



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

# Ocean and Freshwater Science Contribution Program (OFSCP)

## Program Requirements



## 1. Background

The Ocean and Freshwater Science Contribution Program (OFSCP) is a contribution program aligned with the Government of Canada policy and directive on Transfer Payments (Grants and Contributions). The OFSCP allows the Department to provide financial assistance to organizations who wish to conduct scientific research and science-related activities aligned with Departmental program areas, to cover the partial costs that the organizations would incur in conducting those activities. Financial assistance would be provided under a contribution agreement. Advance payments would only be considered if justified by cash flow requirements. The actual level of DFO financial assistance will be determined on a case-by-case basis.

## 2. Definitions

The term "**project**" shall mean a science research project, and any other science initiative that might qualify for funding under the OFSCP, such as a conference.

"**Financial assistance**", "**contribution**", or "**financial contribution**" shall mean funds that DFO would provide to a funded organization.

"**In-kind contribution**" refers to the resources that a funded organization provides to perform a funded project.

"**Funded project**" means a project to which DFO is providing financial assistance *under a contribution agreement*.

"**Funded organization**" means an organization receiving financial assistance from DFO in support of a funded project.

## 3. General Terms of Reference for the OFSCP

- (a) A Government of Canada contribution to an organization is provided at arm's length and the Government of Canada does not expect to receive any direct benefits as a result of that contribution. Therefore a contribution agreement is not a contract for services and the government of Canada contributions may not be used towards overhead costs that an organization would normally incur when providing services to third parties.
- (b) DFO may only be involved with a funded organization and the funded project in an advisory capacity, not as collaborator.
- (c) Resources other than funds received by an organization from third parties for the proposed project must be included as a cost item of the project.
- (d) Financial resources received by an organization from Government of Canada sources other than DFO must be identified.



- (e) Financial resources received by an organization from third parties including Government of Canada sources (other than DFO), and used for the proposed project, must be included as the organization's in-kind contributions to the project.

## 4. OFSCP Program Areas

### **Fisheries**

- Aquatic Animal Health
- Biotechnology and Genomics
- Aquaculture Science
- Fisheries Science

### **Aquatic Ecosystems**

- Aquatic Ecosystem Science
- Oceans and Climate Change Science

### **Marine Navigation**

- Hydrographic Services, Data and Science

Organizations interested in submitting proposals targeting any particular program area should focus on current departmental areas of interests and priorities for that program area, which could be identified in consultation with departmental science managers.

Information on current areas of interest may be found at <http://www.dfo-mpo.gc.ca/science/index-eng.htm>

## 5. Eligible Recipients

Eligible recipients will be selected from science organizations associated with the management, conservation, protection and promotion of ocean and freshwater resources, including:

- (a) Canadian post-secondary academic institutions;
- (b) Canadian non-governmental organizations;
- (c) Indigenous groups;
- (d) Canadian provincial, territorial, and municipal governments;
- (e) Businesses and industry, including associations;
- (f) Community groups;
- (g) Foreign governments and international non-governmental organizations; and
- (h) Foreign universities.

## 6. Project Costs



**6.1. All costs** that would be incurred by the organization to perform the proposed project must be identified. Project costs must not include depreciation costs and non-incremental costs attributed to organization-owned equipment, facilities and platforms (such as a ship) used for the project.

**6.2. Project Costs that would be covered by the organization (in-kind contributions)**

Please note that:

- (a) All costs and expenditures that would be incurred by an organization to perform a project and which are not covered by DFO financial contribution qualify as in kind contributions, **regardless of the origin of the funding** used by the organization to pay for these costs and expenditures. Example: if the organization receives \$25,000 project support from any other organization, and the amount is used by the organization to pay the partial salary of an employee working on the project, the salary cost in question represents an in-kind contribution for the project by the organization.
- (b) In-kind contributions may not include any overhead costs.

Specifically, Project costs and expenditures that qualify as in-kind contributions include:

- 1. The portion of Eligible Costs that would not be covered by DFO's financial contributions.
- 2. University salaries (e.g., salary of university technician, salary corresponding to project manager's time on a project, etc.);
- 3. Purchase price of laboratory equipment and instruments required for the proposed project, less any amount claimed as Eligible Cost; and

Any costs or expenditures funded by government of Canada organizations other than DFO, or by any other organizations providing fund for the project, must be listed in section 4.1 (a) of the application.

