uses a classification scheme to assess acceptable level of cleanliness of cattle and sheep presented for slaughter. The consolidated hygiene regulations, which come into effect in 2006, state that animals must be presented clean for slaughter. The Agency has previously funded research on management practices to inform producers how to produce animals that are clean for slaughter, which includes cleaning livestock prior to slaughter using clipping and washing.

121. Such techniques raise health and safety issues for the operatives and their effectiveness in terms of improving subsequent hide and fleece microbiology are equivocal. The use of a post-slaughter cleaning technique as part of an abattoir's procedures based on HACCP is an alternative and if used in conjunction with the Clean Livestock Policy has the potential to further improve meat safety. The Agency requires a review of the effectiveness of current post-kill practices undertaken in the UK and other meat producing countries, together with the identification and practical examination of novel ideas, to inform its policy in this area.

122. **Proposals** are therefore invited to investigate:

Requirement Reference: M01R0003

What post-slaughter cleaning methods for cattle and sheep have the potential to improve meat safety?

Reduction of salmonella contamination of pig meat

123. The Agency has a target in the new strategic plan to reduce salmonella in pigs by 50% by 2010. Integral to achieving this target is the Zoonoses Action Plan that identifies holdings that have produced pigs that have been exposed to salmonella (determined by the pigs' antibody levels to salmonella). On-farm investigations aim to identify salmonella hot spots and action plans are developed to improve the situation. Abattoirs undertake hygienic slaughter and dressing to minimise the risk of meat contamination from salmonella and other bacteria that may be carried in or on animals.
124. However, current methods of pig slaughter and dressing do not use the potential pathogen reduction step of singeing to the best advantage and recontamination of the carcass surface later in the process can occur. Published work has indicated that cross contamination of carcasses with salmonella does occur from the slaughter environment.
125. The Agency requires a review of the current information relevant to cross contamination in UK pig abattoirs and an investigation into improved slaughter and dressing techniques, including effective cleaning, to aim to minimise cross contamination. Uptake of any control strategies arising from the project should reduce the risk of salmonella contamination of pig meat.
126. **Proposals** are therefore invited to investigate:

Requirement Reference: M01R0004

How can current slaughter, dressing and cleaning procedures in UK pig slaughterhouses be improved to reduce the risk of salmonella contamination of pig meat?

Further Information

127. **Before preparing your proposals** please contact the named person below for advice and information on the specific scientific issues or the policy background/objectives:

Mary Howell, Meat Hygiene and Veterinary Division,

Tel: 020 7276 8373 or 07810 756071

E-mail: mary.howell@foodstandards.gsi.gov.uk

128. Proposals should be sent, to be received **by 17:00 hrs on Friday 4 February 2005**, to:

E-mail: FSA_REMIND@foodstandards.gsi.gov.uk

Post:

Walter Nzota
Food Standards Agency
Room 315b, Aviation House
125 Kingsway
London WC2B 6NH

**PLEASE READ CAREFULLY THE SECTION ENTITLED
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NEW PROGRAMME – NUTRITIONAL STATUS AND FUNCTION

Introduction

129. The Agency aims to provide the best possible advice to consumers on a healthy balanced diet; this research programme aims to provide evidence to develop dietary recommendations and help reduce diet-related disease.
130. The Scientific Advisory Committee on Nutrition informs the Agency by evaluating the evidence to provide up-to-date and targeted advice for consumers. The Agency gathers evidence, by commissioning research, to support this, e.g. for the determination of dietary reference values.
131. This programme has been refocused in light of a recent review. The overall aim of the programme is now to determine, for dietary constituents, the functional significance of differing nutritional status and to conduct appropriate research in those areas of highest relevance to public health, thereby providing the scientific basis for dietary recommendations.
132. The programme has three broad research objectives, which reflect the processes linking ingestion of dietary constituents of nutritional significance to changes in tissue function that are relevant to health. These objectives are to:
- Develop biological markers of dietary exposure for dietary constituents and foods and markers of status that are sensitive to changes in intakes or stores of those dietary constituents.
 - Use the above to determine the bioavailability of dietary constituents in foods.
 - Develop markers of target function – these are physiological or biochemical factors that relate to biological responses and are affected by foods and dietary constituents.
133. The following functional outcomes/processes/end points have been highlighted: immune function; brain function; bone health; and metabolic function. Other areas may also be considered as the evidence base develops.
134. General concepts have also been integrated into the programme:
- The use of human dietary intervention trials to determine dose-response relationships (at doses generally achievable through the diet) and, where appropriate, which incorporate a food-based approach.
 - Interactions between dietary components.
 - Consequences of nutritional status at different stages of life on later health.
 - Individual variation/vulnerability, e.g. as defined by gender, age, social, geographic, ethnicity, environmental and genetic factors.
 - The use of subjects who are representative of the general population; ‘at risk’ subjects are suitable, but those with clinical diseases are not.
135. It should be noted that other nutrition research programmes within the FSA focus specifically on cardiovascular health and cancer (N02 and N12) so applications focusing primarily on these end-points are not relevant to this

programme. Also note that applications are not invited on food additives or food intolerances under this programme.

136. The Nutritional Status and Function research programme generally funds *in vivo* human dietary intervention studies; purely mechanistic, *in vitro* and animal studies are generally not funded.

Research Requirements

Functional consequences of low nutrient intakes and status

137. The Agency has highlighted the importance of determining the health implications of marginal intakes of micronutrients in some groups of the population; however, further research is required to address gaps in the evidence.

138. In 1991, when the Committee on Medical Aspects of Food Policy (COMA) set dietary requirements for nutrients, they noted a number of gaps in the evidence base that meant that the requirements for some nutrients could not be established securely. The evidence for some nutrients in this respect is still weak. This is a particular concern for some nutrients where intakes are low.

139. The results from the 2000/01 National Diet and Nutrition Surveys (NDNS) show that a significant proportion of dietary intakes for a number of nutrients, e.g. potassium, magnesium and vitamin A, are below the lower reference nutrient intake for some population groups. However, the functional significance of some of these intakes, in the context of defining functional criteria for the setting of dietary reference values, is unclear.

140. **Proposals** are therefore invited to:

Requirement Reference: N05R0001

Investigate the functional significance of nutrient intakes commonly below the lower reference nutrient intake levels in the UK population, as determined by the NDNS.

141. The Scientific Advisory Committee on Nutrition has expressed particular concern about the high proportion of the UK population that have poor riboflavin status as determined by the erythrocyte glutathione reductase activation coefficient (EGRAC), but it is not known whether these levels have any functional or clinical significance. In fact, dietary data from the same surveys suggests that riboflavin intakes are generally adequate, although there is evidence of low intakes in young adults, particularly young women.

142. **Proposals** are therefore invited to:

Requirement Reference: N05R0002

Determine the functional significance of marginal riboflavin status as determined by the EGRAC.

143. In 1991 COMA also highlighted a number of uncertainties in relation to vitamin D requirements and status. The contribution of UV radiation to vitamin D status was highlighted.

144. **Proposals** are therefore invited to:

Requirement Reference: N05R0003

Investigate the relative significance of both dietary sources and sunlight on vitamin D status and/or functional markers.

Markers of dietary exposure and status

145. Sensitive and specific biological markers of exposure and status are required for different foods and dietary constituents of nutritional significance. These markers would provide important information in dietary surveys and for the determination of dietary reference values, as well being of experimental importance in epidemiological and dietary intervention studies. The lack of robust biological markers of exposure and dietary status hinders the accurate determination of dietary reference values and the development of dietary advice in relation to some nutrients.

146. **Proposals** are therefore invited to:

Requirement Reference: N05R0004

Develop biological indicators of dietary exposure and status, for dietary constituents and foods.

