



Department
for Environment,
Food & Rural Affairs

www.gov.uk/defra

Invitation to Apply

(Grants – December 2025)

Grant for Co-chair for the Global Research Alliance – Livestock Research Group

Grant Reference: G2-SCH-2025-07-16579

Table of Contents

Section	Contents	Action
1	Invitation to Apply Response Particulars and conditions of application	For Information
2	Project Requirements and What You Can Apply For	For Information
3	Evaluation Model	For Information

Annex	Contents	Action
A	Authority's Terms of Grant Funding Agreement	For Information
B	Proposed Project Cost Breakdown	Complete and Upload to Apply for a Grant

Section 1: ITA Particulars and Conditions of Application

Only applicants who were notified as eligible to apply for this grant following submission of an Expression of Interest can apply. Any other submissions received will not be evaluated.

Glossary

Unless the context otherwise requires, the following words and expressions used within this Invitation to Apply shall have the following meanings (to be interpreted in the singular or plural as the context requires):

TERM	MEANING
“Agreement”	means the agreement (set out in Annex A) to be entered into by the Authority and the Applicant if its Application is successful.
“Applicant(s)” or “you” or “your”	means the organisation(s) who submits a completed application in accordance with this ITA.
“Application”	means an Applicant’s formal proposal in response to this ITA.
“Application Process”	means the process by which Applicants apply for <u>Co-chair for the Global Research Alliance – Livestock Research Group</u> and responses to the qualification questions and the technical questions.
“Apply for a Grant”	means the Government Grant Management Function Service used to submit applications for the competition
“Atamis”	Means the e-tendering system used by The Authority to manage grants and facilitate electronic signature using docuSign https://defra-family.force.com/s/Welcome
“Authority” or “We”	means the Department for Environment, Food and Rural Affairs acting as part of the Crown
“Conditions of Application”	means the terms and conditions set out in this ITA relating to the submission of an Application.
“Conflict of Interest”	means an actual or perceived conflict of interest on the part of the Applicant in connection with the ITA or the Agreement.

“EIR”	means the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to those Regulations.
“Find a Grant”	means the Government Grant Management Function Find a Grant Service used to advertise the competition
“FOIA”	means the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to that legislation.
“Grant Recipient”	means a successful Applicant who subsequently receives funding from this scheme
“ITA”	means this invitation to apply and all related documents published by the Authority and made available to Applicant(s).
“Project”	means the project for which grants are being made available.

References to a “Section” and to an “Appendix” are references to a section and to an appendix in the ITA.

Reference to a statute or statutory provision is a reference to such statute or statutory provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.

General

1. The Authority is looking to award grants for Co-chair for the Global Research Alliance – Livestock Research Group
2. The Authority is using Find and apply for a Grant for this competition. [Home - Find a grant](#)
3. Applicants are required to complete the Applicant Eligibility Questions, Technical Questions including the Commercial element of the application which is included within the technical questions.
4. It is important that Applicants provide all the information asked for in the ITA in the order and format specified. This enables the Authority to consider applications fairly and equally.
5. Applicants should read the ITA carefully before submitting an Application. The ITA sets out:
 - the Timetable and process for the Application;
 - sufficient information to allow Applicants to submit a compliant Application;
 - information regarding the evaluation criteria which will be used to assess the Applications; and
 - the administrative arrangements for the receipt of Applications.
6. Applicants are responsible for ensuring that they understand the requirements for this Application Process. If any information is unclear or if an Applicant considers that insufficient information has been provided, it should raise a query via the clarification process described below.
7. Applicants are responsible for ensuring that they have submitted a complete and accurate Application and that costs quoted are arithmetically correct.
8. By applying, Applicants accept the terms and conditions in the ITA. Failure to comply with the instructions set out in the ITA or the provision of false, inaccurate or misleading information, may result in the Applicant's exclusion from this Application Process.
9. If there is any conflict between the information set out in the ITA and the information displayed in Find and apply for a Grant, the information set out in the ITA shall take precedence.