**6.3. Costs that may be covered by DFO financial contribution (Eligible Costs)**

- (a) Student salaries, wages, stipends and other labour costs.

**Note:** salaries of applicants' employees are not eligible costs (e.g., salary of a technician, salary corresponding to a project manager, etc. unless the salaries are incremental, i.e. they would not be incurred if the project was not undertaken and deemed essential for the implementation of the project; non-incremental salary costs are deemed in-kind contributions by applicants).

- (b) Professional fees and services (e.g. translation services, sample analysis services at external labs, etc.);



- (c) Rental costs of motorized vehicles (cars, trucks, ATVs, snowmobiles, outboard motors), boats, boat trailers, and trailers required for a funded project ("Motorized Vehicles and Equipment");
- (d) Purchase costs of laboratory and field scientific equipment and instruments, where justifiable, excluding Motorized Vehicles and Equipment;
- (e) Purchase costs of ocean monitoring equipment, such as hydrophones;
- (f) Rental and maintenance costs of laboratory and field equipment and instruments;
- (g) Rental expenditures of space such as laboratory, rooms, office space, facilities;
- (h) Travel and related costs;
- (i) Registration costs for attendance to workshops, conferences, meetings, symposia;
- (j) Publishing costs (including costs associated with open access journals);
- (k) Data management costs;
- (l) Costs of materials and supplies;
- (m) Fees to access equipment and vessels; and
- (n) Administrative overhead up to 15% of all other eligible costs, which DFO is reimbursing.

**Note:** DFO may reimburse up to 15% of overhead costs in respect of the total amount of all eligible costs funded by DFO. For example, if a project costs \$500K, and DFO is contributing \$80K for eligible costs (before overhead costs) the maximum amount that DFO will reimburse for overhead is \$12K (15% of \$80K). Therefore, DFO may contribute up to \$92K towards that project.

#### 6.4. Vessel time requirement

If your initiative requires the use of a vessel, you should immediately communicate with DFO ([OPC-BPC@dfo-mpo.gc.ca](mailto:OPC-BPC@dfo-mpo.gc.ca)) and provide the following information:

1. Name of ship
  2. Total number of days required for the target mission
  3. Starting date of the mission
  4. Expedition site location(s)
- (Ship time cost may include cost of mobilization and demobilization).

Upon receiving the information, DFO will contact you to discuss your requirement and explain further steps should your application be accepted.

### 7. Maximum Contribution

- 7.1. The limit of total Canadian government assistance (federal, provincial, territorial and municipal) to eligible recipients (other than private sector recipients), for the same eligible costs shall not exceed 100% of these eligible costs. For private sector recipients, the limit shall not exceed 50% of eligible costs.



- (a) In either case the limit of total Canadian government assistance is referred to as "stacking limit".
- 7.2. DFO's contribution to eligible recipients other than private sector recipients must not exceed 75% of eligible costs of any project. DFO's financial contribution to private sector recipients shall not exceed 50% of eligible costs of any project.
  - (a) In either case, DFO's contribution must comply with the restrictions associated with the stacking limit.
- 7.3. DFO's Contribution to private sector recipients may only be used to support early stage scientific research.
- 7.4. Advance payments may only be made if justified by applicant organization's cash flow requirements.

## **8. Reporting**

Successful proposals will be required to report at the completion of each Contribution Period. DFO will only approve agreed-upon payments once project reporting has been completed to the Department's satisfaction. In general, projects are expected to provide the following documentation no later than thirty (30) days following the end of each Contribution Period:

- (a) A progress report detailing results related to work performed during that Contribution Period and,
- (b) A statement of account detailing all costs incurred by the project during that Contribution Period.

## **9. Additional Requirements**

If your proposed project is approved for funding consideration under the OFSCP, the applicant organization may be required to submit additional information, including but not limited to:

- 9.1. Additional information on the proposed project.
- 9.2. Corporate registration documents, including the applicant organization's certificate of incorporation or any other official document showing the registered corporate name of the applicant organization.
- 9.3. Banking Information needed for direct deposit of funds payable to applicant organization.

Applicant organization approved for funding under the OFSCP will have to enter into a contribution agreement substantially in line with the agreement template provided in Annex A.