147. The publication of the Scientific Advisory Committee on Nutrition and Committee on Toxicology report on *Advice on fish consumption: benefits and risks* (see www.sacn.gov.uk) highlighted the need for dose-response studies to examine the response of different body pools to long chain n-3 polyunsaturated fatty acids. The report stressed that sufficient dose and fat stores/cells/plasma constituents should be examined.

148. **Proposals** are therefore invited to:

Requirement Reference: N05R0005

Investigate measures of status for long chain n-3 polyunsaturated fatty acids.

Diet and immune function

149. Immune function and inflammation are involved in many disease states e.g. cardiovascular disease, cancer, atopic disease and obesity. There is increasing evidence that diet has direct effects on the immune system and consequently on disease risk. It is, therefore, important to understand the role of diet in modulating immune function, which, in turn, can provide an important functional outcome for the determination of dietary reference values. The recent review of the N05 programme highlighted the need for further work to investigate the role of diet on immune function.

150. As several projects are currently ongoing within the N05 programme that investigate the role of selenium on immune function this is, at this time, of low priority.

151. **Proposals** are therefore invited to:

Requirement Reference: N05R0006

Investigate the effect of diet on immune function.

Further Information

152. **Before preparing your proposals**, please contact either the programme manager or the programme advisor.

Dr Margaret Ashwell, Programme Advisor

Tel: 01462 742166; Fax: 01462 743166

E-mail: margaret@ashwell.uk.com

Dr Alison Tedstone, Nutrition Division, Programme Manager

Tel: 020 7276 8929; Fax: 020 7276 8910

E-mail: alison.tedstone@foodstandards.gsi.gov.uk

153. Proposals should be sent, to be received **by 17:00 hrs on Friday 4 February 2005**, to:

E-mail: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Jeff Allder
Nutrition Division
Room 808C
Food Standards Agency
125 Kingsway
London WC2B 6NH

**PLEASE READ CAREFULLY THE SECTION ENTITLED
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PROGRAMME N12 – DIET AND COLONIC HEALTH

Introduction

154. The Agency aims to provide the best possible advice to consumers on a healthy balanced diet; this research programme aims to provide evidence to develop dietary recommendations and help reduce diet-related disease, i.e. colorectal cancer.
155. Colorectal cancer is the second most common cancer in both men and women in the UK, only surpassed by lung cancer and breast cancer respectively. There is strong epidemiological evidence that a substantial number of dietary factors, and factors related to the diet, may modify the risk of colorectal cancer, e.g. diets rich in plant foods are thought to be protective. A clear causal link, however, between diet and the risk of colorectal cancer, has yet to be fully established.
156. Dietary intervention studies that use incident cancer as an end point are large, lengthy and costly, and in some cases impractical. For this reason, the development of surrogate end points, biomarkers of preclinical carcinogenesis, is a priority. These offer the potential of smaller, shorter and less costly studies with achievable dietary interventions.
157. The initial focus for this programme is the development of validated diet-related surrogate end points for colorectal cancer risk; once these have been established they will be used in dietary intervention trials.

Research Requirements

Surrogate end points for colorectal cancer

158. Proposals should focus on human studies. Food-based approaches would be welcomed, and those using dietary constituents should use doses generally achievable through the diet.
159. As several projects are currently ongoing within the N12 programme that investigate the role of folate on risk for colorectal cancer, this area is, at this time, of low priority. The role of heterocyclic amines and nitroso compounds will not be considered as this is within the remit of the Agency's Risk Assessment research programme (T01).
160. **Proposals** are, therefore, invited to:

Requirement Reference: N12R0001

- i. Develop, characterize and/or validate reliable diet related surrogate end-points for colo-rectal cancer, with a view to developing, in the long term, dietary advice for a healthy population.
- ii. Investigate the extent to which surrogate tissues are appropriate with regard to i above.

Further Information

161. **Before preparing your proposals**, please contact the programme manager:

Dr Peter Sanderson, Nutrition Division

Tel: 020 7276 8920; Fax: 020 7276 8906

E-mail: peter.sanderson@foodstandards.gsi.gov.uk

162. Proposals should be sent, to be received **by 17:00 hrs on Friday 4 February 2005**, to:

E-mail: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Jeff Alder
Nutrition Division
Room 808C
Food Standards Agency
125 Kingsway
London WC2B 6NH

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PROGRAMME Q01 – FOOD AUTHENTICITY

Introduction

163. The Food Authenticity programme supports the Agency's objectives of promoting consumer choice through honest and informative labelling, improving standards of enforcement, and contributing to reducing food fraud. When problems are highlighted, the Agency is strengthening its links with enforcement to ensure that effective follow up action is taken.
164. The main objective of the research programme is to develop methods that can be used to check whether foods are correctly described and labelled, often based on novel technology. The methods have to be evaluated to ensure they are robust, reliable and accurate. Once evaluated the methods can be used either by the Agency to carry out food surveys, or by enforcement to check that food is not misdescribed.

Research Requirements

Species identification of fish

165. Labelling legislation requires the correct commercial designation of fish and shellfish. Previous work has shown that mislabelling of fish is a common problem, and as stocks of popular fish are reduced this problem may become worse.
166. The Agency has already successfully developed and evaluated a new approach to fish species identification with several Public Analysts. The DNA method is based on a simple capillary electrophoresis 'chip' system to identify DNA fragments produced from the reaction of different restriction enzymes with a polymerase chain reaction (PCR) product. The method has the advantage that identification of the fish species is possible without the necessity of having an authentic species of the fish. The Agency would like to build on this successful method and ensure that this system can be more widely used for enforcement purposes.
167. The Agency wishes to commission a project to extend the existing database of important commercial fish species with the CHIP system. Previous work has also shown that polymorphisms in the same species of fish may also give an indication of geographic origin. The proposal should include this aspect of the database. Also the proposal should investigate the wider use of the method with commercially important canned fish.
168. Any proposal must have access to authentic species of fish and canned fish. It is envisaged that successful projects will start on, or near, 1 April 2005.
169. **Proposals** are therefore invited to:

Requirement Reference: Q01R0001

Extend the database of important commercial fish species with the CHIP system.

Fish content determination

170. Quantitative Ingredient Declaration (QUID) is a legal requirement for all products including fish. The necessity of using large quantities of water in the hygienic preparation of fish has required that 'fish ingredient' for the purposes of QUID is defined by means of an industry/Local Authorities Coordinators of Regulatory Services (LACORS) Code of Practice.
171. The use of nitrogen factors is now well established with Public Analysts to check fish content, and this approach has also been recently adopted by the Codex Alimentarius. Previous work funded by the Agency has taken two approaches. Long-standing nitrogen factors have been updated in the light of changing fishing grounds and processes to prepare fish and shellfish as ingredients for coated products. However, this updating has only taken place for cod and scampi, and other commercially important species need addressing.
172. The second approach has been the development of a successful real-time polymerase chain reaction (PCR) approach. This has been checked as being comparable to nitrogen factors but more specific. At present only a method for haddock has been developed. Extension of this approach is required for the most important commercially named fish in fish products.
173. Proposals are invited to extend the updating of nitrogen factors for enforcement purposes for common commercial white fish and salmon. Possibilities to verify existing data from commercial sources should be explored. The work should also extend the quantitative real-time PCR test to cover the important named commercial fish in fish products, which should be considered as a confirmatory test to the nitrogen method.
174. Access to authentic fish raw materials is a central requirement for any proposal. It is envisaged that successful projects will start on, or near, 1 April 2005.
175. **Proposals** are therefore invited to:

Requirement Reference: Q01R0002

Extend the updating of nitrogen factors for enforcement purposes for common commercial white fish and salmon and extend the quantitative real-time PCR test to cover the important named commercial fish in fish products.

