

Department of Agriculture, Food and the Marine (DAFM)

**Ireland's
National Apiculture Programme
(2023-2027)**

PROGRAMME PROPOSAL GUIDELINES FOR APPLICANTS



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine



Funded by the Department of Agriculture, Food and the Marine and the European Union

1. Introduction and scope of the National Apiculture Programme

The purpose of this call for proposals is the implementation of the National Apiculture Programme. Council Regulation (EC) No 20218/2115 provides for national apiculture programmes to be drawn up by Member States in close collaboration with representative beekeeping organisations. Approved programmes are part-financed by the Community.

In a 2020 consultation with beekeeping stakeholders, DAFM identified the need for baseline figures, training that takes into account the latest research findings and support for the dissemination of research findings. Proposals will need to demonstrate a strong emphasis on dissemination of findings to beekeepers and the wider scientific community. The aims of the Irish programme are set out under the under detailed Descriptions of Measures below.

The Department of Agriculture, Food and the Marine (DAFM) is now inviting proposals from suitable research institutions for a detailed scientific programme of work based on, and to achieve the aims of, the EU approved outline proposal. A sum of up to €104,307 is available for Year 1 and up to €123,280 is available for each of the remaining 4 years for implementation of the programme.

Description of Measures

Following consultation with Irish beekeeping stakeholders, the measures for the Irish Apiculture Programme are:

- To provide technical and advisory assistance to beekeepers and beekeepers' organisations;
- Combating beehive invaders and diseases, particularly varroasis;
- To co-operate with specialist bodies for the implementation of applied research programmes in the field of beekeeping and apiculture products.

(1) Technical and advisory assistance to beekeepers and groupings of beekeepers

Objective 1.1: To provide technical and advisory assistance and disseminate information on programme findings to the beekeeping communities through recruitment of an advisor. The advisor will communicate research results and contribute to and support educational programmes by the beekeeping associations in Ireland.

Knowledge transfer (KT) programmes will be held for beekeepers in Ireland. Among other issues, KT will include modules on general bee husbandry, identification, sampling and treatment of bee diseases, queen rearing and swarm control as well as the safe production and appropriate labelling of honey. This KT programme will involve both theory and practical elements.

Other objectives under this measure are to disseminate information on good practice and the programme findings to the beekeeping communities. Information will be disseminated through the recruited advisor, frequent lectures at national and local level, submission of articles in beekeeping magazines and if applicable peer reviewed journals.

(2) Combating beehive invaders and diseases, particularly varroasis

Objective 2.1: Alternative control methods for *Varroa* need to be investigated as *Varroa* still continues to be a serious problem for honeybee colonies. There is a need to look and trial

alternative control methods for *Varroa* with a view to reducing the dependency on chemical treatments.

Objective 2.2: Nutrition is an important factor in honeybee health. Assessing the potential role of good nutrition in reducing colony losses and improving the overall health and vitality of stocks should be investigated with a view to providing information to beekeepers on how to keep their honeybees healthy through correct nutrition.

(3) Co-operation with specialised bodies for the implementation of applied research programmes in the field of beekeeping and apiculture products

Objective 3.1: To continue Ireland's participation in the COLOSS Network as well as to collect information on Irish colony losses and where appropriate, to seek to establish possible reason(s) for these losses. Work under this measure should be conducted in a manner that will provide information that is directly comparable with information developed by other Member States as part of the COLOSS Network.

Objective 3.2: To conduct a national survey to screen samples of Irish honey for the presence of American Foulbrood spores. The objective is to establish the true incidence of the disease and encourage all Irish beekeepers to be more vigilant for symptoms of the disease and to submit samples for testing.

All suitable Institutions that can demonstrate the necessary research capabilities including Universities, Technological Universities, Teagasc and DAFM Laboratories are eligible to submit proposals. The research and work funded will be of a "public good" nature, the results of which will be made freely available; **proposals must demonstrate a strong emphasis on dissemination of findings to beekeepers and the wider scientific community.** Preference will be given to programmes that involve inter-institutional collaboration and development of critical mass. The involvement of industry partners and other institutions on the island of Ireland is welcome where appropriate on a self-financing basis.

