



Research Requirements Document

Issue 18

Requirements for Research and Surveys

June 2005

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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 and food quality issues.

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

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

Managing Research Projects

15. 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.
16. 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 (REMIND) database. This system enables the scientific progress of the project to be monitored against agreed milestones and project expenditure to be compared with budgets.
17. 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

18. 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.
19. 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

20. 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.

21. 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>

22. 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.

23. 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

24. 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

25. 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

26. 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.
27. 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.
28. 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.
29. 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)
30. 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 600 5522 or visit website: www.tso.co.uk

31. Such surveys provide opportunities to examine changes in dietary habits and food choice in relation to health measures, lifestyles, social circumstances and mortality. Gillian Swan, Nutrition Division (Tel: 020 7276 8912; E-mail: gillian.swan@foodstandards.gsi.gov.uk) can provide prospective contractors with further information and advice on using survey data.
32. 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.

33. 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

34. 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

35. 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 9 September 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

36. 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 9 September 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
Thursday 30 June 2005	Research Requirements Document published
Friday 9 September 2005	Closing date for receipt of proposals (<i>unless otherwise specified in the text</i>)
Friday 23 September 2005	Receipt of proposals acknowledged
October 2005 - December 2005	Applicants should expect to receive appraisers' comments and requests for clarification
Friday 30 December 2005	Applicants informed of the outcome of the appraisal of their proposals

Appraisal of Proposals

37. 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.

38. All Applicants will be informed of the outcome of the assessment process **by Friday 30 September 2005**.
39. 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

40. 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.

41. 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.
42. 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.

43. 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. 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.
44. If the Agency feels that elements of the proposed work programme are expensive or overpriced but that the proposal has other merits, it may seek to negotiate with the Contractor to explore appropriate options that can reduce some costs. Ultimately, however, proposals whose overall cost is considered high compared to others that offer comparable are likely to be considered less favourably.
45. 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

46. The Agency aims to promote the effective transfer of new technology arising from Agency-funded work through the Intellectual Property Rights (IPR) system.
47. 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.
48. 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

49. 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.

50. 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.
51. 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

52. 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.
53. 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

54. 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.
55. 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 – June 2005

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
Food Allergy	Review of the current understanding of mechanisms by which gluten affects gut mucosa in coeliac individuals, including thresholds.	3-6 months
	Research to understand further the route and timing of exposure on the acquisition of allergic sensitisation to food proteins.	3-6 months
	Investigations into the intrinsic and extrinsic factors that affect the severity of a food allergic reaction.	3-6 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.	12-18 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	Further research in the programme area of organic waste to land is being considered based on the outputs and recommendations from the research programme review. Research on areas such as irrigation water may be required.	Within the next 12 months
Nutrition	Research within the Agency's diet and cardiovascular health programme	6-12 months
	Research within the Agency's nutrition status and function programme	6-12 months

Transmissible Spongiform Encephalopathies (TSEs)	Development and validation of rapid tests for use in the surveillance of live animals for the presence of TSEs	6–9 months
	Risk analysis – evaluate the risk to consumers from the presence of BSE and other TSEs in meat or products derived from food animal species.	6-12 months
	Validate and correlate chemical or biochemical tests for TSEs against live animal bioassays to determine the infectivity of tissues containing a TSE infection.	9-12 months

Longer-term Strategic Direction

63. In the longer term, potential contractors will wish to note that in December 2004 the Agency published its Strategic Plan for the years 2005-2010. The Strategic Plan has implications for our future research priorities.
64. The Strategic Plan 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/news/newsarchive/2004/dec/strategicplan

RESEARCH AND SURVEYS

PROGRAMME A03 – CHEMICAL CONTAMINANTS FROM FOOD CONTACT MATERIALS AND ARTICLES

Introduction

66. 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.
67. 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.
68. 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. All of the results are published and the 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 Requirement