Determination of MRM/MSM in meat products

176. A new definition of mechanically recovered/separated meat (MRM/MSM) has been agreed in Council Regulation (EC) 852/2004 in April 2004. This is based on the loss and modification of the fibrillar structure of the meat. Also MRM/MSM is outside the definition of meat in the Food Labelling Regulations 1996, and cannot count towards the meat content for Quantitative Ingredient Declaration (QUID) purposes. Therefore it is important for the enforcement of meat content declarations that the use or absence of MRM/MSM can be established. Judgement of whether an ingredient is MRM/MSM has to be made on the basis of the new definition. If there is access to the ingredient then the structure of this ingredient can be checked by microscopy, and compared to meat ingredients which still have fibrillar structure.

177. The proposal should include the cost of carrying out training sessions with Public Analysts. Access to samples of MRM/MSM is central to this proposal. It is envisaged that successful projects will start on, or near, 1 April 2005.

178. **Proposals** are therefore invited to:

Requirement Reference: Q01R0003

Develop a simple protocol based on microscopic examination of MRM/MSM obtained during in-factory inspections to verify its identity and classification.

179. The problem of identifying the presence of MRM/MSM in meat products still remains, and for consumer protection and to avoid unfair competitive practices, it is important that the presence of undeclared MRM/MSM can be ascertained. There have been many approaches to solving this issue already investigated without success these include protein electrophoresis and the study of DNA methylation events.

180. The production of MRM/MSM under high pressure results in the transfer of bone metabolites (apart from bone marrow) into the MRM/MSM. These metabolites are potential markers to indicate the use of MRM/MSM in meat products. The recent development of metabolomics creates the opportunity to find a suitable marker of MRM/MSM. If a unique marker can be identified then a simpler format (e.g. immunoassay) can be further developed.

181. Work is required, in the first instance, to identify a marker for MRM/MSM which could be used for its detection in different meat products. It will be necessary to demonstrate that this is a robust marker before considering what is the simplest format for its detection.

182. Access to MRM/MSM samples is essential. It is envisaged that successful projects will start on, or near, 1 April 2005.

183. **Proposals** are therefore invited to:

Requirement Reference: Q01R0004

Identify a robust marker for MRM/MSM, which could be used for its detection in different meat products, and develop a simple detection method.

Superchilling and the method to detect previously frozen meat and poultry

184. Under labelling rules meat which has been previously frozen should be indicated as such to consumers if it would be misleading not to do so. Under the EC Poultrymeat Marketing Regulation, previously frozen poultrymeat cannot be sold as fresh poultrymeat. Consumer research conducted by Agency has indicated that this is a topic of high consumer interest and importance.

185. The Q01 programme has already evaluated and improved the 3-hydroxyacyl coenzyme A dehydrogenase (HADH) enzyme method to determine whether meat and poultry has been previously frozen. The activity of the HADH enzyme increases after freezing because of the disruption of cell membranes and release of the enzyme. The technique is now regarded as a standard method for enforcement.

186. Technological developments in the meat industry have taken place which make 'superchilling' a practical option for storage of meat and poultry. Superchilling is a process which cools the meat or poultry to below freezing (around -3°C) but without the cells freezing. Holding at superchilled temperatures can extend storage periods of the meat or poultry significantly. Although it is thought that internal eutectic mixtures may be formed in superchilled meat or poultry, it is not known whether cell membranes are disrupted and hence affect the HADH assay. It is important to know what effect superchilling has on HADH activity in order to ensure that enforcement action can continue for previously frozen meat or poultry.

187. Access to superchilling facilities is essential. It is envisaged that successful projects will start on, or near, 1 April 2005.

188. **Proposals** are therefore invited to:

Requirement Reference: Q01R0005

Investigate the effect of superchilling on the HADH assay for beef, pork, lamb, chicken and turkey. Make any necessary changes to the protocol for the HADH assay or limit values.

Quantitative determination of ingredients without PCR

189. Quantitative Ingredient Declaration (QUID) is a legal requirement for most foods, and has permitted consumers to choose food on the basis of information rather than have set standards for different foods. Enforcement of QUID is proving problematic in certain areas where it is difficult to analyse for specific ingredients in a compound food.

190. Quantitative determination using real-time polymerase chain reaction (PCR) has been successful for many applications, e.g. common wheat in durum wheat pasta, fish species. However, it has also proved problematic where processing appears to affect the reproducibility of the PCR in the target and normalising gene sequence for GM soya in meat products and individual meat species determination in meat products.

191. The Agency has already funded research to show that the use of sensitive mass spectrometry eliminates the need for PCR by measuring protein fragments directly. Building on this work, it is likely that this approach may prove a more reliable methodology for these applications, and more suited to analytical laboratories.

192. Applicants should have access to meat processing equipment. It is envisaged that successful projects will start on, or near, 1 April 2005.

193. **Proposals** are therefore invited to:

Requirement Reference: Q01R0006

Test the feasibility of using high resolution mass spectrometry to measure specific protein fragments for the determination meat species in a mixed meat product. If this is successful then further evaluation as to the robustness can be carried out.

Further Information

194. **Before preparing your proposals** please contact the named person below for advice and information on the specific scientific issues or the policy background/objectives:

Dr Mark Woolfe, Enforcement Division

Tel: 020 7276 8176; Fax: 020 7276 8193

E-mail: mark.woolfe@foodstandards.gsi.gov.uk

195. Proposals should be sent, to be received **by 17:00 hrs on Friday 4 February 2005**, to:

E-mail: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Ruth Hodgson
Enforcement Division
Food Standards Agency
Room 415B, Aviation House
125 Kingsway
London WC2B 6NH

**PLEASE READ CAREFULLY THE SECTION ENTITLED
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PROGRAMME R01 – ASSESSMENTS OF THE EFFECTS OF RADIOACTIVITY IN THE ENVIRONMENT

Introduction

196. The Food Standards Agency has a duty to protect consumers from unacceptable risks from radioactivity in foods. To perform this duty, the Agency needs to assess the concentrations of radioactivity in foods as a result of proposed or historical authorised discharges of radioactivity.

Research Requirements

Transfer of radioactivity from seaweed to terrestrial foods

197. The Agency has the strategic objective of reducing the risks to consumers from chemical and radiological contamination of foods. To assist it in achieving this objective the Agency requires research into the impact of radioactivity in seaweed, which is used as fertiliser/soil conditioner or as grazing or fodder for animals. In particular the Agency is interested in those areas affected by discharges from Sellafield i.e. the Scottish Coast and Islands.

198. This work will be used to inform the Agency whether additional monitoring of foods is required in those areas where these practices occur.

199. Research is required to:

- Establish the extent of the use of seaweed as a fertiliser/soil conditioner and as grazing or fodder.
- Obtain information on the amounts of seaweed applied to soils and used as fodder.
- Provide estimates of the exposure of consumers eating crops from soil to which seaweed has been applied or consuming animal products from animals that have fed on seaweed.
- Develop a methodology by which estimates of the dose can be updated in the light of new information.

200. **Proposals** are therefore invited to:

Requirement Reference: R01R0005

Investigate the transfer of radioactivity from seaweed to terrestrial foods.

