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| **I – PROJECT IDENTIFICATION SHEET** |

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

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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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| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
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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**  4  5  6 | **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**. * Please indicate projects, sub-projects or activities related to MITACS internships. |
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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 – ECONOMIC AND SOCIETAL IMPACT** |

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| **PROJECT’S IMPACT AND SPINOFFS (maximum 2 pages):**  Describe impact and spinoffs for academic and industrial partners.   1. Benefits for the academic partner (s): HQP training, knowledge valorization (transfer, publications, intellectual property, etc.), technological developments (new products, processes, standards, methods, etc.), scientific expertise (acquisition, development or consolidation), use of infrastructures 2. Benefits for the industrial partner (s): Technological developments (new products, processes, standards, methods, etc.), enhancement of knowledge (transfer, patents, improvement of know-how, etc.), improvement of the company's position in the value chain (improvement of productivity, increase in sales or market shares, diversification of production, investments, etc.), personnel (job created or maintained, training of HQP, etc.), use of infrastructures |
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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** |
|  |  | (in cash and in kind) | | | |
| **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: |  |  |  |  |
| **Industrial contribution in kind** | | | | | |
|  | Salaries of researchers/scientists |  |  |  |  |
|  | Salaries of technicians/engineers |  |  |  |  |
|  | Equipment time |  |  |  |  |
|  | Donated materials |  |  |  |  |
|  | 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** |
|  |  | (in cash and in kind) | | | |
| **Industrial partner (min. 40% of the research mandate)** | | | | | |
|  | Contribution in cash: |  |  |  |  |
|  | Contribution in kind: (max 20%) |  |  |  |  |
| **Public financing (max. 60% of the research mandate)** | | | | | |
|  | PRIMA Québec (max. 20%) |  |  |  |  |
|  | Others (specify):   * Provide proof of additional funding (copy of the application once submitted) * MITACS max 50% of the R & D project and separated into its components. Please specify the number of units\_\_\_\_   \_\_\_\_\_\_ |  |  |  |  |
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| **TOTAL per year** |  |  |  |  |

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| **ADDITIONAL CONTRIBUTIONS** |

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| **Contribution to the management fees of PRIMA Québec** | | |  |
|  | Industrial partners: equal to 1.2% of the amount of research mandate |  |
|  | MEI: equal to 0.3% of the amount of 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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| **Summary of funding by PRIMA** |

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| **Contributions from PRIMA Québec** | | |
|  | Contribution to the Research Mandate |  |
|  | Contribution from MEI (Management fees) |  |
|  | Indirect Research Cost (If applicable) |  |

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| **TOTAL funding from PRIMA**  (Max 1.5 M$) |  |

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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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| **VIII – BIBLIOGRAPHIC REFERENCES** |

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| **List of bibliographical references (maximum 2 pages):** |
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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**, **May 31, 2019,** to: [sylvie.dufort@prima.ca](mailto:sylvie.dufort@prima.ca).  Check list   |  |  | | --- | --- | | ☐ | First page signed by the applicant AND by the establishment (Vice-rectorate or research office) | | ☐ | Form fully filled and maximum page number of 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 Québec 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 before September 1st | |

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 accounts for a very small part of the budget. [↑](#footnote-ref-3)
4. Travel expenses must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-4)