Determination of latex allergens in food contact materials

69. The Agency recently published a report on a project entitled 'Assessment and quantification of latex protein (LP) transfer from LP containing contact materials into food and drink products' (A03043).
70. This work comprised: an information gathering exercise to determine the use of latex in food contact materials and articles; and a modification of commercially available kits (FitKit ELISAs) to determine if latex allergens were present in such materials and if so whether they could be transferred to foods.
71. A modified protocol was developed for four latex allergens (Hev b1, Hev b3, Hev b5 and Hev b6.02) which was capable of semi-quantitatively measuring these allergens at low concentrations (5-10 ng/ul).
72. Work is now required to improve the test method and make it a Single-Laboratory validated, robust analytical technique. It is envisaged that this work will concentrate on cold seal adhesive and bakery release film applications involving confectionery, dairy and pastry products. This would comprise four stages:
 - Improve the method, particularly for the recovery of Hev b1 and Hev b3.

- Validate the method following IUPAC Harmonised Guidelines for a Single Laboratory Validation of Methods of Analysis as closely as possible.
 - Perform a check exercise involving a second laboratory.
 - Test the method under food manufacturing conditions.
73. Copies of the A03043 project report and the ELISA modification step are available on request from the Agency.
74. **Proposals** are therefore invited for:

Requirement Reference: **A03R0004**

Validation of enzyme linked immunoabsorbent assay (ELISA) for the determination of latex allergens in food contact materials and associated foods.

Further Information

75. **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

Tel: 020 7276 8541; Fax: 020 7276 8514

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

76. Proposals should be sent, to be received **by 17:00 hrs on Friday 9 September 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 B15 - REDUCTION OF CAMPYLOBACTER AND SALMONELLA IN POULTRY

Introduction

77. The Agency has set a target of reducing foodborne disease by 20% by 2006 and to further reduce foodborne illness over the next five years (2005-2010). As campylobacter is responsible for the majority of cases, it is clear that to achieve the target action needs to be focused on this organism. Further, while it is accepted that there may be a number of routes by which humans are exposed to campylobacter, there is strong evidence that the most significant is the presence of this organism on chicken.
78. The Agency has set a new target to work with industry to achieve a 50% reduction in the incidence of UK produced chicken testing positive for campylobacter by 2010. The B15 research programme has a specific focus on poultry and campylobacter in support of the reduction target. Other Agency work, such as the ongoing Food Hygiene Campaign, will no doubt have an effect on reducing the levels of chicken-related campylobacter illness. However, the Agency believes that this can be significantly enhanced by the introduction of specific control measures at the farm and, perhaps in the future, the slaughterhouse, with the intention of minimising the number of campylobacter contaminated birds entering the retail market. The Agency supports the Advisory Committee for the Microbiological Safety of Food (ACMSF) view that rigorous application of biosecurity measures combined with high standards of stockmanship and attention to good flock health can make a significant impact in reducing levels of campylobacter in housed broiler flocks.
79. Although the vast majority of chickens are produced indoors, i.e. in poultry houses, a small but significant proportion are reared outside (free range, organic). It is obvious that maintenance of biosecurity in these extensively reared flocks is much more challenging, and it is not unexpected that the available evidence suggests they are more likely to be campylobacter positive than flocks reared indoors. As many of the measures for control of campylobacter in housed birds are unlikely to be applicable to extensively reared chickens, the Agency is considering alternative approaches to the control of campylobacter in extensively reared flocks. This may involve the promotion of existing good practice and/or the development of innovative approaches.

Research Requirements

Campylobacter control in extensively reared flocks

80. Following an earlier call for research proposals, the Agency is already commissioning work on novel ideas for control of campylobacter in extensively reared flocks. The Agency would now like to complement that programme of work by seeking proposals to review on-farm practices which may reduce campylobacter in extensively reared birds. It is expected that proposals will include a full audit of current systems to identify practices which may be effective in reducing campylobacter. Applicants are encouraged to take account of the latest research findings on the sources of campylobacter in the

poultry farm environment. It is expected that the review should be completed within a twelve month period, although longer term proposals will be considered if appropriate justification is provided.

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

Requirement Reference: **B15R0003**

Review current practices to control infection in extensively reared flocks and make recommendations for good practice for campylobacter control.