Further Information

201. **Before preparing your proposals** please contact the named person below for advice and information on the specific scientific issues or the policy background/objectives:

David Webbe-Wood, Emergency Planning, Radiation and Incidents Division

Tel: 020 7276 8742; Fax: 020 7276 8789

E-mail: david.webbe-wood@foodstandards.gsi.gov.uk

202. Proposals should be sent, to be received **by 17:00 hrs on Friday 4 February 2005**, to:

E-mail: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Adenike Agboola
Emergency Planning, Radiation and Incidents Division
Food Standards Agency
Room 715B, Aviation House
125 Kingsway
London WC2B 6NH

**PLEASE READ CAREFULLY THE SECTION ENTITLED
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FOOD STANDARDS AGENCY SCOTLAND

PROGRAMME S14 – RESEARCH, SURVEILLANCE AND MONITORING

Introduction

203. Anisakid nematodes, including the genus *Anisakis* (herring or whale worm), and *Pseudoterranova* (cod or seal worm), are believed to be the most widespread parasitic roundworm in fish, and are known to occur frequently in the flesh of cod, haddock, fluke, pacific salmon, herring, flounder and monkfish. Humans can become incidental hosts of these nematodes through eating infected raw or undercooked fish. If consumed, the worms can become embedded in the gastrointestinal mucosa, and cause an acute condition known as Anisakiasis. This disease is characterised by abdominal pain, diarrhoea, and vomiting. *Anisakis* has also been identified as a food allergen and can induce IgE-mediated reactions, including anaphylaxis.
204. The most effective way to avoid exposure to Anisakids is by ensuring that fish is either thoroughly cooked or frozen prior to consumption. Council Directive 91/493/EEC also requires that all fish and fish products are subject to visual inspection (candling) during processing and all visible nematodes removed. Although there is no regulatory limit for Anisakids, an International Standard, Codex Alimentarius, recommends that fish be rejected if there are two or more visible worms in 1kg of flesh. However, candling does not always ensure adequate removal of all nematodes, particularly in thicker fillets of fish such as cod and monkfish.
205. To date, there have been few studies examining the levels of Anisakids in fish caught in Scottish waters. The most recent surveys relating to the prevalence of these parasites in Scottish fish involved the determination of *Anisakis* in cod and whiting flesh and date back to the 1970s. These studies indicated a significant increase in both the prevalence and intensity of *Anisakis* infection in cod between 1971 and 1979. To our knowledge, there is no historical data relating to Anisakid infection in other commercially relevant species of white fish landed in Scotland. There currently appears to be a gap in our knowledge concerning the prevalence of Anisakids in susceptible white fish species in Scottish waters, particularly monkfish.

Research Requirements

Anisakid nematodes

206. The Agency wishes to commission a scientific study to investigate the prevalence and infection rates of the Anisakid nematodes *Anisakis* and *Pseudoterranova* in monkfish and any other justifiable white fish species which may be similarly affected, captured in Scottish fishing grounds.
207. The candling procedure currently employed to visualise nematodes during processing should also be assessed for its ability to enable accurate identification and removal of Anisakids in the types of fish studied.

208. **Proposals** are therefore invited to:

Requirement Reference: **S14R0009**

Investigate the prevalence and infection rates of the Anisakid nematodes *Anisakis* and *Pseudoterranova* in monkfish and other relevant fish species captured in Scottish fishing grounds, and determine the efficiency of methods currently employed to remove these nematodes during processing.

Further Information

209. **Before preparing your proposals** please contact the named person below for advice and information on the specific scientific issues or the policy background/objectives:

Jacqui McElhiney, Scientific Branch, FSA Scotland

Tel: 01224 285121; Fax: 01224 285110

E-mail: jacqui.mcelhiney@foodstandards.gsi.gov.uk

210. Proposals should be sent, to be received **by 17:00 hrs on Friday 4 February 2005**, to:

E-mail: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Jacqui McElhiney
Scientific Branch
Food Standards Agency Scotland
St Magnus House
25 Guild Street
Aberdeen AB11 6NJ

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PROGRAMME S14 – RESEARCH, SURVEILLANCE AND MONITORING

Please note – the requirements in this section have an early deadline of Friday 17 December 2004.

Introduction

211. Energy and nutrient values are lacking for a number of foods produced and consumed mainly within Scotland, as well as food sold in Scottish fish and chip shops. In addition, there is no information regarding typical portion sizes of these products as sold.
212. The information obtained from this work will be used in diet and nutrition surveys and will be of use when monitoring progress towards the Scottish Dietary Targets as set out in the Scottish Diet Action Plan (see www.scotland.gov.uk/Topics/Health/health/19133/17710).

Research Requirements - Expressions of Interest

Energy and nutrient analysis and typical portion sizes of Scottish products

213. FSAS wishes to fund a project to provide up to date and reliable information on the typical portion size and the energy and nutrient composition of foods. These should be produced and consumed largely within Scotland including (but not restricted to) the following:
- Baked products – regional specialities such as Aberdeen rowies/butteries, Glasgow rolls, etc.
 - Meat products – e.g. lorne sausage, haggis, scotch pies, etc.
 - Other - e.g. mealy puddings, macaroni pies, etc.
214. The contractor(s) will be responsible for:
- Assisting FSAS in drawing up a detailed list of products for purchase and analysis (to be agreed by the FSAS).
 - Purchasing of the selected products.
 - Recording the typical portion weight of each product as sold.
 - Carrying out appropriate nutritional analysis (to be agreed with FSAS) of a representative sample of each of the foods included in the agreed list.
 - Reporting the results.
 - Collating all the sampling information from each product analysed and presenting this in a separate sampling report.
215. Applicants must obtain a specific application form for this requirement. This can be obtained from the named contact below. Once the Expressions of Interest have been assessed by the Agency a shortlist of applicants will be asked to complete full proposals.

216. **Expressions of interest** are therefore invited to:

Requirement Reference: S14R0010

Carry out nutritional analysis of foods produced and consumed largely within Scotland and to record typical portion sizes of these foods as sold.

Energy and nutrient analysis and typical portion sizes of takeaway foods from Scottish fish and chip shops

217. Information is lacking regarding the energy and nutrient content of foods sold by Scottish fish and chip shops. In addition, the portion sizes of foods sold can vary widely. As well as fish and chips, many other battered and deep fried foods are sold, including for example pizza.

218. FSAS wishes to commission a project to provide up to date information on typical portion sizes and the energy and nutrient content of takeaway foods sold in Scottish fish and chip shops.

219. The contractor(s) will be responsible for:

- Assisting FSAS in drawing up a detailed list of takeaway foods for purchase and analysis (to be agreed by the FSAS).
- Purchasing of the selected products.
- Recording the typical portion weight of each food as sold.
- Carrying out appropriate nutritional analysis (to be agreed with FSAS) of a representative sample of each of the foods included in the agreed list.
- Reporting the results.
- Collating all the sampling information from each takeaway food analysed and presenting this in a separate sampling report.

220. Applicants must obtain a specific application form for this requirement. This can be obtained from the named contact below. Once the Expressions of Interest have been assessed by the Agency a shortlist of applicants will be asked to complete full proposals.

221. **Expressions of interest** are therefore invited to:

Requirement reference: S14R0012

Carry out energy and nutrient analyses of takeaway foods purchased from Scottish fish and chip shops and to record typical portion sizes of these foods as sold.

Further Information

222. To obtain the application forms for **S14R0010** and/or **S14R0012** please contact:

Alana Furst, FSA Scotland

Tel: 01224 285116

E-mail: alana.furst@foodstandards.gsi.gov.uk

223. **Before preparing your expression of interest** please contact the named person below for advice and information on the specific scientific issues or the policy background/objectives:

Heather Peace, FSA Scotland

Tel: 01224 288361; Fax: 01224 288361

E-mail: heather.peace@foodstandards.gsi.gov.uk

224. **Expressions of interest** should be sent, to be received **by 17:00 hrs on Friday 17 December 2004**, to:

E-mail: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Heather Peace
Science Branch, 6th Floor
Food Standards Agency Scotland
St Magnus House
25 Guild Street
Aberdeen AB11 6NJ

**PLEASE READ CAREFULLY THE SECTION ENTITLED
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Guidelines for the Completion of Application Form RCU-A3 for Research and Survey Contracts with the Food Standards Agency

This document provides guidance to potential applicants on how to complete form RCU-A3.

The form must be used by external organisations when applying for research or survey contracts with the Food Standards Agency. The form is designed for project proposals involving single or multiple participants.