The National Apiculture Programme provides funding for 100% of eligible net costs as described in Section 5. Programme funding commensurate with the scope and nature of the work being proposed will be considered on a competitive basis. The involvement of post graduate/doctorate students is desirable.

In the assessment of programmes, account will be taken of their potential impact, if any, on the environment and rural development. Proposals for the programmes will be evaluated by DAFM following initial scrutiny by a Panel of Experts. DAFM will then decide on the programme(s) to be funded.

The five years of the programme will be as follows:

1. June 2023 to December 2023
2. January 2024 to December 2024
3. January 2025 to December 2025
4. January 2026 to December 2026
5. January 2027 to December 2027

The programme must be entirely executed by 31st December 2027.

Payment for each of these five years will be made no later than October 2023, October 2024, October 2025, October 2026 and October 2027 respectively. Arrangements may be made, if necessary, for the payment of two or more instalments each year. No more than 65% of the award for any given year can be claimed prior to the final claim for that year. Claims for payment must be submitted to DAFM by 15th September, at the latest for Years 1 - 4 and after March 15th 2028 for Year 5. Failure to do so will result in loss of funding.

2. Application Procedure

The selection of a specialised research body (or bodies) to implement all, or selected parts of, the National Apiculture Programme is by open competition organised through public calls for detailed scientific proposals. Calls are announced in the National Press and on the DAFM website (www.agriculture.gov.ie). Applications must be made on the standard form, which is available from DAFM at the address below, or can be downloaded from the DAFM website. Guidelines for the completion of the Programme Application Form are given in Annexes 1 and 2. Programme proposals will be accepted from institutions that can demonstrate the capabilities to engage in this type of research including Universities, Technological Universities, Teagasc and DAFM Laboratories. Receipt of all programme proposals will be acknowledged by DAFM.

The timeframe given in applications for the completion of a programme should be that required to achieve the stated objective(s). The programme must be completed on or before 31st December 2027.

A signed copy of the completed application form should be posted or delivered to:

Mr. Tony O'Donohoe,
'Tender for Apiculture Programme'
Horticulture and Plant Health Division,
Department of Agriculture, Food and the Marine,
Backweston Campus,
Celbridge,
Co. Kildare.

In addition, an identical version of the submitted application should be e-mailed to Sinead.Mulcahy@agriculture.gov.ie

The deadline for receipt of completed Application Forms (both hard copy and electronic copy) is 5pm Friday the 14th of July 2023. Applications cannot be accepted after this time.

3. Procedure and Criteria for Assessment of Proposals

Only completed applications received on or before the closing date specified in the public call for proposals will be considered. Each application will be initially assessed by Department staff to ensure that it is complete, that it contains adequate information to properly assess the programme proposal, and that the proposal qualifies for assistance under the terms of the Programme as set out in Section 1 above. Following this preliminary assessment, the programme proposal will be assigned to an expert evaluation panel. The panel established for this purpose will consist of experts selected from some or all of the following: external research institutions, academia, industry and the public service.

Expert evaluators will take account of the key elements of the National Apiculture Programme when evaluating and prioritising the proposals. The following criteria will be used¹:

1. Relevance to the aims of the National Apiculture Programme
 - Contribution to sustainable agricultural policies/practices, in particular in the context of beekeeping
 - Usefulness of applications
 - Quality of the exploitative / technology transfer plans
2. Familiarity with relevant research and development
 - Knowledge of the area
 - Relevant bibliography / references
 - Understanding of the current state of knowledge
 - Avoidance of duplication of research done elsewhere
3. Scientific and technical quality of the proposal
 - Quality of the research proposed
 - Originality and degree of innovation
 - Adequacy of the chosen approach, methodology and work plan
4. Management and partnership
 - Qualification of the key personnel and level of participation
 - Participation in previous R&D
 - Work organisation and management plans
 - Track record of the Institution(s)
 - Availability to start work on the programme in June 2023 or as soon as possible thereafter
5. Potential exploitability and economic impact
 - Benefits to be derived from successful outcome
 - Dissemination plans
 - Path to commercialisation (where appropriate)
6. Costing and value for money
 - Total cost in relation to work proposed
 - Detail of costings

¹ These criteria are not arranged in order of importance

- Balance of cost allocation between budget categories and between institutions
- Competitiveness
- Value for money

All applicants will be notified of the outcome of the selection process.