Further information

82. **Before preparing your proposals** please contact Dr Linden Jack for advice and information on the specific scientific issues or the policy background/objectives:

Dr Linden Jack, Microbiological Safety Division

Tel: 0207 276 8941; Fax: 0207 276 8907

E-mail: linden.jack@foodstandards.gsi.gov.uk

83. Proposals should be sent, to be received **by 17:00 hrs on Friday 9 September 2005**, to:

Email: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Helen Prangley
Microbiological Safety Division
Food Standards Agency
Room 816C, Aviation House
125 Kingsway
London WC2B 6NH

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

PROGRAMME C02 – CHEMICAL CONTAMINANTS FROM FOOD PRODUCTION

Introduction

84. A significant group of chemical contaminants can occur in food as a result of environmental contamination. These include heavy metals, e.g. mercury and lead, and organic compounds, e.g. polycyclic aromatic hydrocarbons (PAHs), dioxins and polychlorinated biphenyls (PCBs). Some occur naturally in the environment, others may persist as a result of past or present industrial activities and pollution. The Agency regularly commissions surveys to assess the overall risk to food consumers from these contaminants, and to provide a scientific basis for measures to protect consumers.

Survey Requirements

PAHs in smoked foods and dried fruit

85. The European Commission introduced the first regulation for PAHs in April 2005, setting maximum permissible levels for benzo(a)pyrene (BaP) in a range of foods including smoked fish and smoked meat. The Commission intends to review this regulation in 2007 with a view to extending the range of PAHs controlled and foods covered, as well as possibly tightening some of the recently introduced BaP limits.
86. The Agency wishes to conduct a survey for PAHs in smoked foods and dried fruit in order to generate data that will contribute to the setting of realistic maximum permissible limits for PAHs in these food groups whilst providing an adequate level of consumer protection.
87. The survey need not be fully representative of the UK market but must cover as widely as possible the range of products that might be affected by any future limits.
88. Please note – there is a detailed specification available which can be obtained from David Mortimer (contact details below).
89. **Proposals** are therefore invited to:

Requirement Reference: C02R0016
--

Develop a national retail sampling plan and carry out the purchase of samples of smoked foods and dried fruit for the analysis of PAHs.
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Lead in chalk taken as supplements

90. Samples of chalk analysed by the Food Standards Agency have found high concentrations of lead. Calabash chalk is not a conventional food, but is traditionally consumed by the Nigerian and wider African community as a remedy for morning sickness.
91. The Agency therefore wishes to conduct a survey for lead in chalk products taken as supplements and other products. The results of this work will be used

to formulate advice to consumers and will also be submitted to the European Commission for inclusion in discussions about future regulation.

92. Please note – there is a detailed specification available which can be obtained from Kara Thomas (contact details below).

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

Requirement Reference: **C02R0017**

Develop a national retail sampling plan and carry out the purchase of samples of chalk taken as supplements.

Requirement Reference: **C02R0018**

Analyse samples of chalk for lead.

Further Information

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

For requirement **C02R0016**:

David Mortimer, Chemical Safety Division

Tel: 020 7276 8731

E-mail: david.mortimer@foodstandards.gsi.gov.uk

For requirements **C02R0017** and **C02R0018**:

Kara Thomas, Chemical Safety Division

Tel: 020 7276 8731

E-mail: kara.thomas@foodstandards.gsi.gov.uk

95. **Proposals** should be sent, to be received **by 17:00 hrs Friday 9 September 2005**, to:

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

Post:

Elizabeth Dunn
Chemical Safety Division
Food Standards Agency
Room 707c, Aviation House
125 Kingsway
London WC2B 6NH

**PLEASE READ CAREFULLY THE SECTION ENTITLED
'GUIDANCE FOR APPLICANTS'
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PROGRAMME G03 – THE SAFETY ASSESSMENT OF NOVEL AND GM FOODS