For each project proposal, applicants must submit **1 electronic copy** of the completed form in Word 97 format (as floppy disk, CD-ROM or as an e-mail attachment) plus **1 printed copy with original signatures**.

**THE LATEST VERSION OF THE RCU-A3 FORM (REV 08/04) MUST BE USED –
THIS CAN BE DOWNLOADED FROM THE WEBSITE AT:**

www.food.gov.uk/science/research/researchfunding/rrd

PLEASE COMPLETE THE FORM USING A FONT SIZE NO LESS THAN 12pt

The Application Form is divided into six discrete Parts:

The Proposal Overview

Part A Relevance to the research required by the Food Standards Agency

Part B Description of Scientific / Technological Objectives and Workplan

Part C Project Finances

Part D Suggestions for Appraisal Panel Members

Part E Declarations

Fields known as **Bookmarks** have been used throughout this form. **It is extremely important that these fields are not deleted or overwritten.** In order to view where these are in this document go to the 'Tools' menu, select 'Options' and check 'Bookmarks' in the 'View' tab. In some instances use of the Tab key to move between fields within the form will result in the over-writing of these bookmarks.

The text boxes used in the form are auto-expandable throughout. Tabbing between fields in text boxes within this form creates additional rows in the table rather than moving into the next section.

The use of the tab key to move into many fields within this form results in the Bookmarks being over-written. It is therefore advised that the cursor is used to click into fields, using the mouse. Some auto-correcting features of Word do not work effectively in some of the fields in this form. These include the Spell Check feature. In some sections the facility to perform a word count does not work, therefore in sections where a word count is required it is suggested that this be prepared within a standard Word document and then cut and pasted into the form.

Due to the nature of the Proposal document it is not possible to use the Footer to list references or footnotes. It is suggested that the Harvard Referencing System is used to provide references.

If problems are encountered, it is acceptable for the information requested to be appended on additional sheets.

Proposal Overview

Details for successful proposals presented in this section will be reproduced on the Research pages of the Agency website.

Full Project Title

The Full Title should reflect the aim of the project clearly and succinctly.

Working Title

A short working title of no more than 30 characters (including spaces) should be given. The short working title should appear on each page of the proposal to prevent errors during handling.

Requirement Reference Number

Each requirement has a unique reference number that must be clearly quoted on the RCU-A3 form, e.g. Q01R0003. This is automatically assigned by our research management system REMIND.

Project Lead Contractor

This is the person responsible for the project proposal who acts on behalf of all the participating organisations in a project consortium. If successful, the contracting organisation or the Lead Contractor will take overall responsibility for delivery of the agreed work plan, for themselves and other participants, and for the financial aspects of the project. This will include administering any payments to other participants or sub-contractors in the project.

Proposal Summary

The summary should be written by the project Lead Contractor and should provide the reader, at a glance, with a clear understanding of the proposal's objectives, how the objectives will be achieved and their relevance in the context of the issue being addressed. The summary should be written in plain text and should use no more than 1000 characters, including spaces.

Applicants should note that it will not be possible to process applications in the absence of a proposal summary.

Summary of Total Estimated Costs, including VAT

This should include the costs for all participants of the proposed work that will be paid for by:

- the Food Standards Agency,
- bodies other than the Agency including EU funding, and
- 'in-kind' contributions, expressed as cash value, as appropriate.

The latter could include consultancy / person time not costed for in the proposal or samples of materials donated for use in the project.

If any contractor or participant expects to charge VAT for any part of the work, the costs must be clearly stated as the cost excluding VAT, the VAT chargeable and the cost including VAT. **VAT charges not identified in the proposal or included in any resulting contract will not be paid by the Agency.**

Please note: the Agency is not able to provide advice or opinions to applicants on the nature of the supply to the Agency nor on the status of any supplies made to the contractor by their own subcontractors. It is the responsibility of the contractor or participant to confirm the nature of their supply to the Agency with their own Finance Department or their local VAT office if there is any doubt as to the nature of the supply being made.

If the Agency is concerned about the nature of the VAT being levied on the Agency, the Agency may require the applicant to obtain written confirmation from HM Customs.

Part A – Relevance of the proposed work to the Food Standards Agency's requirements

This part of the form should be a maximum of 2 sides of A4 single-spaced typescript and should:

- describe the scientific or technical problem being addressed in the proposal;
- summarise the state-of-the-art in the research area;
- explain the scientific and technological basis for the work proposed; and
- explain in what respect the project advances the state-of-the-art in the area or may be expected to provide the information or outcome indicated by the requirement.

Part B – Description of Scientific / Technological Objectives and Workplan

If the proposal is successful, information detailed here will form the Scope of Work section of the research contract.

Please therefore, restrict your entry to the salient points and set these out clearly and concisely.

The description of the scientific/technological objectives and workplan should not exceed 25 pages and should be written in the third person. It should detail:

- the objectives and expected achievements;
- the approaches and research plan;
- project milestones;
- project deliverables;
- the role of participants;
- project management; and
- exploitation and dissemination plans.

B1. Objectives and Expected Achievements

This section should detail the scientific / technological objectives which the project may be expected to achieve, expressed in a measurable and verifiable form. All objectives declared should be numbered (e.g. 01, 02, 03).

Vague expressions such as 'several experiments will be conducted' or 'the performance will be improved' should be avoided. Instead use statements that are specific and measurable, such as 'Complete a review of,', 'Evaluate and compare results obtained from,', 'Develop a standardised method to determine X in Y, with supporting validation data in accordance with,'

This section should describe the progress to be expected with regard to the state-of-the-art, as well as the different tasks to be carried out.

B2. Approaches and Research Plan

This section should detail the experimental approach(es) that the applicant proposes to use to realise the scientific objectives detailed in Section B1, and set out the proposed workplan for the life of the project. Approaches should be numbered in the same way as the objectives.

The Approaches and Research Plan should provide details of the tasks and sub-tasks that are necessary to realise the scientific objectives detailed in Section B1. For each task and sub-task the following information should be provided:

- The task or sub-task number.
- Which participant(s) will be involved in the task or sub-task.
- The estimated person-months of effort required for completion of task or sub-task.
- The estimated duration of the task or sub-task.
- An overview of the methodology to be used, including statistical design and analysis as required.
- Details of any links or interdependence of tasks with others tasks, i.e. how does the task relate to other tasks in the project?

Once all tasks and sub-tasks are described in this way, please include a flow chart (e.g. a Gantt Chart or PERT Chart) to illustrate the flow of information between tasks and sub-tasks to facilitate an at-a-glance panoramic view of the project.

B3. Project Milestones

Milestones are the key points within the lifetime of a contract where significant events occur or are achieved within the project. As for project objectives, avoid milestones that are difficult to report on. Proposed milestones defined in this section should cross-reference to the project flow chart(s). It is suggested that a maximum of 6 milestones are set for each year of a project.

Each milestone should relate to one scientific objective, i.e. the milestones for objective 01 should be numbered 01/01, 01/02 etc., so that:

Milestone 01/02 is Objective 1/Milestone 2, and

Milestone 02/01 is Objective 2/Milestone 1.

Each milestone title should not be more than 100 characters (including spaces); a description is optional.

With regard to timing of milestones (and their related deliverables), if a particular output is due at the end of a financial or project year, the milestone date should be e.g. 31 March, and not 1 April. The success in meeting this milestone will then appear in the first Annual Report for the project.

Where work is seasonal, please express milestones in day, month and year form (e.g. 31/07/2004). If work is not seasonal, please express milestones in day, month and year form **and** in terms of the number of months from the proposed start date e.g. month 15.

B4. Project Deliverables

A deliverable is a measurable output or proof/evidence that a milestone has been achieved, for example the production of an interim report.