4. Procedure for Award of Grant

An award letter will issue to successful applicants. This letter will outline the contractual obligations and conditions that will apply to the award. Applicants must acknowledge receipt of the award letter and acceptance of the grant conditions. In accepting the award, the applicant will be undertaking to carry out the programme according to the work programme as laid out in the programme proposal and the agreed budget.

5. Funding Payment Procedure

The funding rate may be up to 100% of eligible net costs. In the event of Industry involvement in the programme, the relevant industry sector would be expected to make contributions towards costs where research is likely to benefit that particular sector. Eligible costs are the costs necessarily incurred in carrying out the programme as described in the programme document. They must be wholly necessary for the programme, be incurred during the timeframe of the programme and be recorded in the accounts that will be maintained throughout the duration of the programme and reported on as required.

Eligible net costs in the following categories will be allowed:

- (a) Staff Costs
- (b) Equipment (depreciated amount)
- (c) Travel & Subsistence
- (d) Consumables
- (e) Overheads
- (f) Other agreed costs

Annex 2 sets out further relevant details in relation to these categories.

Submission of progress reports to include a technical report and details on financial expenditure incurred will be required on a six-monthly basis. A final report suitable for publication on DAFM's website will also be required after the end of the Programme in December 2027. The date by which this report is due is 15th March 2028. Payment of instalments of the funding will be dependent on receipt of these reports confirming satisfactory progress. Separate records for all transactions relating to the programme must be maintained. These, and all supporting documents, must be made available as and when required for examination by DAFM officers (a separate file (paper or electronic) holding all documents relating to the programme must be kept).

DAFM officers must be allowed access to the beneficiary's premises at all reasonable times for the purposes of assessing the progress of programme(s) and examining the financial and other records relating to it.

In the event of failure by a beneficiary to comply with any or all of the grant aid conditions, payment of aid may be suspended, reduced or cancelled.

Payment of the final claim is dependent on DAFM being satisfied that the programme has been successfully completed. A full physical on-site inspection, including an examination of all invoices and records, will be carried out on at least one occasion during the course of the programme.

6. Modifications of Programme

Modifications to the scientific task work and/or the budget expenditure may be made to the programme throughout its lifetime. Some modifications to an approved programme require prior approval by DAFM.

The scientific task work: In terms of modifications to the task work, the following require prior approval by DAFM:

- A. Changes to the task work outlined in the approved proposal
- B. The inclusion of additional tasks / task work.
- C. The omission of tasks / task work.

The budget expenditure: In terms of modifications to budget expenditure, the following rules apply:

- A. Overall expenditure claimed for any one year may not exceed that outlined in the award.
- B. Expenditure claimed on the three categories, Equipment, Overheads and Other, may not exceed that allowed in the approval without prior approval from DAFM.
- C. Expenditure claimed on all other budget categories may vary from that outlined in the originally approved award providing the reasons for such differences are clearly outlined in the management section of the six monthly Progress Report. Such changes to expenditure from that originally outlined must provide a clear benefit to the programme, either in terms of management or in conducting the research.

In the interest of reducing unnecessary bureaucracy, other modifications may be carried out without prior approval but must be fully justified and clearly outlined in the appropriate section of the next scheduled Progress Report Form and signed by the programme co-ordinator. From a programme management perspective, it is advised that all modifications planned by members of the research team should be notified to the programme co-ordinator for approval in advance of being implemented.

Where relevant, requests for modifications should be made in writing via the programme co-ordinator to Horticulture and Plant Health Division at the address below.

DAFM may request further information on any changes made, or retrospectively refuse any changes made where the above conditions have been breached.