Proposed Timetable

10. Timetable below is subject to change by the Authority. Applicants will be informed accordingly.

Issue Invitation to Apply (ITA)		05 December 2025 14:00
Deadline for clarification questions from Applicants	<i>Date</i>	15 December 2025
	<i>Time</i>	11:00 AM
Deadline for submission of Applications	<i>Date</i>	18 December 2025
	<i>Time</i>	14:00 GMT
Applicant Due Diligence Prior to Evaluation		18 December 2025
Evaluation of Applications	<i>Start</i>	19 December 2025
	<i>End</i>	23 December 2025
Post Evaluation Enhanced Applicant Due Diligence		24 December 2025
Funding award notification (letters to Applicants)		09 January 2026
Funding start date		02 January 2026
Monitoring and Reporting Period	Start	02 January 2026
	End	31 December 2026
Funding end date		31 December 2027
Final Report and Grant Usage Certificate		30 January 2028

Completion of Application

11. By applying, Applicants agree to be bound by the terms of the ITA if the Authority accepts the Application via Apply for a Grant.
12. The Authority may amend or withdraw all or any part of this ITA at any time. All applicants will be notified of any such amendment or withdrawal. In order to give Applicants reasonable time in which to take into account an amendment in preparing their Applications, the Authority, at its discretion, may extend the deadline for the submission of Applications and/or any other stages of the Application Process
13. During the period of this competition, all communications from Applicants (including their consortium members, consultants, and advisers) must be undertaken via email to [Clarification Email](#) unless otherwise stated by the Authority. The Authority will not

respond to communications made by other means. Applicants should not rely on communications from the Authority other than those sent through this email address.

Submission of Applications

14. Applicants must complete all parts of the Application form in Apply for a Grant in accordance with the instructions therein.
15. As part of an Application, in accordance with the instructions in Apply for a Grant, the Applicant must read and confirm acceptance of the Applicant Confirmation of Agreement in the online application.
16. The Application and any documents accompanying it must be in English and submitted in accordance with the ITA.
17. Costs must be submitted in £ Sterling, inclusive of irrecoverable VAT.
18. Only Applications verified as complete and compliant, in accordance with the Conditions of Application, will be evaluated. You will be notified if your application has not qualified for Technical evaluation.
19. Applicants must be explicit and comprehensive in their Application as, this will be the single source of information used to score and rank Applications. The Authority will only take account of information specifically asked for in the ITA.
20. Where a length of response is stipulated, for example, a word count or page limit, only the information within the set limit will be evaluated.
21. Failure to provide the information required or supply documentation referred to in the Application within the deadline for Applications may result in rejection of the Application.
22. Applicants should only refer to general marketing or promotional information/material if specifically required by the question. General marketing or promotional information/material not deemed specifically relevant to the question may not be accepted.
23. Applicants should answer each question as a stand-alone response. Applicants should not cross-refer to answers given elsewhere in an Application as the same person may not evaluate every response. This may mean repeating information if required.

Clarifications sought by Applicants

24. Any request for clarification regarding the ITA should be submitted at the earliest opportunity by emailing [Clarifications Email](#) and in any event no later than the deadline for clarifications set out in the Timetable. This email should not be used at any other time. The Authority shall be under no obligation to respond to queries raised after the clarification deadline. This email should not be used at any other time.
25. The Authority will respond to all clarifications as quickly as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all Invited Applicants via email other than in exceptional circumstances.
26. If an Applicant believes that a request for clarification is commercially sensitive or that publishing the same together with the Authority's response as set out above would reveal confidential information, disclosure of which would be detrimental to the Applicant, the Applicant should clearly state this when submitting the clarification request. However, if the Authority considers that:
- the clarification is not commercially sensitive or confidential; or
 - all Applicants may benefit from its disclosure

The Authority will inform the Applicant via email, and the Applicant will have an opportunity to withdraw the request for clarification. If the request for clarification is not withdrawn within 48 hours of the notification, the clarification request and Authority's response will be published to all Invited Applicants.

27. The Authority may not respond to a request for clarification or publish such a request where the Authority considers that the response may prejudice the Authority's commercial interests or be contrary to public interest. In such circumstances, the Authority will inform the Applicant of its view.

Changes to Applications

28. Applicants may modify their Applications prior to the deadline for Applications. No Applications may be modified after the deadline for Applications.
29. Applicants may withdraw their applications at any time. Withdrawals before the competition closing date can be made through Apply for a Grant. If an Applicant wishes to withdraw after the application closing date, they must confirm this by sending an email notification to the Authority's Commercial Lead at shona.paul@defra.gov.uk. Unless withdrawn, applications shall remain valid and open for acceptance by the Authority for 120 days from the application deadline.