A list of all deliverables by participant, task, sub-task and year in the project must be included in this section. The management of the project, as well as the evaluation of the project's progress, will be heavily based upon this list of deliverables.

Items to be integrated in this list may include:

- periodic reports containing all results and conclusions from tasks and sub-tasks;
- production of minutes of all meetings (e.g. symposia, project presentation meetings) or workshops related to the project;
- all publications produced during the project;
- presentation material such as pictures, slides, transparencies, graphs, etc.;
- production of a standard operating procedure; and
- the final project report ,including a report of how the project results have been or are to be reported.

B5. Role of Participants

This section should give details of the involvement and responsibilities of the main participants in the project.

NB – In this sense the term participants is taken to mean the organisations involved in the project (including the project Lead Contractor, other collaborators and any

major sub-contractors) and not individuals. Key individuals and their role in the proposal can be identified in Part C, section PP1.

The information in this part of the form is important as it is used to assess two of the selection criteria; 'skills and resources of contractor' and 'cost of work'.

For each participant the following information should be provided:

- the participant's name;
- the objectives of that participant within the project;
- their involvement in the project on a task-by-task basis, including sub-tasks;
- a summary of staff effort, per grade, per year; and
- a timetable of planned research activities by participant.

B6. Project Management (inc quality assurance)

In this section the project Lead Contractor should describe how the progress of the project will be managed, which will include aspects such as the decision-making structures and the communication flow and co-ordination of tasks between consortium members.

Full details should be given of the measures that will be taken to manage and assure the quality of the work. This should include information on the quality assurance (QA) systems, of both the research processes and science, that have been implemented or are planned, and should be appropriate to the work concerned. You should also describe any specific measures that will be used and how these will be implemented, including the assessment criteria to be used for the final evaluation of project results. All QA systems and procedures should be clear and auditable, and may include compliance with internationally accepted quality standards, e.g. ISO 9001, ISO17025, UKAS accreditation or GLP. Details of current analytical performance and/or participation and recent satisfactory performance in a proficiency scheme such as FAPAS should be given where relevant and available. Applicants are also required to acknowledge they are aware of the new Joint Code of Practice for Quality Assurance in Research. They should use its provisions as the basis for information provided in this section.

From 1 June 2004, it is expected that all successful applications for Agency-funded research will be performed in compliance with the requirements of the Joint Code of Practice for Research. The Agency reserves the right to audit projects against the Code. Applications will **not** be automatically rejected if the project cannot be performed under quality assurance measures that fully meet the Code's requirements. However, you will need to specify in this section which quality assurance measures you feel are not yet in place (or are not relevant) and, where appropriate, state the remedial actions you intend taking to ensure future compliance and the timescale in which these will be addressed to meet the Code's requirements. Where quality assurance measures require development, appropriate interim project management arrangements should be outlined with the project milestones. These factors will be taken into account in appraising this proposal and managing the project if the proposal is successful.

The Principle Investigator is responsible for all work carried out in the project, including work supplied by **sub-contractors**. You should therefore assure yourself

that the contribution they provide to the project is carried out in accordance with your stated compliance with the Code of Practice.

The proposal should also indicate, and if necessary clarify, how any legal aspects such as Intellectual Property, ethical considerations and management of local ethical requirements, and applicable regulations and health and safety issues will be taken into account. Applicants are reminded that, where appropriate, the need to obtain clearance for proposed work from local ethics committees is the responsibility of the contractor who will carry out the work.

For surveillance projects: applicants are asked to provide information regarding the performance characteristics of the methods to be used in the exercise, e.g. limit of detection, accuracy, precision etc., and full details of the quality assurance measures used in their laboratories;

- Laboratories should confirm how they can or intend to comply with the specifications described and give details of the measures to be used. These requirements extend to both the laboratory as a whole and to the specific analytical determinations required in the surveillance exercise;

- Further information on these requirements are detailed in the most recent edition of the *Guidelines for Food Standards Agency Technical Surveys*. This is available from our website at: www.food.gov.uk/science/surveillance/guidefsatechsurv/ Please contact Dr Wendy Matthews (Chemical Contaminants and Animal Feeds Division, Tel: 020 7276 8707; E-mail: wendy.matthews@foodstandards.gsi.gov.uk) for further advice.

B7. Exploitation and Dissemination Plans

This is an important part of the proposal. It is assessed by the Appraisal Panel under the criterion 'provisions for dissemination and intellectual property' and therefore it is important to pay sufficient attention to this part of the form.

It is always applicable because if the research findings are not to be communicated to somebody, it is not worth undertaking. You should think carefully about why the Agency is contracting the research (refer to the requirements) and decide how your proposal could deliver results and communicate them to the relevant and appropriate people and organisations in as cost-effective manner as possible. Provide as much detail as possible on what will be delivered.

The project Lead Contractor should describe, in concrete terms, plans for the dissemination and / or exploitation of the results for the consortium as a whole and for the individual participants. Details should include anticipated numbers of publications in refereed journals, trade journals or the press, presentations or demonstrations to the scientific community, trade organisations and internal reports or publications.

You may plan to make reports available on the internet. This may well be useful, but it does not remove the requirement for participants to think how best to target the research output to relevant groups.

NB – Permission to publish or to present findings from work supported by the Agency must be sought from the relevant Agency staff (i.e. the Project Officer) in advance. The financial support of the Agency must also be acknowledged.

The Exploitation and Dissemination Plans section should demonstrate the credibility of the partnership for exploitation of the results and explain the partnership's policy in

respect of securing patents or granting licences for the technology (if applicable). It should deal with any possible agreements between the partners to extend their co-operation in the exploitation phase and with relevant agreements with companies, in particular users, external to the partnership.

Part C – Project Finances

If the proposal is successful, information detailed here will form the Pricing Schedule section of the research contract.

FA1 - Proposal Cost Summary

The Lead Contractor should complete form FA1 Proposal Cost Summary, which collates the costs for all participants and summarises them in a single table.

FA2 - Participant Cost Summary

Each member of the project consortium (including the project Lead Contractor and any major sub-contractor) is required to complete a separate form FA2, Participant Cost Summary, which details each participant's individual costs, **including any VAT that is to be charged.**

NB - Once a cost for the project has been agreed with the Agency and an agreement signed, no increase in cost for the specified work will be considered.

Pay Costs

You should include the costs of the personnel that will be working directly on the project. Your costing must provide a detailed breakdown showing for each person separately:

- the amount of staff time (e.g. number of days, months or years) by grade / salary bands for each year of the project, including staff to be recruited;
- the proposed annual salary (including Weighting Allowances, employers NI and Superannuation) and salary spine point (i.e. pay band) of each person during each year of the project.

NB - An explanation should be given where the staff effort increases or decreases during the life of the project. In appropriate cases, the Agency is willing to accept pay calculations on the basis of average pay costs. In this event you should indicate the average pay used for the grade(s) in question.

Inflation

If the project is submitted through competition, a percentage to cover inflation can be built into the price, but please bear in mind that overall cost is a factor in the selection process.

If the project is not submitted through competition, costings must be submitted at current prices, and the Agency will add an allowance for inflation in line with the Treasury's forecast of GDP deflator.

Consumables

These are essentially scientific laboratory supplies, such as glassware and chemicals, costing individually up to £2,000 in value and purchased from third parties, that will be used by the project. Please list separately all consumable items of significant value to be purchased specifically for the proposed project, including quantities where possible.

NB – Overheads may no longer be applied to project consumables.

This is a significant change from the past, and applicants are strongly advised to take this into consideration when preparing their proposal costing.

Equipment

This relates to any item of capital equipment which is a fixed asset costing over £2,000, which is expected to yield continuous service beyond the year in which it is purchased. It includes items such as scientific and information technology equipment. **The equipment must be essential to the project.** Three quotations **must** be obtained for each item of equipment.