7. Information and Publicity

Prospective applicants should note that:

- (a) The Apiculture Programme is a 'public good' programme and its results will be freely available. In disseminating such results, institutes should acknowledge that funding was provided by the Department of Agriculture, Food and the Marine and the European Union under Ireland's National Apiculture Programme.
- (b) Dissemination activities should take account of the need to generate and/or protect any intellectual property arising from the research.
- (c) The Department may publicise details of applications and awards made under this programme.
- (d) Information supplied to the Department may be disclosed in response to a request under the Freedom of Information Act 1997 in accordance with the conditions of that Act.

8. Further Information

Any technical enquiry regarding the above should be directed to:

Ms Sinead Mulcahy,
Horticulture and Plant Health Division,
Department of Agriculture, Food and the Marine,
Backweston Campus,
Celbridge,
Co. Kildare.

Phone number: 086 0404493

E-mail: Sinead.Mulcahy@agriculture.gov.ie

All other enquiries should be addressed to:

Mr. Tony O'Donohoe,
Horticulture and Plant Health Division,
Department of Agriculture, Food and the Marine,
Backweston Campus,
Celbridge,
Co. Kildare.

Phone number: 01 505 8786

E-mail: tony.odonohoe@agriculture.gov.ie

ANNEX 1

Technical Guidelines for the Completion of Application Forms

The proposal form is in seven sections, as follows:

1. Programme Details
2. Programme Information
3. Programme Task List
4. Programme Management
5. Dissemination of Findings to Apiculture Sector
6. Relevant Publications
7. Programme Budget

All sections of the application form must be completed.

Section 1: Programme Details

Programme Title

Title as given by the Institution; please keep the title as short as possible.

Programme No. of Institution

Number, if any, given by the Institution concerned to the programme.

Lead Institution

Please indicate which Institution is responsible for the programme. This is the Institution where the Programme Co-ordinator and / or the Principal Investigator are employed.

Principal Investigator

Each programme should have a principal investigator. The principal investigator and the programme co-ordinator may be the same person. If that is the case, please indicate this in the Application Form. Where the programme co-ordinator is a contract researcher, then the permanent member of staff/principal investigator responsible for the research activities of the programme co-ordinator should also be indicated on the Application Form and should sign the Declaration at the end of the Application Form.

Programme Co-ordinator

Each programme must have only one co-ordinator and they must be named on the application form. The programme co-ordinator may be either a permanent member of staff or a contract researcher with a PhD qualification who has a contract that extends beyond the end date of the programme. All written communications to DAFM must be via the programme co-ordinator. S/he is responsible for completing and signing off all programme reports. S/he also assumes responsibility for the budget figures and in doing so must ensure that the programme remains within the budget and that all expenditure is correctly and fully accounted for. S/he must ensure that all partners and collaborators are kept fully informed on matters relating to the programme and must ensure that any concerns are appropriately dealt with in a timely manner. If the co-ordinator is a contract researcher (PhD), the name of the Principal Investigator must also be included.

Address/Tel/E-Mail

These details should be those for the Programme Co-ordinator.

Dates

All dates in the application form, (including task dates), must be in dd/mm/yy format. The start date included should indicate the most probable start date of the programme.

Collaborating Institutions

All institutions involved should be listed showing individual Total Programme Costs and the funding required for each Institution.

Submission of Proposal

Details of whether this proposal or a similar proposal was previously submitted to DAFM or any other funding body must be provided. In addition, it must be indicated whether the proposal that is being submitted to DAFM, in part or full, is being submitted to any other funding body.

Section 2: Programme Information

Section 2 requires statements that describe the overall programme, place it in context, specify objectives and outline potential benefits. It should clearly demonstrate the relevance of the proposed work to the Apiculture Programme. Responses should be kept brief, preferably expressed in point form, and repetition should be avoided. Further details are given in sections 2.1, 2.2, 2.3 and 2.4 below.

2.1 Programme Abstract

The abstract should provide a clear description of the objectives of the programme proposal and how these objectives will be achieved. It should be precise and no longer than 200 words.