Receipt of Applications

29. Applications must be uploaded onto Apply for a Grant no later than the time and date set out in the Timetable as the deadline for Applications. Applications received before

that deadline will remain unopened until that deadline or such time thereafter when all Applications are opened together. The Authority will not consider Applications received after the deadline. The Authority may, however, at its own discretion, extend the deadline and in such circumstances, the Authority will notify all Applicants of any change. If all invited applicants have submitted a final response prior to the deadline The Authority will notify applicants of the intention to close the competition and begin evaluations prior to the advertised dates.

30. If an Applicant is experiencing problems when making its Application, they should inform the Authority.

Acceptance of Applications

31. By issuing this ITA, communicating with an Applicant or an Applicant's representative or agents or any other communication in respect of this competition, the Authority shall not be bound to accept any Application or award any of the funding for which Applications are invited. The Authority reserves the right to withdraw or terminate the competition at any time.

Costs of Application

32. Applicants shall bear their own costs and expenses incurred in the preparation and submission of their Applications. The Authority will not be responsible or liable for those costs regardless of the outcome in relation to individual Applications, even if the Authority amends or terminates the competition.

Clarifications sought by the Authority

33. The Authority reserves the right (but is not obliged) to seek clarification of any aspect of an Application and/or provide additional information during the evaluation phase in order to carry out a fair evaluation. Failure to respond in a timely manner and/or to provide an adequate response to such a request may result in rejection of the Application.

Confidentiality of the ITA and related documents

34. The contents of this ITA and of any other documents or information published or provided by the Authority in respect of this competition are provided on condition that they remain the property of the Authority and are kept confidential (save in so far as they are already in the public domain). The Applicant shall take all necessary precautions to ensure that they remain confidential and not disclosed, save as described below.

35. Applicants may disclose information relating to the grant Application Process to their advisers and sub-contractors in the following circumstances:
- disclosure is for the purpose of enabling an Application to be submitted and the recipient of the information undertakes in writing to keep it confidential on the same terms as the Applicant;
 - the Authority gives prior consent to the disclosure;
 - the disclosure is made for the purpose of obtaining legal advice in relation to the competition; or
 - the Applicant is legally required to disclose the information.
36. No Applicant will undertake any publicity activities with any part of the media in relation to this ITA without the prior agreement of the Authority, including agreement on the format and content of any publicity. For example, no statements may be made to the media regarding the nature of any Application, its contents or any proposals relating to it without the prior written consent of the Authority.
37. All central government departments, their executive agencies and non-departmental public bodies are subject to control and reporting within government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure.
38. For these purposes, the Authority may disclose within government any of the Applicant's documents and information (including any that the Applicant considers confidential and/or commercially sensitive) provided in its Application. The information will not be disclosed outside government during the Application Process. Applicants consent to these terms as part of the Application Process.

Freedom of Information and Environmental Information Regulations

39. In accordance with the obligations and duties placed upon public authorities by the FOIA and the EIR, which provide a public right of access to information held by public bodies, the Authority may disclose information submitted to it by an Applicant.
40. If an Applicant considers any information which it supplies to be commercially sensitive or of a confidential nature, the Applicant should:
- a) clearly identify such information as commercially sensitive;
 - b) explain the potential implications of disclosure of such information; and
 - c) provide an estimate of the period of time during which the Applicant believes that such information will remain commercially sensitive.
41. The Authority will endeavour to maintain confidentiality of information identified by an Applicant as being confidential in nature and/or commercially sensitive. Pursuant to a request for this information under FOIA and/or EIR, the Authority where practicable, will consult with an Applicant before disclosure.

42. However, even where information is identified by an Applicant as being confidential or commercially sensitive, Applicants acknowledge that there may be circumstances in which the Authority may be required to disclose such information in accordance with the FOIA or the EIR (in addition to any other transparency obligations). In particular, the Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FOIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked “confidential” or “commercially sensitive” will not be disclosed and accepts no liability for any loss or prejudice caused by the disclosure of information.

43. If an Applicant receives a request for information relating to this competition under the FOIA or the EIR during the competition, this should be passed immediately on to the Authority and the Applicant should not attempt to answer the request without first consulting the Authority.

Disclaimers

44. Whilst the information in this ITA and any supporting information referred to herein or provided to the Applicants by the Authority have been prepared in good faith, the Authority does not warrant (expressly or impliedly) or represent that this information is comprehensive reasonable nor accurate, or that it has been independently verified.