Introduction

96. Research funded by the Novel Foods, Additives and Supplements Division of the FSA supports the Agency's role in the rigorous safety assessment of all novel (including GM) foods. This research ensures that sound science is applied to consumer safety issues concerning novel foods.
97. This new research programme will build upon the results obtained in two previous programmes on the safety (G01) and safety assessment (G02) of novel foods and continue to support the mandatory safety assessment of GM and non-GM novel foods.
98. The G01 and G02 programmes aimed to underpin the safety evaluation of novel foods and refine the current safety assessment procedures for GM foods to cover the next generation of GM plants. G01 focused on projects to ensure that the introduction of novel foods is achieved safely by providing a framework of generic methods and information against which the safety evaluation of a specific novel food can be assessed. Under G01, analytical procedures were developed with a view to ensuring that existing and proposed labelling regulations can be enforced. The programme also funded projects which addressed the potential for horizontal gene transfer to gut bacteria, the potential for GM and novel foods to be allergenic, addressed transgene stability and looked for unintended effects arising from transgene insertion. Under G02, emerging techniques were developed, which explored the applicability and practicality of using a variety of technologies in genomics, proteomics and metabolic profiling in the safety assessment process.
99. The new G03 programme will build on and continue to support the mandatory safety assessment of GM and novel foods in order that the most up-to-date scientific knowledge may be used.

Research Requirements

Post-market monitoring of novel foods

100. Novel food authorisations have recently included those for phytosterol ingredients with cholesterol lowering properties. However, certain groups, particularly young children and women who are pregnant or breast-feeding, should avoid such products, because of concerns regarding vitamin absorption. Risk management measures have been put in place that are intended to discourage consumption by non-target groups, and to ensure that the products are not over consumed by the target group.
101. The Agency wishes to test the effectiveness of these by funding a programme of post-market monitoring, focusing on phytosterol and phytostanol containing products. Proposals are to include evaluation of actual consumption of these products in the UK.
102. **Proposals** are therefore invited to:

Requirement Reference: **G03R0001**

Develop post-market monitoring strategies for consumption of novel foods and carry out monitoring of phytosterol and phytostanol containing products.

Further Information

103. **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 Trudy Netherwood, Novel Foods Additives and Supplements Division

Tel: 020 7276 8592; Fax 020 7276 8564

Email: trudy.netherwood@foodstandards.gsi.gov.uk

104. Proposals should be sent, to be received **by 17:00 hrs on Friday 9 September 2005**, to:

Email: FSA_Remind@foodstandards.gsi.gov.uk

Post:

Dr Trudy Netherwood
Novel Foods, Additives and Supplements Division
Food Standards Agency
Room 525b, Aviation House
125 Kingsway
London WC2B 6NH

**PLEASE READ CAREFULLY THE SECTION ENTITLED
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PROGRAMME ADVISORS

PROGRAMME ADVISOR – RISK ASSESSMENT OF MIXTURES OF PESTICIDES AND SIMILAR SUBSTANCES, PROGRAMME T10

NB – this requirement has an earlier deadline of Friday 12 August 2005.

Introduction

105. External Programme Advisors act as part time consultants to individual policy divisions. A brief outline of Programme Advisor duties is listed in this Research Requirement document under 'Guidance for Applicants – Monitoring of Progress'.
106. We are seeking a Programme Advisor to the Risk Assessment of Mixtures of Pesticides and Similar Substances (T10) programme to start in October 2005. Potential applicants will be of high academic stature with suitable research and research management experience.
107. The Programme Advisor will perform a range of duties associated with the programme. These will include appraising, evaluating and monitoring individual projects, providing regular updates on the programme, organising an annual workshop or review of the programme and dissemination of information, in consultation with the Food Standards Agency. It is expected that the Programme Advisor will need to devote in the region of 100-150 days per year to the work.
108. The post will be for up to three years with an annual review. Individuals who supervise or undertake research for the Food Standards Agency in T10 programme would not be eligible to be the Programme Advisor.
109. **Applications** are therefore invited for:

Requirement Reference: T10/PA/01

A part-time consultant to act as Programme Advisor for the research programme T10.

110. Applications are welcome from individuals or organisations and should include CVs with supporting evidence, outlining experience relevant to the area and in project/programme management and an indication of per diem costs, including any necessary secretarial support. Related travel and subsistence costs are considered separately.