2.2 Programme Context

This section should clearly explain how the work proposed meets the aims of the National Apiculture Programme and why it should be funded. It should provide a brief overview of the current state of knowledge, and a demonstration that the problem or research area is well understood. Its relevance to sustainable agricultural production practices/policies should be described, and if there is industry involvement in the research this should also be described. Any factual statements should be evidence based. This section should also include references to related research, ongoing or completed, in Ireland or abroad. It should also reference existing work being carried out by the researchers involved and any awards / grants they already have for research in this area, including the programme title and the funding agency, and its completion date. The sub-headings provided may be used to guide the content.

2.3 Introduction to the proposed Programme of Work

This section should answer the question: *'what will the research involve and what are the likely outcomes?'* It should therefore provide an overview of the objectives (bullet point format is acceptable), and an overview of the method or approach being pursued, including an explanation for why those methods have been selected. The outcomes of the research should relate to scientific utility and expected benefits. This may include a description of scientific and /or sector benefits such as the development of critical mass and recognised expertise, contribution to the pool of scientific knowledge, national collaboration, links between research institutions and industry, dissemination of results, consumer benefits, input to policy development, etc. It could also include reference to any likely, commercially applicable benefits, including any potential for new product or process development, the potential for intellectual property, including patents or licences, how it may assist innovation or competitiveness in the industry and so forth.

2.4 Impact and Benefits of the Programme, if any, in terms of environmental and rural development considerations: Programmes should take account of the broader implications of their outcomes on the environment and rural development. Thus, where relevant, comments to this effect should be provided in this section.

Section 3: Programme Task List

Programme Task List:

The Task List is intended to provide details of the work to be carried out in terms of the research methodologies being proposed, division of responsibilities, the outcome of the work and the progress of the research over time. When completed it should allow the reader of the proposal to determine the scientific excellence of the research, and to judge the expected progress of the task. It should enable the reader to determine exactly who is responsible for which aspects of the work, on both an institutional and principal researcher basis. The latter information should be included within the text of the task description. A programme can have as many tasks as is necessary to undertake the research and deliver the stated objectives. Please note that a separate task on all dissemination activity should be included in the Dissemination Plan (Section 5).

Title of Task: Each task should be given a title.

Institutions Responsible: Institutions involved in carrying out the task should be listed. Within the task description, the role of the various collaborators should be clear.

Lead Institution: Please indicate the lead institution for each task.

Dates: Dates should clearly specify the time period over which the task is scheduled to take place and must be in dd/mm/yy format.

Task Months: The number of months to carry out the task.

Objectives: The objectives of the task should be provided, and these should be related to achieving the overall objectives of the programme.

Description: The description should provide an outline of the work to be done to achieve the objectives. It should include, for example, experimental methodologies, numbers of experimental units, specialised equipment, institutions involved, the role of collaborators and so on.

Milestones: Milestones denote when aspects of the work are complete. Each milestone should indicate the work that will be completed by a certain date.

Deliverables: Deliverables should indicate what the outcomes of the task will be. The outputs and deliverables expected from the task as a whole should be described. They should be measurable / quantifiable. Dates for deliverables to be achieved should be indicated.

Section 4: Programme Management

Experience and capability of the research team is one of the criteria on which the proposals will be evaluated. It is necessary to provide sufficient information to convince those who read it that the programme will be well managed and co-ordinated, and that mechanisms for the exchange of information have been formalised (i.e. team meetings, teleconferences etc.). Obviously the more complex the programme and the greater the number of collaborators, the greater the need for formalised concrete plans. Synergistic collaboration is viewed favourably by DAFM.

4.1 Collaborators – Principal Researchers: This section is designed to provide evidence of the capability of the principal researchers to conduct the research, in terms of both scientific expertise and management skills. This evidence should be found within the 'Brief Résumé'. 'Key Responsibilities' relates both to those held within the institution, as well as those held within the programme itself. Please note there is a specific section provided for the inclusion of relevant references in support of the principal researchers' résumés.

