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| **I – PROJECT IDENTIFICATION SHEET** |

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| **Project title:**  **(IN FRECH)** |  |

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| **Principal Investigator** | Name:  Tel.: | Establishment:  Email: |

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| **Signatures and dates** |  |  |
| Signature  Main academic | Print Name and Signature  Vice-rectorate or research office |

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| **Industrial and academic partners or public research centre:** | Main activity | Company | University | CCTT | Public centre |
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| **Thematic focus**  (See Instruction Guide) | Innovative materials  Formulation of new materials and high performance end-products  Additive manufacturing, surface treatment, scale-up  New characterization or simulation techniques |

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| **Application sectors**  (several possible choices) | Transportation/Infrastructure  Energy  Environment  Textile | Chemistry  Microelectronics/telecommunication  Health  Other (specify): |

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| **TRL**  1  2  3 | **Duration of the project:**  12 months  24 months  36 months |

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| **Non-confidential summary of the project, in lay terms.** *(IN FRENCH – 250 words maximum)* |
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| **II – DETAILED PRESENTATION OF THE PROJECT** |

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| **RESEARCH PROJECT (maximum 3 pages):**  Describe the research project, including its environment (regulations, market trend, state of the art, etc.). Explain the possibility of carrying out this research project, specifying its anticipated objectives and results as they relate to the industrial partners’ needs. Specify the methodology and key scientific challenges to be met. |
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| **III – JUSTIFICATION OF THE TECHNOLOGY READINESS LEVEL (TRL)** |

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| **TRL (maximum 1 page):**  Justify the TRL you have assigned to this project. The contemplated TRL is the one at the start of the project within a context of research in Québec. |
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| **IV – SCHEDULE AND MILESTONES** |

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| **SCHEDULE AND MILESTONES (maximum 2 pages):**  Present the project’s main activities in the form of a GANTT chart, **including key Go/No Go milestones**. |
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| **V – PROJECT TEAM** |

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| **PROJECT TEAM (maximum 2 pages):**  Name all academic and industrial collaborators (titles and affiliations). Describe how this collaboration makes it possible to cover the various competencies needed to carry out the project. Specify the degree of involvement of each member of the team, including, among others, the level of interaction and synergy among the various academic and industrial players.  **Attach the CVs of the key stakeholders (academic and industrial) as well as letters of support from industrial partners.** |
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| **VI – IMPACT AND SPINOFFS OF THE PROJECT** |

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| **PROJECT’S IMPACT AND SPINOFFS (maximum 2 pages):**  Describe spinoffs for academic and industrial partners, as well as the project’s impact on the training of qualified personnel. Explain how the innovation developed could eventually provide major competitive advantages over existing solutions. For each of the industrial partners show how the project could potentially provide added value and foster the transfer of knowledge. |
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| **VII – FINANCIAL FACET** |

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| **RESEARCH MANDATE’S ESTIMATED BUDGET** |

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|  | The budget items highlighted below are eligible for the Indirect Research Cost. | **Year 1** | **Year 2** | **Year 3** | **Total** |
|  |  | (CASH ONLY) | | | |
| **Salaries and fringe benefits[[1]](#footnote-1)** | | | | | |
|  | 1st, 2nd and 3rd-cycle students |  |  |  |  |
|  | Postdoctoral research interns |  |  |  |  |
|  | Technicians |  |  |  |  |
|  | Others: |  |  |  |  |
| **Equipment or installations** | | | | | |
|  | Rental |  |  |  |  |
|  | Equipment[[2]](#footnote-2) (max $10K each) |  |  |  |  |
|  | Operating and maintenance costs |  |  |  |  |
|  | Costs charged to users |  |  |  |  |
|  | Others: |  |  |  |  |
| **Materials and supplies (max. 15%)** | | | | | |
|  | Materials for tests and trials |  |  |  |  |
|  | Laboratory consumables |  |  |  |  |
| **Outside services[[3]](#footnote-3)** | | | | | |
|  | Academic or public laboratories |  |  |  |  |
|  | Federal laboratories |  |  |  |  |
|  | Others: |  |  |  |  |
| **Travel[[4]](#footnote-4)** | | | | | |
|  | Conferences or conventions |  |  |  |  |
|  | Field work |  |  |  |  |
|  | Work-related travel |  |  |  |  |
| **Development activities** | | | | | |
|  | Prototypes |  |  |  |  |
|  | Field tests |  |  |  |  |
|  | Others: |  |  |  |  |

