



# OCEAN STEWARDSHIP FUND – SCIENCE AND RESEARCH FUND (SRF)

## GUIDANCE FOR APPLICANTS

Applications are welcome for research projects that aim to overcome the barriers that fisheries face in achieving and maintaining MSC certification. The Science and Research Fund (SRF) particularly welcomes projects that focus on key research priority areas as directed by the MSC for each application round. The SRF is part of the MSC's [Ocean Stewardship Fund](#).

### 1) Aims of the SRF

- a) The SRF is to be used at the discretion of the MSC to fund projects that meet the following objectives:
  - i) address research in the MSC's annual priority research areas. For the 2020-21 funding round, these are:
    - (1) Harvest Strategy/Harvest Control Rules research
    - (2) Bait fishing research
  - ii) deliver research essential for fisheries to maintain best practice and MSC certification, including projects focusing on conducting research needed to close conditions (see 2d for more details)
  - iii) address barriers to maintaining certification
  - iv) have the potential to benefit a range of fisheries and circumstances.

### 2) Who can apply?

- a) The SRF is open to submissions from academic institutions, independent researchers and MSC certified fisheries. There must be a named individual responsible for the project.
- b) All submissions must be applicable to an MSC certified fishery or fisheries. The status of any certified fishery can be confirmed on the MSC's [Track a Fishery](#) database.
- c) Applicants are encouraged to explore whether their institution has any existing collaborations with MSC certified fisheries that might benefit from project support within the remit of SRF.
- d) While a fishery must be performing at a high level to be certified, there is often room for improvement on specific areas. These are referred to as conditions that the fishery must resolve in order to maintain their MSC certification and/or achieve best sustainability practice. These improvements are often only possible through carrying out essential scientific research.

- e) Projects must also have the potential to benefit multiple fisheries or find solutions that could be replicated by other fisheries leading to wider impacts.
- f) MSC employees, trustees, agents, current contractors, and relatives of employees or trustees are ineligible.
- g) Applicants must be able to accept the SRF Grant Agreement and OSF Privacy Policy, which can be found on the [SRF web page](#).

### 3) What kind of projects will the SRF fund?

- a) The priorities for funding in 2020-21 are projects focusing on:
  - i) Harvest Strategy/Harvest Control Rules research
  - ii) Bait fishing research.
- b) Projects must be no longer than two years in duration and can include a range of activities, such as:
  - i) addressing gaps in information requirements that could prevent recertification.
  - ii) completing a study or implementing a data collection program to provide information needed (as identified above) enabling the fishery to be recertified. This could, for example, be implementing a data collection protocol.
  - iii) developing and testing tools to support fisheries to address barriers to maintaining certification.

### 4) What should the project description include?

- a) All applicants are required to provide a full description of their project, which must be no more than five pages in length. This description must include the following sections:
- b) **Project title**  
Please provide a project title that conveys the main aims and focus of the project in a clear and succinct way.
- c) **Project summary**  
Applicants must provide a brief overview of their project that summarises all the key elements: the introduction, aims and objectives, method, expected results and timeline. The project summary should be written in such a way that reviewers will be able to read it as it stands and understand the purpose of the project.
- d) **Introduction**  
Please give brief details about the background and context of the project, the fishery or fisheries involved and the particular issues that the fishery(ies) face with respect to the MSC Standard and intends to address through this project.
- e) **Aims and objectives**  
Please provide clear aims and objectives for the project. Ideally there would be one overall aim of the project that describes the broad change it is intended to create, along with several smaller aims that describe the changes desired in the short- and medium-term, which will indicate progress towards the overall aim.

