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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**  |  |  |
| SignatureMain academic | Print Name and SignatureVice-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 as well as the results commercialization potential.  |
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| **VII – FINANCIAL FACET** |

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

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|  |  | **Year 1** | **Year 2** | **Year 3** | **Total** |
|  |  | (CASH ONLY) |
| **Salaries and fringe benefits** |
|  | 1st, 2nd and 3rd-cycle students |  |  |  |  |
|   | Postdoctoral research interns |  |  |  |  |
|   | Technicians |  |  |  |  |
|   | Others: |  |  |  |  |
| **Equipment or installations** |
|   | Rental |  |  |  |  |
|  | Equipment[[1]](#footnote-1) (max $10K each) |  |  |  |  |
|   | Operating and maintenance costs[[2]](#footnote-2) |  |  |  |  |
|   | Costs charged to users2 |  |  |  |  |
|   | Others: |  |  |  |  |
| **Materials and supplies (max. 15%)** |
|   | Materials for tests and trials |  |  |  |  |
|   | Laboratory consumables  |  |  |  |  |
|   | Others: |  |  |  |  |
| **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** |  |

\*Outside services and travel expenses must be justified and accounts for a very small part of the budget.

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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 [[5]](#footnote-5) (min. 20% of the research mandate)** |
|  | Contribution in cash (10% of the total cost): |  |  |  |  |
|   | Contribution in kind: (10% of the total cost): |  |  |  |  |
| **Public financing (max. 60% of the research mandate)** |
|   | PRIMA Québec (max. 50%)  |  |  |  |  |
|   | Others (specify): |  |  |  |  |

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

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| --- | --- |
| **Financing plan TOTAL** |  |

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| **ADDITIONAL CONTRIBUTIONS**  |

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| **Industrial partners’ contribution to management costs** |
|  | Equals 2 % of the research mandate’s amount |  |

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| **PRIMA Québec’s contribution to indirect research costs, if applicable** |
|   | Maximum 27% of PRIMA Québec’s contribution to the research mandate  |  |

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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**, **Septembre 12th, 2018** to: sylvie.dufort@prima.ca.Check liste

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| ☐ | First page signed by the applicant AND by the establishment (Vice-rectorate or research office) |
| ☐ | PRIMA’s form fully filled and maximum page number by rubrics respected |
| ☐ | Annexe INNOV-R form fully filled |
| ☐ | CV of the main contributors **(academics and industrials)** |
| ☐ | **Letters of support from all industrial partners** |

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1. Small equipment amortized for the duration of the project is authorized. [↑](#footnote-ref-1)
2. Excluded from the indirect research expenses calculation. [↑](#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 must represent at least 50% of the industrial partner’s contribution. [↑](#footnote-ref-5)