For new equipment the Agency will only pay that proportion of its working life (normally 5 years) to which it is used solely on the project. In other words, if a project is of 3 years duration, the Agency will pay 3/5 of the equipment cost spread evenly over the 3 years (i.e. 1/5 each year). Where equipment has a useful life of more than 5 years and / or is used for other purposes, you should make an appropriate reduction in the annual cost charged to the Agency.

Where new equipment is required please give details of the make, model, price and the year when each item is to be purchased and its purpose. Likewise, please indicate when equipment is to be leased from the manufacturer and give details of the costs of rental for each year.

A piece of equipment may need to be allocated full-time to a project. In such a case, the fact that an organisation owns a similar piece of equipment for use on other projects does not remove the need here for the purchase or hire of the equipment, although the usual rules on the amount or proportion to be paid will apply. It is however for the project participant to justify such a purchase.

If the requirement for the equipment is agreed as a part of the eligible project costs, you will be asked to provide the Agency with the following, as appropriate:

- the original written quotations obtained from three different suppliers.
- the original purchasing invoice or top copy of the rental agreement.

These documents will be returned immediately after a copy has been taken;

NB - In cases where it can be shown that the technical specification of equipment precludes all but a single supplier, a single written quotation will be acceptable, subject to the prior agreement of the Agency.

Travel Expenses

Eligible travel costs are those that are essential for the conduct of the project and for its effective management and co-ordination between its participants.

General visits to conferences and similar functions in the UK or elsewhere and any foreign visits **will not** normally be regarded as an eligible cost. Exceptionally,

however, such costs may be included where you can demonstrate to the Agency's satisfaction that the visits are **integral and essential** to the project.

Where travel costs are necessary, please provide details of their frequency, purpose, destination, the mileage and rate per mile (for road travel), air or rail fares, and number of persons travelling.

Each research Programme usually holds an annual workshop for the contractors engaged in its projects. The terms of the research contract expect the contractor to attend these workshops and, if necessary contribute or make a presentation of their work to them. Travel costs (and if necessary subsistence) for the project Lead Contractor and any other person who may need to accompany them for one journey per year to the Agency or the designated location for a seminar or workshop should be included.

Overheads

Overheads are defined as central and departmental costs that underpin the research establishments or activities, and other indirect costs that cannot readily be uniquely assigned to particular research projects. These may typically include the following:

- financial services (finance, accounting, tendering, marketing);
- personnel services;
- staff facilities (transport, health and safety, training, welfare, laundry);
- departmental services (administration, library, secretarial, printing, minor stores items, laboratory and workshop support);
- staff management, and cover for maternity and long-term sickness leave.

Please include details of the method used to calculate the overhead rate that is applied and list **separately** the items covered. The overhead rate should be expressed as a percentage of direct costs only i.e. payroll costs including weighting allowances, employer's NI contribution and superannuation.

NB – Overheads may no longer be applied to project consumables.

This is a significant change from the past, and applicants are strongly advised to take this into consideration when preparing their proposal costing.

Sub-contracts and Consultancy

You should show that the involvement of all sub-contracts or any consultancy work is essential to the success of the project. Any costs under this heading must be identified separately. Please detail **separately** the component parts of any consultancy or sub-contract, including pay costs, consumables, equipment, travel expenses, overheads and other costs which have been included.

Sampling

Potential contractors for surveillance work should liaise directly with the Food Standards Agency contact person specified in the requirement to ascertain the numbers and types of samples required.

Other Costs

You should include here any costs related to the proposed work that do not readily fit under the headings provided e.g. laboratory / analytical services, laboratory animals, servicing of equipment, any non-equipment rental charges, equipment costing less than £2000, recruitment costs, computer software, stationery items, student registration fees and glasshouse heating. These must be listed individually and include a short explanation of the need and purpose of all the items you list.

VAT

Businesses who are registered for VAT must include their registration number and the full amount of VAT to be charged to the Agency.

NB – Do ensure that all VAT that applies to the work proposed is included and clearly identified. If VAT is not identified and is subsequently not specified in the resulting contract agreement (in the Pricing Schedule) the Agency will not pay the additional cost.

Please note that the Agency is not able to provide opinions to potential contractors on the nature of the supply to the Agency nor on the status of any supplies made to the contractor by their own subcontractors.

It is the responsibility of the contractor or participant to confirm the nature of their supply to the Agency with their own Finance Department or their local VAT office if there is any doubt as to the nature of the supply being made.

If the Agency is concerned about the nature of the VAT being levied on the Agency, the Agency may require the applicant to obtain written confirmation from HM Customs.

Ineligible Costs

The following are excluded from eligible costs:

- interest charges;
- hire purchase interest and any associated service charges;
- profit earned by a subsidiary or by an associated undertaking on work sub-contracted under the project; and
- recoverable VAT (an allowance may be negotiated with organisations with limited scope for recovery of input VAT).
- contingency allowances expressed as an arbitrary percentage overall addition to eligible costs.

PP1 - Participant Profile/Information

Again, each participant or member of the project consortium (including the project Lead Contractor and any major sub-contractor) is required to complete a separate form PP1 Participant Profile/Information. This provides factual information about the participant's establishment and their named contact for the project. You should also give the names and details of any specific named members of staff who will be playing a significant part in the participant's contribution along with any recent and relevant publications.

Part D – Suggestions for Appraisal Panel Members

In this section you are invited to suggest the names of up to three individuals who would be appropriate to assess the quality of proposals received in response to a specific requirement.

The Agency will appoint an Appraisal Panel to assess all of the proposals received for a specific requirement and make informed decisions on which is the proposal most suited to the Agency's specific research requirement needs.

The Agency will be grateful for any suggested names. However, please do note that the Agency will be under no obligation to use all or any of these individuals suggested.

NB – provision of this information is **NOT** obligatory. If names are not suggested, this will not count for or against the proposal when it is appraised.

Part E – Declaration

The project proposal form should be signed by both the Project Leader's Head of Department and Administrative Authority. This confirms that they:

- agree to and authorise the offered commitments to the Agency in the proposal;
- that they have read and are content to comply with the Agency's standard Terms and Conditions; and
- they are aware of the provisions of the Joint Code of Practice for Quality Assurance in Research and the project will be undertaken in compliance with the Code (or suitable interim measures have been described).

Any queries or requested deviations or variations from the Agency's standard terms and conditions should be recorded, in writing, as an annex to the proposal.

Before you submit your application –

- Ask somebody who is not associated with preparing the bid to review your proposal against the published requirements using the selection criteria.
 - Do they find the proposal easy to follow?
 - Is adequate information provided to assess the proposal against the criteria?
 - Consider their comments and decide whether the proposal needs amending before submitting it to the Agency by the stated deadline.
 - And remember, quoted deadlines for receipt of proposals are not negotiable and cannot be extended. Proposals received after the deadline specified cannot be considered.
-

Application Form for Research and Survey Contracts with the Food Standards Agency

| | |
|--|--------------|
| Proposal Full Title | Please refer |
| Proposal Date | 02/07/20 |
| Requirement Reference Number (from requirements section) | Please refer |
| Contact Reference Number (if known) | Type of link |

FOR INFO ONLY

- Applicants should complete each part of this form as fully and as clearly as possible
- This form should be completed in conjunction with the 'Form Completion Guidelines'
- Note – bookmarks have been inserted in this form for compatibility with the FSA's new electronic research management system. Please do not submit proposals using a previous version of the form.
- To show bookmarks select the 'Bookmarks' option in Tools/Options.
- When submitting your application please ensure an electronic copy of this form is sent by email to FSA_Remind@foodstandards.gsi.gov.uk

| For Agency Use Only | |
|---------------------|--|
| Proposal Code | |
| Date Received | |