4.2 Staff proposed for the Programme: This section is intended to demonstrate both (i) the nature of the staff being recruited ('Position' should denote M.Sc. / Ph.D. / postdoctorate / research assistant / technician etc.) and (ii) their necessity in terms of the responsibilities they will hold within the programme ('Programme responsibilities'). The tasks on which they will work should be included.

4.3 Management Plan: This section sub-divides the programme management into that relating to the management of the collaboration and that relating to the management of the research work. As both are intrinsically linked, it may be helpful to provide graphs and diagrams and flow charts that demonstrate key responsibilities, the timing of tasks relative to each other and how the various tasks and sub-projects interact (or stand alone) to achieve the overall objectives and outcomes of the research.

4.4 Existing Research Facilities: It is assumed that, in addition to requiring certain items of equipment to conduct the research, the institution(s) will also be able to make existing equipment and facilities available to the programme. The availability of existing equipment and facilities supports the condition that funding is provided to institutions that can demonstrate a capability for the research. It also provides evidence in support of the proposed collaborative links.

4.5 Path to Commercialisation, if any: It is accepted that the nature of the National Apiculture Programme is such that it will not, in the main, lend itself to being commercialised. Furthermore, the National Apiculture Programme does not fund any aspect of commercialisation. It does however, have a responsibility to ensure that, where relevant, the future path to commercialisation has been adequately considered prior to embarking on the research. Therefore this section should, if applicable, demonstrate:

- (i) the market relevance of the research,
- (ii) that protecting intellectual property has been considered and that
- (iii) the researcher(s) have acquainted themselves with what is required in this respect and where support for this activity may be obtained. It may also be used to demonstrate industry interest in the research, as this may demonstrate potential for future commercialisation.

4.6 Programme Risk Management: Research carries a risk of not achieving the anticipated outcomes or objectives for a variety of reasons. Experience has also shown that the more speculative the research the greater the risk of it failing to be completed within the specified timeframes of the programme. Programme management includes the need to manage such risks. This section should indicate that where such risks exist, they have been anticipated ('Key Risks') and that there are alternative approaches to the research that can be pursued in the event of them occurring ('Risk Management'). In other words, there should be a 'Plan B' should 'Plan A' fail to deliver.

4.7 Legislative Requirements: The section should be used to outline the actions (if necessary) that will be taken to ensure the programme complies with relevant laws, rules and regulations, especially legislation relating to the use of medicinal products for research purposes.

Section 5: Dissemination of Findings

This section should provide an overview of the dissemination plans for the programme in its entirety. It should include all forms of dissemination, including scientific and technical. Dissemination should be appropriate to the programme. Details such as workshops, technical

presentations and or publications, any journals that will be targeted and so on, should be provided along with the rationale for their use.

Section 6: Relevant Publications

Some sections of the proposal form will require references. These are sections 2.2 'Programme Context' and 2.3 'Introduction to the Proposed Programme of Work'. In addition, the principal researchers should provide a list of recent publications relevant to the research being proposed in support of their brief résumé provided in section 4.1. Cited publications or other types of non-scientific references, such as newspaper articles etc, mentioned in other sections of the form should also be included here.

Section 7: Programme Budget Details

Section 7 includes the budget tables required. Net costs should be quoted. Section 7.2 provides justification for the costs outlined in the budget sheets.

7.1 Programme Budget Sheets

Table 1 Summary of total programme costs required by institution by year: This table must be completed for each Institution showing the total grant requested for each year. Year 1 commences on the start date of the programme and ends on 31st December 2023. Each subsequent year commences on 1st January and ends on 31st December the following year.

Table 2 Summary of costs by category and year: This table must be completed for (1) the programme budget as a whole (Table 2(a)) and (2) the budget for each collaborating institution (Table(s) 2(b)). A separate sheet must be completed for each Institution involved and each budget sheet must clearly indicate the institution to which it applies. The equipment costs should reflect the cost being claimed based on depreciation.

Table 3 Summary of non-financial contributions: This table must be completed showing the estimated value of any non-financial contributions (benefit-in-kind). A footnote should be provided to indicate the nature of the benefit-in-kind, be it samples / sample analysis, use of plant, use of expertise etc.