45. Neither the Authority nor its respective advisors, directors, officers, members, partners, employees, other staff or agents:

- a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITA or of any other written or oral communication transmitted (or otherwise made available) to any Applicant;
- b) accepts any liability for the information contained in the ITA or any other written or oral communication (including any communications via Find and Apply for a Grant) transmitted (or otherwise made available) to any Applicant, or for the fairness, accuracy or completeness of that information; or
- c) shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any party considering entering into an Agreement with the Authority following receipt of the ITA should make its own investigations and independent assessment of the Authority and its requirements and should seek its own professional financial and legal advice.

46. Neither the issue of the ITA nor any of the information presented in it should be regarded as a commitment or representation on the part of the Authority to enter into a grant funding agreement. Nothing in the ITA or in any other communication made

between the Authority and any other party, should be interpreted as constituting an agreement or representation between the Authority and any other party (save for a formal award of grant funding) or as constituting an agreement or representation that grant funding shall be offered.

Canvassing

47. Any Applicant which directly or indirectly canvasses any officer, member, employee, or agent of the Authority or its members or any other relevant body or any of its officers or members concerning the Agreement or this Application Process or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent concerning any other Applicant, Application or proposed Application will be excluded from this competition and its Application rejected.
48. The Applicant shall not contact any other employee, agent or consultant of the Authority who is in any way connected with the Project during this Application Process, unless instructed otherwise by the Authority.

Conflicts of Interest

49. The concept of a Conflict of Interest includes any situation where relevant staff members of the Authority, involved in this grant Application Process have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the grant Application Process and/or affect the integrity of the grant offer.
50. Where the Applicant is aware of any circumstances giving rise to a Conflict of Interest or has any indication that a Conflict of Interest exists or may arise it should inform the Authority of this as soon as possible (whether before or after submission of an Application). Applicants should remain alert to the possibility of conflicts of interest arising at all stages of the grant Application Process and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to manage properly any conflicts of interest may result in rejection of an Application.

Changes to an Applicant's circumstances

51. The Authority may:
- reject an Application where there is a change of identity, control, financial standing or other factor which may affect the Authority's evaluation of the Application; or
 - revisit information contained in an Application at any time to take account of subsequent changes to an Applicant's circumstances; or

- at any point during the Application Process, require an Applicant to certify there has been no material change to information submitted in its Application and in the absence of such certificate, reject the Application.

Joint Applications, Collaboration and Subcontracting

52. Where a consortia Application is proposed, Applicants are required to complete the relevant questions in the Qualification Questionnaire.
53. Relevant information should be provided in the Application in respect of each organisation that will play a significant role in the delivery of the Project.
54. Where an organisation in a joint Application change at any time during the competition, the Applicants should inform the Authority emailing the Commercial Lead Shona.Paul@defra.gov.uk. In such circumstances, the Authority reserves the right to take such action, including excluding the organisation from participation in the competition, where the change in membership is material to the Authority's evaluation of the Application.
55. The Applicant shall ensure that its sub-contractors and advisers abide by the terms of the ITA.

Costs

56. As stated above, costs and any financial data provided must be submitted in £ Sterling, inclusive of irrecoverable VAT. Where official documents include financial data in a foreign currency, a Sterling equivalent must be provided, [calculated at the exchange rate](#) at the time you submit the Application.
57. Where applicable, the Commercial Question in Apply for a Grant sets out the minimum cost information required for the Application. The Authority may request a more detailed breakdown of any cost information provided as part of an Application.
58. It is the Applicant's responsibility to ensure their Application accurately reflects their VAT liabilities. If the application is successful and it subsequently transpires there has been an error in the Application, the Authority shall be under no obligation to increase Grant Funding to meet any VAT liability of the Applicant.
59. Please don't forget, if you're a UK Taxpayer, you'll receive your grant or subsidy payments without tax taken off. You may need to tell HMRC about these. For more

information go to Business Income Manual 40451¹. You may wish to discuss this with your accountant.

Notification of Award

- 60. The Authority will notify successful and unsuccessful Applicants via email of the results of their Application.
- 61. The successful applicant will be required to register a supplier account on Atamis to enable electronic signature of the grant funding agreement by docusign and to manage the grant.

¹ [Business Income Manual 40451](#)

Section 2: Project Requirements – Co-Chair Global Research Alliance Livestock Group

This Section sets out the Authority's requirements and details what you can apply for.