The objectives should outline the things that will be done to achieve the project aims. Each objective should be linked to one of the aims set out for the project.

f) **Method**

Please outline the activities, processes and methods proposed for implementation of the project. Applicants should consider the timescale in which the project must be completed and any fishing seasons relevant to the research.

g) **Expected results**

This section should indicate what results or outcomes applicants expect to achieve with their project and link this back to the project aims. The materials and methods used in the project must be able to generate the types of outcomes that will address the project aims.

h) **Timeline**

Applicants should also provide a basic timeline that includes all the significant milestones of their project, from the planning stages through to completion. Overall, the project's duration should be no longer than two years. This timeline must be supported by a more detailed project time plan, attached to the application form (see "What must SRF applications include" for details).

i) **SRF grant report schedule**

In most cases, SRF Awardees will be expected to provide the MSC with grant reports after 6 months, 12 months and the end of the project (see "What happens if an SRF application is successful?"). Depending on the length and nature of the project, however, an alternative reporting schedule may be more appropriate, and so applicants are invited to propose their own grant report schedule here.

## 5) What should be the project outcomes and outputs?

a) As part of their proposal, applicants are required to complete a table outlining all of their project outputs and outcomes. There are two reasons for this: firstly, so that the reviewers are able to make an informed assessment regarding the feasibility of the project and its potential for impact; and secondly, to help applicants develop a monitoring and evaluation tool that they can then use if their application is successful. Within this table are the following elements:

b) **Activity number**

Put simply, this is just the number assigned by the applicant to a particular area of work within the project e.g. 1, 2, 3 or 1.1, 1.2 etc. Please use this number to refer to this part of the project throughout the application, including the project budget and Excel budget calculator.

c) **Name of activity**

Applicants are also advised to provide a brief descriptor of their activity for reference in the rest of their proposal.

d) **MSC Performance Indicator(s)**

Applicants must state the Performance Indicator(s) of the MSC Fisheries Standard that the activity is linked to.

e) **Outcome(s) (what will this activity achieve?)**

Project outcomes are desired changes that will occur as a result of the activity. An outcome should be easy to understand and defined clearly as a single change e.g. improved performance against a performance indicator, reduced bycatch etc.

Outcomes can also be derived by breaking down the project aims.

f) **Output(s) of this activity**

The project outcomes will be delivered through outputs. An output is essentially a product or service that is delivered within an objective e.g. meeting/workshop, new tool, information manual, data analysis etc. Outputs can be derived from the project objectives.

## 6) What does the SRF cover?

- a) Up to £50,000 is available to support project costs, which can include (but are not restricted to):
- i) the cost of hiring a consultant to undertake all or part of the project
  - ii) costs involved with data collection
  - iii) the cost of implementing a new assessment tool
  - iv) costs involved with holding a meeting or workshop such as travel, catering and venue hire
  - v) hire or purchase of essential equipment
  - vi) essential fixed asset costs (up to £2,500 of the total grant request to cover essential assets such as a computer, software, fishing gear etc.).

## 7) How will the funding be disbursed?

- a) The Grant Agreement contract will define the grant disbursement schedule and triggers required (i.e. interim reports) to release stage payments.

## 8) What must SRF applications include?

- a) **A completed application form (which can be downloaded from the SRF web page)**
- b) **Excel grant budget calculator (which can be downloaded from the SRF web page)**
- c) **CV of the Applicant/Project Lead(s)**
- d) **Letter of support from the MSC certified fishery or fisheries linked to the project**

The fishery or fisheries linked to the project must submit a signed and headed letter of support to accompany the SRF application. This must include details of how the fishery or fisheries will benefit from the SRF research proposed. The author must outline their confidence in how the SRF project will improve progress against specific Performance Indicators in the MSC Fisheries Standard.

e) **Detailed project time plan**

Applicants must provide a separate time plan for their project, which outlines all the activities in detail and when each activity will be carried out in the two-year grant period. The time plan must also include any significant milestones and the grant report schedule. It should further indicate how much of the project will be completed in the first year of the grant versus how much will be completed in the second year.