Table 4 Equipment approved for purchase: All items of equipment that will be purchased or leased must be listed. It should be clear exactly what the equipment is, thus the use of brand names is discouraged. The location of the equipment should be clearly indicated. The cost of the equipment should be presented as the actual cost and the depreciated cost. The method for calculating the depreciated cost of the equipment is provided in Annex 2. Include the proposed year of purchase for each piece of equipment.

Table 5 Summary of Staffing: All staff working on the programme should be listed and the required information provided under the various headings. As regards permanent staff employed by the Institutions and any other staff not paid for by the Apiculture Programme, the cost element alone should be omitted but all other information should be given.

7.2 Justification of Costs

The cost and value for money of each programme will be evaluated. This table serves to clarify the basis for the budgets required.

Staff: Information on the salary scales, point on the salary scale, costs covered by the salary (not including postgraduate fees), and reasons, if felt to be necessary, may be included here.

Equipment: The Apiculture Programme will consider providing for equipment of all types, including computing equipment if it can be shown to be necessary to the programme and otherwise unavailable. Each item listed in the Equipment List should be included in this section.

Consumables: Consumables may be identified specifically (i.e. petri dishes) or by category (i.e. microbiological culture consumables). Either way, an indication of the amount needed – which should relate to the information provided in the Task List – their use and justification for their cost is required. Queries over what may be included as a consumable may be addressed to DAFM for clarification.

Travel and Subsistence (T&S): The T&S required for the programme should be divided into home and foreign travel. The major conferences that will be attended, the reasons for attending them and their location should be identified. Other travel – to meetings, to collect samples etc, should be described.

Other Agreed Costs: A description of what the 'Other' budget costs cover, the justification for those costs and their necessity to the programme should be supplied.

Overheads: Up to 30% of the direct costs of scientific-type research funded by the National Apiculture Programme (excluding equipment) may be claimed as overheads.

All questions posed should be answered and where the information is not available an estimate should be provided, with an indication of the accuracy of the estimate where possible.

ANNEX 2

Guidelines for Calculation of Eligible Costs

Durable Equipment

Costs relating to the purchase of durable equipment (i.e. an item that is not used up in the course of the programme) may be charged to the programme in accordance with the following conditions:

1. The costs to be charged to the programme shall be calculated according to the following formula

$$\left(\frac{A}{B}\right) \times C \times D$$

- A** = the period in months during which the durable equipment is used for the programme after invoicing
- B** = the depreciation period for the durable equipment: 36 months for computer equipment or 60 months for other equipment
- C** = the actual cost of the durable equipment
- D** = the percentage of usage of the durable equipment for the programme (if less than 70%).

2. Where equipment is leased / hired the eligible costs shall not exceed the costs that would have been incurred in the case of purchased equipment.

Travel & Subsistence

Actual travel and related subsistence costs for personnel working on the programme may be charged to the programme. Rates paid should not exceed those for the Public Sector and airfares should be economy class.

Consumables

Items of consumables acquired for and used on the programme may be allowed. All consumables should be necessary and directly related to the carrying out of the programme. A consumable is defined as an item which is used up / expires / is exhausted over the duration of the programme. It does not include items such as laboratory coats, general safety equipment, detergents, etc. – these should be met through the overheads. Subscriptions to scientific journals or membership of institutes are not chargeable to consumables.

Staff Costs

Costs will be allowed for additional staff specifically hired to carry out work on the programme. It excludes permanent staff employed by the institutions concerned.

All working time charged to the programme must be recorded throughout the duration of the programme. All staff working on the programme must be recorded even if their costs are not being charged to the programme.

The recruitment of postgraduate students is encouraged, and their successful completion of the course may be described as a deliverable or outcome of the programme.

Overheads

The maximum amount of funding for overhead expenditure is 30% of the direct costs of the programme funded not including equipment (25% for desk-based socio-economic/policy type analysis).

Other Agreed Costs

DAFM may agree to fund costs that are relevant to approved programmes and are not covered by the categories cited above.