Introduction

The Global Research Alliance on Agricultural Greenhouse Gases (GRA) brings together 68 member countries and 29 partner organisations, including FAO, Global Methane Hub, World Bank, and the European Commission. The UK has been an active member since GRA's inception in 2009. Agriculture plays a vital role in food security and sustainable development but is also a major source of greenhouse gas emissions globally. The GRA's work supports the Paris Agreement and Sustainable Development Goals.

The GRA operates through four Research Groups: Livestock, Paddy Rice, Croplands, and Integrative Research. Co-chair teams are highly influential, setting technical agendas and driving activities. The Livestock Research Group (LRG) focuses on reducing emissions intensity in livestock systems and increasing soil carbon storage. The UK seeks to provide a co-chair to strengthen global collaboration and UK influence.

Purpose of the Grant

Defra will fund a UK-based expert to serve as co-chair of the LRG for two years between January 2026 – December 2027. This role will increase GRA capacity and access to UK expertise, enable the UK to steer research priorities and flagship projects, and support Defra's objectives by building international capacity and advancing sustainable livestock production.

Funding

Up to £56,500 per year (maximum £113,000 over two years) to cover: co-chair's time (approx. 35 days/year or 259 hours), travel and subsistence (per Defra Travel Policy 2025: <https://www.gov.uk/government/publications/defra-group-expense-policy>), support staff, and essential activities such as workshops. Funding can also support GRA LRG activities including research projects, in discussion with Defra.

Aims

The aim is to provide the LRG with significant additional capacity to plan and deliver work towards its objectives: extend the global knowledge base on livestock greenhouse gas emissions, develop mitigation options, share knowledge and experiences, and strengthen

the resilience of livestock farming. The co-chair will help deliver Defra's objectives by building international capacity and demonstrating UK leadership.

Eligibility

Applicants must have extensive experience in livestock emissions research, hold a senior position with employer support for time and travel commitments, and demonstrate ability to collaborate internationally and influence research agendas. Time commitment: approx. 35 days/year (259 hours).

Only applicants who have previously submitted an Expression of Interest relating to the Co-chair for the Global Research Alliance – Livestock Research Group and have been notified by email that they should apply will be eligible

Role Responsibilities and Deliverables

The co-chair will lead and steer LRG research priorities and flagship projects, represent UK expertise internationally, and build capacity in developing countries. Activities include:

- Attend inception meetings with GRA representatives and other co-chairs.
- Develop a research and engagement strategy aligned with LRG priorities.
- Provide input into LRG reports, workshops, and R&D projects.
- Scope and commence new projects and workshops.
- Prepare technical content for and attend LRG and GRA annual meetings.
- Explore hosting LRG annual meeting in the UK.

Reporting Timeline and Milestones

Year	Outcome/Milestone	Payment
1 st Year	Provide 1 st quarterly progress report on co-chair LRG activities	Linked to Milestones
	Provide 2 nd quarterly progress report on co-chair LRG activities	
	Provide 3 rd quarterly progress report on co-chair LRG activities	
	Provide 4 th quarterly progress report on co-chair LRG activities	

	Provide 1 st annual report and 1 st themed insight report Attend 1 st annual progress review meeting with Defra	
2 nd Year	Provide 5 th quarterly progress report on co-chair LRG activities	
	Provide 6 th quarterly progress report on co-chair LRG activities	
	Provide 7 th quarterly progress report on co-chair LRG activities	
	Provide 8 th quarterly progress report on co-chair LRG activities	
	Provide final delivery report and 2 nd themed insight report	
	Attend final progress review meeting with Defra	

Important Dates

Role starts: January 2026

Ends: December 2027

Total Project Cost

Please summarise the project costs using the template in Annex B, according to the heading provided. If there are other costs that should be shown separately, please detail the type of cost and amount.

Travel and Subsistence

All Travel and Subsistence should be in line with [Defra's Travel and Subsistence Policy](#) as amended from time to time and notified to the (successful) Applicant. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage Allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private use car scheme rate	15p	15p
Private motorcycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

UK Subsistence per night

Location	Rate
London (Bed and Breakfast)	£160
Key UK Locations	£100
All other UK Locations	£100

Section 3: Evaluation Model

Your Application will be assessed in **two** stages. Applications will not be reviewed until the application window closes.

- **Stage One:** Applicant Eligibility and Due Diligence. The Authority will assess your responses to the eligibility questions, there are no automatic fail questions other than question 4.0 application confirmation of agreement. A negative response to any other question in this section requires an explanation to be submitted. This information will be assessed and based on the response may result in exclusion.
- **Stage Two:** Technical Merit. Applications that pass stage 1 will be assessed for technical merit against the criteria within each question.