Further information

111. Information on the Agency's activities in relation to mixtures of pesticides and veterinary medicines and details of the T10 programme are available at the links below. The site includes a link to the Committee on Toxicity report that led to establishment of this research programme.

www.food.gov.uk/science/research/researchinfo/foodcomponentsresearch/mixturesresearch/
www.food.gov.uk/safereating/pesticides/pestmixbranch/

112. **Before preparing your application** please consult the contact the named person below for information on the role and responsibilities:

Dr Diane Benford, Chemical Safety Division

Tel: 020 7276 8510; Fax: 020 7276 8513

Email: diane.benford@foodstandards.gsi.gov.uk

113. Applications should be sent, to be received by **17:00 on Friday 12 August 2005** to:

E-mail: keith.butler@foodstandards.gsi.gov.uk

Post:

Mr Keith Butler
Food Standards Agency
Room 511C, Aviation House,
125 Kingsway
London WC2B 6NH

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

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

Using the RCU-A3 form

We are aware of a number of technical problems with the new form, these are due to the bookmarks that have been inserted for compatibility with the Agency's new electronic research management system (REMIND). Please do not submit proposals using a previous version of the form.

To show bookmarks select the 'Bookmarks' option in Tools/Options.

- Some boxes do not expand correctly, forcing new pages to be created (this is also a standard Word problem that has been experienced previously)
- Errors may occur in the page numbering
- The 'word count' tool is disabled
- The 'spellcheck' tool is disabled
- The 'endnote' and 'footnote' tools are disabled - it is suggested that the Harvard Referencing System is used to provide references
- Headers and footers are disabled
- Difficulties in attaching charts and diagrams may occur (again this is a problem experienced with the previous form also)

You may encounter none, some or all of these problems. The appraisal of your proposal will not be affected by these problems. Any supporting documents, charts and diagrams that you are unable to place in the RCU-A3 form should be attached to the signed hard copy and included as a separate file attachment in your email to FSA_Remind@foodstandards.gsi.gov.uk

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.

However, please note that when entering amounts in the project finance tables that the tab key must be used after completing each field.

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 signed hard copy proposal and attached documents, which is the official legal document, as this will help prevent any handling errors. It is not possible to insert this on the RCU-A3 form on every page.

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 given in the text of each requirement in the RRD.

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 ideally 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. You will probably need to include this as a separate electronic file, please also attach as a hard copy to your signed application.

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 Roger Wood (Analytical Services, Survey and Research Policy Division, Tel: 01603 255231; E-mail: roger.wood@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;
- have read and are content to comply with the Agency's standard Terms and Conditions; and
- 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 type here
Proposal Date	02/07/200
Requirement Reference Number (from requirements section)	Please type here
Contact Reference Number (if known)	Type here if known

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
Email	Please type here
Website	Please type here

FOR INFO ONLY

Proposal Summary (max. 1000 characters)

Please type here

Duration (in months)

Lead time (in weeks)

Hours / \$

Please type here

FOR INFO ONLY

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	0	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 refer to

FOR INFO ONLY

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

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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 a single table as 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					
Overhead					
Sub-contract and Consultancy					
Sampling ⁵					
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

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 not constitute an endorsement against your proposal, and
- (iii) the Agency is under no obligation to accept any of these individuals named for the appraisal of this proposal or the ones submitted for the same reason: the Agency's relevant Policy Division remains responsible for the final decision on appraisers used.

	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 on behalf of the Agency and/or paying other participants).

Both should sign the following declaration:

I confirm that:

- (a) I have read this application and the Agency's standard contractual Terms and Conditions;
- (b) The Agency may allow this application to third parties for the purposes of obtaining expert opinion on its scientific merit;
- (c) If successful, the work will be completed and administered in our Organisation in accordance with the Agency's contractual arrangements. The staff engaged in this work are quite capable of conducting the work 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 in 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 officer who will be responsible for administering any payments)

Signature

Date

Name

Position

Organisation

Full postal address

Postcode

Telephone No. Ext.

Fax No.

Name of Project Leader

Full postal address of Project Leader

Postcode

Telephone No. Ext.

Fax No.

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