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| **TOTAL per year** |  |  |  |  |

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| **Research Mandate TOTAL** |  |

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| **VII – FINANCIAL FACET (cont’d)** |

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| **RESEARCH MANDATE’S FINANCING PLAN** |

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|  |  | **Year 1** | **Year 2** | **Year 3** | **Total** |
|  |  | (cash only) | | | |
| **Industrial partners[[5]](#footnote-5) (min. 20% of the research mandate)** | | | | | |
|  | Partner No.1 (cash): |  |  |  |  |
|  | Partner No. 2 (cash): |  |  |  |  |
| **Public financing (max. 80% of the research mandate)** | | | | | |
|  | PRIMA Québec (max. 40%) |  |  |  |  |
|  | Others (specify):  Provide proof of additional funding (copy of application once submitted) |  |  |  |  |

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| **TOTAL per year** |  |  |  |  |

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| **Financing plan TOTAL**  including indirect research cost and management fees of the MEI |  |

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| **In-kind contribution of industrial partners, if applicable (for information purposes only)** | | |
|  | Partner No. 1: |  |
|  | Partner No. 2: |  |

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| **ADDITIONAL CONTRIBUTIONS** |

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| **Contribution to the management fees of PRIMA Québec** | | |  |
|  | Contribution from industrial partners: equal to 2.4% of the amount of the research mandate |  |
|  | Contribution of the MEI: equal to 1.6% of the amount of the research mandate |  |

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| **PRIMA QUÉBEC’s contribution to indirect research cost, if applicable** | | |
|  | Maximum 27% of PRIMA QUÉBEC’s contribution to the research mandate  All financial partners must contribute to indirect research cost |  |

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| **VII – FINANCIAL FACET (cont’d)** |

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| **JUSTIFY EXPENSES (no page limit)**  Related to the main steps presented in Section IV; specify the financing plan. |
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| **INFORMATION ABOUT THE FORM SUBMISSION** |

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| Should you encounter problems or have questions, do not hesitate to contact Sylvie Dufort, at 514 284-0211, ext. 228.  Email your duly signed application in single file - PDF format (Adobe Acrobat) **before midnight**, **January 11, 2019** to: [sylvie.dufort@prima.ca](mailto:sylvie.dufort@prima.ca).  Check liste   |  |  | | --- | --- | |  | First page signed by the applicant AND by the establishment (Vice-rectorate or research office) | |  | Form fully filled and maximum page number by rubrics respected | |  | CV of the main contributors (academics and industrials) | |  | Letters of support from all industrial partners | |  | Have you informed the industrial partners of their contribution to the management fees of PRIMA Québec? | |  | Are all project partners members of PRIMA Quebec at the time of filing your application? | |  | Funding will be provided based on proof that the complementary funding (NSERC, NRC-IRAP, or others) has been approved. Once the request for additional funding has been submitted, a copy must be sent to PRIMA Québec. | |

1. Amounts related to the release of teachers to carry out project activities are not eligible [↑](#footnote-ref-1)
2. Small equipment amortized for the duration of the project is authorized. [↑](#footnote-ref-2)
3. Outside services must be justified and account for a very small part of the budget. [↑](#footnote-ref-3)
4. Travel expenses must be justified and account for a very small part of the budget. [↑](#footnote-ref-4)
5. The cash contribution of any of the partners cannot exceed 80% of the total industrial contribution. [↑](#footnote-ref-5)