PROPOSAL OVERVIEW

If the proposal is successful, information detailed in the Proposal Overview section will be posted on the research pages of the Agency website.

| | |
|---------------------------|------------------|
| Full Project Title | Please type here |
| Working Title | Please type here |

Project Lead Contractor

| | | | |
|-------------------------|------------------|---------------|------------------|
| Name | Please type here | | |
| Organisation | Please type here | | |
| Department | Please type here | | |
| Address | Please type here | | |
| Telephone number | Please type here | Number | Please type here |
| Email | Please type here | | |
| Website | Please type here | | |

Proposal Summary (max. 1000 characters)

Please type here

| | | | |
|-----------------------------|------------------|----------------------------|------------------|
| Duration (in months) | Please type here | Proposed Start Date | Please type here |
|-----------------------------|------------------|----------------------------|------------------|

| Summary of Total Estimated Costs (including VAT) | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|-----------|
| Research Purchasers | Project Year 1 | Project Year 2 | Project Year 3 | Project Year 4 | Project Year 5 | TOTAL (£) |
| Food Standards Agency | 000 | 000 | 000 | 000 | 000 | 0 |
| Other than the Agency | 000 | 000 | 000 | 000 | 000 | 0 |
| 'In kind' | 000 | 000 | 000 | 000 | 000 | 0 |
| TOTAL COST Inc-VAT (£) | | | | 0 | 0 | 0 |

PART A – RELEVANCE TO THE RESEARCH REQUIRED BY THE FOOD STANDARDS AGENCY

Please type here

PART B – DESCRIPTION OF SCIENTIFIC / TECHNOLOGICAL OBJECTIVES AND WORKPLAN

If the proposal is successful, information detailed here will form the scope of Work section of the research contract.

B1. Objectives and Expected Achievements

| Objective No. | Objective Description |
|---------------|-----------------------|
| 01 | |
| 02 | |
| 03 | |

B2. Approaches and Research Plan

| |
|--|
| |
|--|

B3. Project Milestones

| Milestone No. | Target Date | Milestone Title |
|---------------|-------------|-----------------|
| 01/01 | | |
| 01/02 | | |
| 02/01 | | |

B4. Project Deliverables

| Deliverable Number | Target Date | Deliverable Title |
|--------------------|-------------|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

B5. Role of Participants

Please type here

B6. Project Management (including Quality Assurance)

Please type here

B7. Exploitation and Dissemination Plans

Please type here

PART C – PROJECT FINANCES

If the proposal is successful, information detailed here will form the Pricing Schedule section of the research contract.

The project Lead Contractor should complete form FA1 (Proposal Cost Summary), which collates the costs for all participants and summarises them in a single table.

Each member of the project consortium (including the project lead contractor and any major sub-contractors) is required to complete form FA2 (Participant Cost Summary), which details each participants' individual costs.

If the proposal is successful, the project lead contractor will be required to collate the financial details for all participants in the project consortium into a Pricing Schedule, which will form part of the research contract.

FA1 - PROPOSAL COST SUMMARY

| Participant Name | Project Year | | | | |
|--|--------------|------------|------------|------------|------------|
| | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Yearly Cost, ex-VAT (£) | 0 | 0 | 0 | 0 | 0 |
| VAT (£)² | | | | | |
| Total Yearly Cost, incl-VAT (£) | | | | | |

¹ List the organisations involved in the project starting with the project lead contractor

² Specify all VAT that may be charged by any participant

FA2 - PARTICIPANT COST SUMMARY ³

Participant Name

Are you registered for VAT? (YES or NO)

If YES, what is your registration number?

| | Project Year | | | | |
|--|--------------|------------|------------|------------|------------|
| | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) |
| Pay Costs | | | | | |
| Consumables | | | | | |
| Equipment | | | | | |
| Travel Expenses | | | | | |
| Overheads | | | | | |
| Sub-contracts and consultancy | | | | | |
| Sampling | | | | | |
| Other Costs | | | | | |
| Total Yearly Cost, ex-VAT (£) | | | | | |
| VAT (£)⁶ | | | | | |
| Total Yearly Cost, incl-VAT (£) | | | | | |

³ One form should be completed for each proposed participant / organisation

⁴ The method of calculation of the overhead rate and the items covered should be listed separately

⁵ To be completed for surveys

⁶ Specify all VAT that may be charged by any participant

PP1 - PARTICIPANT PROFILE / INFORMATION ⁷

Organisation Details

| | | | |
|------------------|--|------------|--|
| Organisation | | | |
| Department | | | |
| Address | | | |
| Telephone Number | | Fax Number | |
| Participant Role | | | |
| Short Name | | | |

Authorised Person

| | | | |
|-----------------------------------|--|------------|--|
| Title (Mr, Mrs, Ms, Dr, Prof etc) | | | |
| Family Name | | | |
| First Name | | | |
| Telephone Number | | Fax Number | |
| Email | | | |

Project Staffing

Please list the names and grades of staff who will work on the project together with details of their specialism and details of their 5 most recent relevant published papers.

| |
|--|
| |
|--|

⁷ One form per participant / organisation

PART D – SUGGESTIONS FOR PROJECT APPRAISERS

In the table below, you are invited provide the names of **up to three** individuals who you feel would be appropriate candidates to appraise this proposal.

This information can help Agency staff to identify experts with appropriate expertise while avoiding difficult conflicts of interest.

Please note that:

- (i) provision of this information is **not** obligatory,
- (ii) whether or not you suggest potential appraisers will count for or against your proposal, and
- (iii) the Agency is under no obligation to use all or any of the individuals named for the appraisal of this proposal or those submitted for the same proposal: the Agency's relevant Panel Decision remains responsible for the final decision of appraisers.

| | Suggestion 1 | Suggestion 2 | Suggestion 3 |
|--|--------------|--------------|--------------|
| Name | | | |
| Organisation (Affiliation, status) | | | |
| Contact address | | | |
| Contact telephone | | | |
| Contact email | | | |
| Area of expertise | | | |

PART E – DECLARATION

PLEASE NOTE: This application should be submitted by / through:

- (1) The Head of Department of the Project Leader; and
- (2) The person who will be responsible for administering any monies (invoicing the Agency and/or paying other parties).

Both should sign the following declaration:

I confirm that:

- (a) I have read the application in the Agency's standard Contractual Terms and Conditions;
- (b) The grant will show the application to third parties for the purposes of obtaining expert opinions or scientific merits;
- (c) If successful the work will be accommodated and administered in our Organisation in accordance with the Agency's contractual arrangements. The staff grades and salaries quoted are correct and in accordance with the normal practice of this Organisation;
- (d) I am aware of the provisions of the Joint Code of Practice for Quality Assurance in Research, have read the guidance notes relating to Section B6 of this form and; (please tick one of the following)

The project will be completed in compliance with the measures laid out in the Joint Code of Practice for Research. Section B6 contains details of the Quality Assurance measures that will be in place;

OR

Appropriate Quality Assurance procedures to meet all of the requirements of the Code of Practice will not be fully in place at the proposed start date of this project. Section B6 of the application form contains the required details for interim arrangements.

- V. I understand that the Agency has the right to inspect our procedures and practices against the requirements of the Code of Practice, and that I may be asked to provide documentary evidence of our working practices or provide access and assistance to auditors appointed by the Funding Body.

If any part(s) of the standard agency Terms and Conditions is / are unclear or unacceptable, then this should be declared in writing as an Annex attached to this proposal.

(1) Head of Department

Signature Date

Name

Organisation

(2) Administrative Authority (the person who will be responsible for administering any payments)

Signature Date

Name

Position

Organisation

Full postal address

Postcode

Telephone No.
Fax No.

Ext.

Name of Project Leader

Full postal address of Project Leader

Postcode

Telephone No.
Fax No.

Ext.