

Nova Scotia Freshwater Fisheries Research Cooperative Proposal

Important Steps in Submitting a Proposal

Read and follow the Submission Guidelines carefully

Project Submission Format

The Proposal Funding Application Form consists of Section A and Section B. Adherence to this format will assist the review, evaluation and administration of your proposal. The Proposal Funding Application Form is applicable to submissions for both new and ongoing projects. Two copies of your proposal are to be submitted to the FFRC. In addition to the written submission, applicants are requested to submit a copy of the proposal on computer CD, or by E-mail to inland@gov.ns.ca. Ensure that the proposal arrives at the FFRC's office by the appropriate submission deadline date of March 1.

SUBMIT PROPOSAL TO: Nova Scotia Dept. of Fisheries and Aquaculture, Inland Fisheries Division PO Box 700 Pictou, Nova Scotia BOK 1HO	(FOR FFRC USE ONLY)
	Date Received:
	Project Number:
	FFRC Objective:
SECTION A: PROPOSAL SUMMARY	
All information in Section A should be either 1) typed or printed in the space provided or 2) presented on separate sheets following the exact format of this section.	
1.0 GENERAL INFORMATION	
Applicant/Contact Individual	
Position/Title:	
Organization:	
Mailing Address:	
Telephone:	Fax:
E-mail:	
Proposal Submission Date:	Duration of Project (Years):
Amount requested from the FFRC in this submission:	Total amount to be requested from the FFRC in multi-year projects.
Permits that are required to carry out project:	

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

SECTION B : DETAILED RESEARCH PROPOSAL

INTRODUCTION PROJECT RATIONAL AND OBJECTIVES

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

PROJECT METHODOLOGY

Location of project
Work Plan : specific activities to accomplish objective
Type of field work and data analysis
Proposed start-up and completion date, time-table for work plan activities, data analysis, and final report
Ongoing or Multi-year projects must include a progress report containing:

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