Scoring Matrix

The following scoring matrix will be used for technical question numbers 5.1 to 5.4

For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

For a score of 70: Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirement will be fulfilled.

For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

For a score of 20: Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

- Costs must be submitted as part of the technical evaluation but will not be scored. If two or more applications score equally, the application offering better value for money based on costs will be prioritised.
- Applications will be assessed by the following people, if you have any conflict of interest, actual or perceived you must declare it within the applicant eligibility section so mitigating actions can be taken before assessments begin.

Name	Job Title	Section
Rick Bruintjes	Livestock and Project Management Team Leader	Technical
Emma Thompson	Livestock Evidence Scientist	Technical
Shona Paul	Commercial Lead	Applicant Eligibility Consensus Lead

Stage 1

Applicant Eligibility Assessment

	Reference in form	Evaluation Criteria
S1	Eligibility Statement	No Response required Information Only
S2	Due Diligence Checks	All information must be provided for Due Diligence Purposes. Confirmation of understanding required.
S3	Pre Application Information	No Response Required Contains essential information that must be agreed to in S4
S4	Required Applicant Information	All sections must be completed. Failure on confirmation of agreement Q4.0 will result in automatic exclusion.

Section 1	
Section Name	Eligibility Statement
Background	Tell applicants what they need to be eligible for your grant. This helps them save time. It also helps you reduce time and money spent processing queries from users who are not eligible.

Eligibility Statement	<p>This opportunity is only open to those who expressed interest during the EOI stage and have been notified by email as eligible to apply.</p> <p>Non-eligible applications will not be considered.</p> <p>The applicant will need to have extensive experience in the field of livestock research with a good understanding of livestock systems emissions. They will be working in a senior position at their respective institutions and have the needed support from their institution to meet the time and travel commitment associated with this grant. The time commitment associated with this post is 35 days per year (259h equivalent).</p>
Section 2	Due Diligence Checks
Background	<p>All applicants are asked for certain information.</p> <p>This information will allow you to carry out compliance and due-diligence checks and prevent fraud.</p> <p>These are the questions required to complete a due-diligence check. You will have the chance to add additional questions to the application form later.</p> <p>The information we ask for includes:</p> <ul style="list-style-type: none"> - organisation legal name - organisation type (e.g. limited company) - registered address - Charity Commission number (if applicable) - Companies House number (if applicable) - amount of funding required - where the funding will be spent
Type	Tick box (Applicant will confirm they understand that they will be asked for the above information)
Section 3	Pre Application Information
Question S3.0	<i>General Information No Response Required</i>

Description	<p>Please make sure you are familiar with and can agree to the Grant Recipient Code of Conduct.</p> <p>Information provided in this section will be used to conduct Due Diligence.</p> <p>The Authority may share your application details with other government departments to support good grant management and value for money.</p> <p>Question 4.0 is an automatic exclusion Question for a negative response. There are no other automatic exclusion questions .</p> <p>Incomplete responses may delay assessment.</p> <p>Any decision to exclude an applicant will be justified.</p> <p>Before Award evidence for declarations will be required.</p> <p>You may be excluded from the grant procedure and from applying for other grant opportunities for 3 years if you make serious misrepresentation of any factual information.</p> <p>If you're a UK Taxpayer, you'll receive your grant or subsidy payments without tax taken off. You may need to tell HMRC about these. You may wish to discuss this with your accountant.</p> <p>The formal Invitation to Apply document takes precedence</p>
How would you like this question to be answered?	No Response Required Information should be read and understood
Section 4	Required Applicant Information
Question 4.0	Applicant Confirmation of Agreement
Description	<p>You have read and agree to the General Information, Invitation to Apply, and Grant Funding Agreement Terms and Conditions. You have not attempted to influence Authority staff or representatives before evaluation.</p>

