



PACIFIC SALMON COMMISSION

ESTABLISHED BY TREATY BETWEEN CANADA
AND THE UNITED STATES OF AMERICA
MARCH 18, 1985

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Southern Fund: Guidelines for completing the Stage Two Detailed Proposal

These guidelines are provided to make the rationale used for selecting among competing projects as transparent as possible and to assist proponents with preparing strong proposals.

These guidelines have been updated for the 2026 Call for Proposals.

GENERAL INSTRUCTIONS

- The Initial Questions and Part 1 mirrors the Project Concept application and is completed online. For Parts 2-7 (questions 7-19) you have the choice of completing the remainder of the questions directly online or downloading a word document and uploading it once complete. If you need to include tables, figures, or images, we recommend using this option.
- Formatting: if you use the word document you must use formatting that is consistent with the form itself: Calibri, font size 11, consistent justification, etc. Please consider that the Southern Fund Committee (SFC) members receive a high number of proposals to read each year; please do not adjust the page margins or do anything else to reduce legibility / the consistency of formatting between proposals.
- Length: there is no limit on the number of pages that you may include at stage two.

INITIAL QUESTIONS

- Most of these fields will be auto populated from your project concept. Please edit if needed.
- Lead Proponent: indicate the person who will act as the primary point of contact for the project. Ideally this will be a single person.
- Other Proponents and Organizations: include details of those directly involved in the completion of the project. This only needs to be the name of the person and organization. Do not include partners or beneficiaries.
- Project Location: for projects with a specific location/s, include the name here. A map can be added in question 7b (Approach) section.
- Questions applicable to multi-year projects: please note that if your project spans multiple years the SFC can only consider the 2026 portion of the project in this cycle. Please specify the total project length here using the start / end date fields.

Part 1. RELEVANCE AND SIGNIFICANCE

Questions 1 through 6 are the same as the Project Concept Application. The fields will be auto populated with your previous answers. Please update your entries if and where necessary.

Part 2. TECHNICAL IMPLEMENTATION DETAILS

For Parts 2-6 (Questions 7-19), you have the choice of completing the questions directly online or downloading a word document and uploading it once complete. If you need to include tables, figures, or images, we recommend using the Offline Option. Note for the Online Form, progress can be saved and returned to at any time.

The SFC will assess the technical quality of the proposed project including the soundness, accuracy, thoroughness and validity of the ideas and methods presented.

7a. Approach:

- The answer to this question carries significant weight in the review process. It is strongly recommended that proponents provide an in-depth description.
- If novel quantitative or statistical methods are proposed, proponents should provide a brief mathematical presentation of the proposed approach and formulas to be used. References to published methods are also acceptable.
- Be sure to provide a sound rationale that supports the methods proposed.
- Indicate the metrics or indicators of project success and who will evaluate them.
- Diagrams, technical drawings, photographs, etc. are all acceptable in so far as they support the description of the approach.

7b. Approach – Project Location:

- Location maps are required for all field projects, especially when there are multiple field locations discussed in the proposal.

8. Schedule:

- A tabular or Gantt chart format is recommended in answering this question.
- Provide a reasonable and realistic timetable of logical steps leading to the achievement of the project's objectives.
- Show that key activities, milestones, and timelines are appropriate and achievable.

9. Assumptions and Risks:

- Clearly identify the risks and assumptions associated with this project.
- Describe the contingency plan to deal with potential risks or problems.

Part 3. CAPACITY TO DELIVER

The SFC will evaluate the team of people proposed to carry out the project; the extent to which the proponent has consulted and partnered with other interested parties in the field; and the steps they have taken to comply with regulations.

10. Key Personnel

- Clearly identify the Project Leader and the roles of ALL the Principal Project Participants.
- Brief (half page) resumes are recommended for all the project's Principal Participants, describing the credentials of the proposed Project Leader and key staff or consultants.
- Include an acknowledgement of participation from any partners or affiliated organizations with personnel involved in the project. This can be a brief letter of support or email confirming participation and included as an appendix to the detailed proposal.

11. Consultation, coordination, and approvals:

- Describe the provenance of the group you are affiliated to.
- It is strongly recommended that proponents provide brief supportive letters when they are required to confirm important claims of cooperation.
- (For Habitat and Enhancement projects) Show that you have the appropriate permits and authorizations or describe the degree of certainty that they can be obtained in time to implement the project.
- (For all other projects) Show how the project coordinates with, and has the approval of, appropriate fishery management and research agencies.

12. Partnerships.

- Describe the extent to which the project may involve or foster partnerships with other agencies, organizations and/or other interested parties.
- Describe your efforts to involve appropriate external partners in the project and with whom you will consult in the preparation and delivery of this project.
- Detail any other agencies, co-managers, and other interested parties you are working with.

Part 4. BENEFITS

The SFC will evaluate the benefits gained from successful completion of the project and whether the benefits will be monitored and assessed over the short and long-term.

13. Measures of Success:

- Describe if the results can be measured and the indicators of success?

14. Monitoring and Assessment:

- Provide details of how the project benefit will be evaluated.
- Is there a monitoring and maintenance component, and will there be any long-term maintenance costs?
- Will the work continue after completion of the project being funded?

15. Beneficiaries:

- Describe the methodology used to ensure that project results are communicated to potential end-users and beneficiaries.
- How will affected stakeholders be informed about the project and their input gathered?
- Is there a communication component of the project with a target audience identified?

Part 5. COST EFFECTIVENESS

The SFC will evaluate whether the budget requested for the work proposed is reasonable and justified.

16. Costs

- Provide adequate explanations of budget line items.
- The cost of capital item acquisitions will be scrutinized.

17. Cost sharing:

- Provide details of the other entities contributing to the costs of the proposal and/or supplementing it with in-kind contributions.
- Proponents are to provide a brief acknowledgement of participation or letters of support from the relevant entity to confirm cost sharing or in-kind contributions.
- If the Southern Fund is the sole financial supporter of this proposal, describe why.

18. Duration of funding request:

- Describe how many years it will take to complete your project in full.
- If applicable, describe the phases of the project and where this funding request corresponds.
- For multi-year projects describe any plans to transition to or source alternative funding sources.

Part 5. PROGRESS UPDATE

19. Progress update:

- This section only needs to be completed by proponents of multi-year projects which are already underway. If this applies to you, please provide a succinct (1 or 2 page) update on the progress of your project so far, so that the SFC have this to-hand while reviewing your proposal to continue the work.