

Revised 13 March 2025

SMALL GRANT COMPETITION APPLICATION GUIDELINES March 2025

The Hannah Dairy Research Foundation welcomes applications for funds to support research of relevance to dairy farming in Scotland. Proposals should be submitted electronically by date given on website. The following guidelines must be applied in the preparation and submission of an application for research funding under the Small Research Award scheme operated by the Hannah Dairy Research Foundation (HDRF).

Subject areas

Research proposals in a wide range of subject areas are encouraged including

- Agronomy and soil science relevant to dairy production
- Dairy production nutrition and systems
- Health and welfare of dairy animals
- Socioeconomics of dairy production
- Milk processing and marketing.

Research projects involving commercial products should either be at a very early development stage or involve evaluating a product's efficacy (i.e. the HDRF will not fund research at the stage of bringing a product to market). The HDRF anticipates that commercial companies will co-fund research into their products.

The HDRF will not fund research projects into the effects of dairy products on human health.

Research organisations

Research proposals are welcome from research organisations/universities in the UK (not just Scotland). Farmers or companies which have identified a research need should approach a research organisation/university to participate with and to submit the proposal.

Evaluation

The following criteria are used for evaluation by a group which includes researchers and farmers,

- Importance of topic to Scottish dairying
- Research plan including timetable and staffing
- Dissemination plan
- Costs

Reporting /publications

Projects funded by HDRF will be expected to provide the following:

- At start of project – The executive summary from the proposal which may be posted on the Foundation website.
- Within 2 months of end of project a short report (2 pages A4) in plain English that can be posted on the Foundation website, which includes introduction, brief methods, main findings, practical conclusions and references to any papers or conference proceedings.
- Photographs or images to accompany report on website
- Researchers are encouraged to report the findings from their research at the Hannah Dairy Research Conference and in the Journal of Dairy Research, although this is not a condition of funding.

Completion Guide: the proposal should be completed using the headings provided and should be no longer than a total of 4 pages of text for sections 1 to 10 completed in Times New Roman font at font size 12.

Confidentiality & Data Protection: please note that your application will be kept confidential by the Hannah Dairy Research Foundation (HDRF) and will not be shared with third parties other than for the purposes of assessing the application, awarding the grant and providing summary details on the HDRF website about the award if funded and when completed.

1. **Title:** please provide short informative title of not more than 25 words

2. **Principal applicant, Institution and email address:** name of Principal Applicant (Principal Investigator) and Institution and contact email address for PI.

3. **Co-applicants(s) and Institution(s):** names of Co-applicants and Institutions

4. **Duration of project and total funding requested from HDRF:** Please provide details of the anticipated duration of the project (projects are expected to be no longer than a total of 24 months duration) and the total funding requested from HDRF (up to a maximum of £27,500). HDRF will fund direct costs including staff time, materials, and travel connected with the research.

5. **Executive Summary:** Provide a short summary (no more than 150 words) of the research proposed written in language accessible to a non-expert audience.

6. **What is the purpose of your research, what problem is it addressing and what research has already been undertaken?** Please provide an outline in no more than 500 words. Please note that references provided are not included within the 500-word limit and should be annexed at the end of the proposal.

7. **Who will use the research findings and how will they be disseminated?**
Explain who will use the research findings and how they will know about them.

8. **Research plan** Provide a plan of the research proposed. Please note that while all outline proposals will be reviewed by a panel of expert scientists, panel members may not be expert in the particular area of research described in the proposal and outline proposals are not sent for peer-review by experts in the particular field. Applicants are encouraged to take this into consideration when setting out the case for their proposal.

9. Funding requested from HDRF Please provide in no more than half a page indicative figures for project costs and include a breakdown and justification of the resources requested. The funding threshold is £27,500. This limit will be rigorously applied by HDRF to all applications progressing to the full proposal stage, thus the indicative costs presented must be realistic. Co-funded applications are welcome and, in these cases, the HDRF funding threshold would remain £27,500. Please annex letters of support from organisations proposing to provide co funding. In the event of industry co-funding, please annex evidence of the Intellectual Property position agreed with the industrial partner.

10. Declaration Project Title: Principal Applicant: To my knowledge the Project Outline described here represents the ideas, concepts and writings of myself and co-investigators and is not a modification of projects submitted by others elsewhere.

Signature of Principal Applicant Name Date Sponsor(s):

I agree to be sponsor/co-sponsor/joint sponsor (delete as appropriate) for this project.

Signature for and on behalf of the Sponsor Organisation(s):

Name/Organisation:

Date:

I agree to the Conditions of Grant which may be viewed and downloaded from the HDRF website: hannahdairyresearch.co.uk

* Applications must be submitted electronically to: * The Secretaries, Mitchells Robertson, Solicitors, Glasgow * mmi@mitchells-roberton.co.uk

Hannah Dairy Research Foundation is a Scottish Charitable Incorporated Organisation (SCIO number: SC007085)