	<p>If you are successful you will</p> <p>Register a supplier account on the Defra Atamis Supplier Portal.</p> <p>Sign the Grant Funding Agreement and any required documents within 10 days.</p> <p>Accept that once the Authority formally accepts your application, it becomes legally binding and signed electronically under the Electronic Communications Act 2000.</p> <p>You will also</p> <p>Deliver the approved project within the agreed timeframe.</p> <p>Maintain the costs proposed in your application; the Authority will not provide additional funding for increases or VAT miscalculations.</p> <p>Submit grant claims according to the agreed schedule with accurate documentation; payments will be made in line with the Grant Funding Agreement.</p>
Should this question be optional?	No
How would you like this question to be answered?	Yes/No
Question 4.1	Individual Applicant Name, Position and contact details
Description	<p>Enter your name and position within your supporting organisation your contact details should include your email, phone and department address if different from the supporting organisation.</p> <p>This information is used to conduct further due diligence and should be completed in full.</p>
Should this question be optional?	No

How would you like this question to be answered?	Short Answer
Answer Guidance	Can have a maximum of 300 words entered.
Question 4.2	You have Read and Agree to abide by the Grant Recipient Code of Conduct
Description	Defra expects all grant recipients to be able to agree to the Grant Recipient Code of Conduct, if you are unable to do so your application may not be assessed. This will be considered on an individual basis. If you gave a negative response provide details in Question 4.6 Negative Response Explanations and Mitigating Actions. State the question number followed by your explanation.
Should this question be optional?	No
How would you like this question to be answered?	Yes/No
Answer Guidance	Allows one option to be selected.
Question 4.3	You have policies in place to support the expectations of the standards within the Grant Recipient Code of Conduct in respect of Service Users, Business Practises and Standards of Behaviour.
Description	Defra expects all grant recipients to be able to agree to this declaration, if you are unable to do so your application may not be assessed. This will be considered on an individual basis. If you gave a negative response provide details in Question 4.6 Negative Response Explanations and Mitigating Actions. State the question number followed by your explanation.

Should this question be optional?	No
How would you like this question to be answered?	Yes/No
Answer Guidance	Allows one option to be selected.
Question 4.4	The applicants supporting organisation, has complied with its legal obligations in the fields of environmental, social, equality or employment law in the last 5 years.
Description	Defra expects all grant recipients to be able to agree to this declaration, if you are unable to do so your application may not be assessed. This will be considered on an individual basis. If you gave a negative response provide details in Question 4.6 Negative Response Explanations and Mitigating Actions. State the question number followed by your explanation.
Should this question be optional?	No
How would you like this question to be answered?	Yes/No
Answer Guidance	Allows one option to be selected.
Question 4.5	You agree there are no circumstances involving you or your organisation that could create an actual, potential, or perceived conflict of interest that would affect the Authority's decision on this application or grant.
Description	Defra expects all grant recipients to be able to agree to this declaration, if you are unable to do so your application may not be assessed. This will be considered on an individual basis. If you gave a negative response provide details in Question 4.6 Negative Response Explanations and Mitigating Actions. State

	the question number followed by your explanation including, if necessary, any mitigating actions taken or required.
Should this question be optional?	No
How would you like this question to be answered?	Yes/No
Answer Guidance	Allows one option to be selected.
Question 4.6	Negative Response Explanations and Mitigating Actions
Description	Clearly state the question number the information relates to followed by your explanation and any mitigating actions taken or required.
Should this question be optional?	Yes
How would you like this question to be answered?	Long Answer
Answer Guidance	Can have a maximum of 800 words entered.

Stage Two – Technical Questions

Applications will be assessed for technical merit (including costs) using the evaluation criteria set out in Apply for a Grant.

Each question will be scored separately, and no reference will be made between the questions.

To ensure the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:

- the technical merit score will be weighted and will form **100%** of the final score;
- Costs and budget will be assessed but not scored; they will serve as a value-for-money determinant if two or more applications achieve the same overall score.
- A score of 20 or below for any question, agreed at moderation will eliminate the application

Each scoring question is given a weighting to indicate the relative importance of that issue in the overall evaluation. Weightings are provided with the evaluation criteria in Apply for a Grant for each question in the Technical Questionnaire.

A panel appointed by the Authority will undertake Evaluation of Applications. Each panel member will first undertake an independent evaluation of the Applications applying the relevant evaluation criteria for each question. The evaluation panel will then hold a moderation meeting to reach a consensus of the marking of each question.

Scoring Matrix

The following scoring matrix will be used for question numbers 5.1 to 5.4

For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

For a score of 70: Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirement will be fulfilled.