f) **Copy of latest audited accounts**

*Applicants must provide a copy of their organisation's latest audited accounts, which should include a statement from an independent auditor regarding their view of the organisation's assets, liabilities, financial position and internal controls.*

g) **Proof of legal status of organisation**

*Applicants must provide evidence of the legal status of their organisation to ensure it has the capacity to enter into a legally binding grant agreement. This could be a letter of the organisation's legal registration with the relevant Government or a copy of an official document attesting that the organisation is a recognised University or has a main objective to carry out research.*

h) **Details of organisation's Board members/management team and length of service**

*Applicants must provide the names, positions and length of service of all the executive and non-executive members of the organisation's Board.*

i) **Letter of endorsement from a previous or current funder (if applicable)**

*If the applicant has received grant funding before, they are welcome to submit a signed and headed letter of endorsement from the funder outlining their views of the applicant and their previous performance.*

j) *If applicants are unable to provide any of the documents in f-i above, they can attach a statement explaining why and provide alternative information to evidence the financial stability of their application.*

k) Completed applications must be submitted in English to [OSF@msc.org](mailto:OSF@msc.org).

## 9) How are applications assessed?

a) All SRF applications are assessed using standardised appraisal criteria by the MSC review panel. The decision of the MSC's Executive Committee in respect of making SRF grant awards is final. To ensure the best quality review of applications, the MSC's assessments remain confidential.

b) Applications will be assessed on:

- i) fit to the SRF criteria (see "Aims of the SRF")
- ii) clarity of the project outcomes
- iii) feasibility of implementation
- iv) qualifications and track record of the project team
- v) potential for wider impact (beyond a single fishery)
- vi) demonstrated enthusiasm for external communications of the project
- vii) evidence of matched funding and/or in-kind support

viii) financial risk assessment.

## 10) What happens if an SRF application is successful?

- a) Successful SRF applicants will be notified in March 2021 and will be required to enter into a Grant Agreement contract, which will set out the terms and conditions of the grant awarded. The Grant Agreement will define the grant disbursement schedule and triggers required (i.e. interim reports) to release stage payments. A copy of the SRF Grant Agreement can be found on the [SRF web page](#).
- b) In most cases, SRF Awardees will be expected to provide:
  - i) a narrative interim report after 6 months
  - ii) a narrative/financial interim report after 12 months including performance against agreed KPIs
  - iii) a final narrative/financial report at the end of the project including performance against agreed KPIs, summary of expenditure and any supporting communication assets such as images, videos etc.
- c) SRF Awardees will also be expected to:
  - i) share their research findings with a wider audience and keep MSC informed of their plans so that MSC can help maximise the reach of the research.
  - ii) provide the MSC with timely contributions towards any Q&A, blog or social media posts relating to their project or the SRF as a whole.
- d) Depending on the length and nature of the project, alternative reporting schedules may be agreed and included in the Grant Agreement.

## 11) Dissemination of personal data

- a) SRF applicants are strongly advised to read the OSF Privacy Policy (which can be found on the [SRF web page](#)) before submitting their application.
- b) All applications will be stored on MSC's secure servers and internally reviewed to help MSC make a decision. If an application is successful, details concerning the Award, including the Awardee's name, may be made publicly available on the MSC's website and other media outlets, e.g. annual report, a press release.
- c) The MSC may also use this information to contact Awardees about potential communications opportunities to help promote their project. This will include:
  - i) actively promoting the project to the media, seeking opportunities for journalists to interview the Awardee that could involve sharing their contact details with them once additional written permission is gained from the Awardee by email.
  - ii) actively approaching the Awardee for additional videos, photographs or updates around their project for MSC's communications channels, on the website, through emails, newsletters, social media and in press releases or other marketing activities in relation to the Awardee's project that promote the MSC and/or the OSF.
- d) Awardees have the right to obtain a copy of their personal data that MSC holds, and to require MSC to correct errors in the personal data if it is inaccurate or incomplete.



They also have the right at any time to require that MSC deletes their personal data. To exercise these rights, or any other rights under applicable laws, please contact [OSF@msc.org](mailto:OSF@msc.org).

## 12) Further questions

- a) Please email any further questions to [OSF@msc.org](mailto:OSF@msc.org).