For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

For a score of 20: Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

Q 5.1	Experience
25%	Question Weighting
Long Answer. Maximum word count 800	
<p>Information relating to experience was provided within the Expression of Interest and will be assessed for this question.</p> <p>If you are happy for the information previously provided to be assessed DO NOT PROVIDE A RESPONSE.</p> <p>If you wish to provide REPLACEMENT INFORMATION any information previously submitted in the Expression of Interest will not be assessed.</p> <p>Provide proof of extensive experience in the field of livestock and emissions research. For example peer reviewed publications, high level academic/research role and international experience preferably collaborative international research projects.</p>	
A score of 20 or below at consensus will result in exclusion.	
Q 5.2	Vision Statement
30%	Question Weighting
Long Answer Maximum Word Count 1500	
<p>Outline your vision for advancing the objectives of the GRA Livestock Research Group (LRG) during your two-year term.</p> <p>Your response should:</p> <p>Show understanding of the LRG and GRA – explain how the group operates, its purpose, and opportunities for collaboration and impact.</p> <p>Link your vision to Defra’s goals – demonstrate alignment with priorities for reducing livestock greenhouse gas emissions while supporting productivity and sustainability.</p> <p>Set out research plans – include flagship projects and shorter-term initiatives you would champion during the term.</p> <p>Identify priorities – specify short-term focus and how you will lay foundations for longer-term goals beyond two years.</p> <p>Highlight collaboration and capacity building – describe how you will foster partnerships within the GRA and with external stakeholders to maximize impact.</p> <p>Your statement should be clear, forward-looking, show how your leadership will deliver measurable progress for the LRG and contribute to global and UK objectives.</p>	
A score of 20 or below at consensus will result in exclusion.	

Q 5.3	Delivery Approach
25%	Question Weighting
Long Answer Maximum Word Count 800	
<p>Describe how you plan to deliver the responsibilities of the co-chair role. Your response should demonstrate throughout how sustainability will be considered within delivery.</p> <p>Your response should include:</p> <p>Reporting – How will you ensure timely and accurate reporting to the LRG and Defra?</p> <p>Collaboration – What strategies will you use to foster collaboration within the LRG and with external stakeholders?</p> <p>Participation in Meetings and Workshops – How will you manage attendance and engagement in meetings and workshops to maximize impact?</p> <p>You should also address:</p> <p>Travel Requirements – Explain how you will plan travel to minimise emissions, including evaluating meeting options and transport types/routes.</p> <p>Timeline and Milestones – Provide a timeline for key activities and responsibilities during your co-chair term. This can be presented as text or a Gantt chart. Upload your Gantt Chart at 5.3a</p> <p>Travel costs are accounted for in the grant and will be reimbursed accordingly.</p>	
A score of 20 or below at consensus will result in exclusion.	
Q 5.3a	Additional Information
Information uploaded here will be assessed as part of the question it relates to	
Upload Information	
If you are providing a Gantt chart for question 5.3 upload it here	
Q 5.4	Capacity
20%	Question Weighting
Long Answer Maximum Word Count 800	

Describe how you will ensure you have the necessary time, capacity, and support from your current employer to actively participate in this role.

Your response should include:

Time and Workload Management – How will you manage your workload to accommodate the responsibilities of the co-chair position?

Employer Support – Confirmation of support from your employer for participation in both virtual and in-person meetings, seminars, and conferences associated with the role.

Resources and Arrangements – Any arrangements or resources that will enable you to fulfil travel and engagement requirements effectively.

Your answer should demonstrate that you can meet the role’s expectations, including attending meetings, workshops, and conferences, while balancing other commitments.

A score of 20 or less at consensus will result in exclusion.

Q 5.5 Costs

Costs and budget will be assessed but not scored; they will serve as a value-for-money determinant if two or more applications achieve the same overall score.

Upload Annex B Cost template

Use the template provided to give a detailed cost breakdown for the two-year co-chair term.

Your response should include:

Your Time – State your daily rate or annual salary basis and how this translates into the estimated cost for the role.

Travel & Subsistence – Itemise anticipated travel and subsistence costs.

Assistants – If applicable, specify the role, level, and estimated cost of any assistants.

Other Expenses – Include costs for activities such as workshops, seminars, or other relevant items.

You Must Also:

Explain assumptions and basis for calculations (e.g., number of days, travel frequency, cost per trip).

Important

Costs will be benchmarked against UK academic/research salary norms and Defra Travel Policy 2025

<https://www.gov.uk/government/publications/defra-group-expense-policy>

Costs and budget will be assessed but not scored; they will serve as a value-for-money determinant if two or more applications achieve the same overall score.
