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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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| **Thematic focus for PRIMA**  (see instruction guide**)** | New or improved advanced materials  Formulated materials or finished or semi-finished products incorporating advanced materials  Processes, surface treatment, scaling  Additive manufacturing | Printable electronics  Characterization technique and instrument  simulation  Quantum technologies or materials  Use of artificial intelligence |

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

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

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| **Executive summary in everyday language (IN FRENCH)** |
| * "What it is" in one sentence (clearly indicate what is developed without preambles) * "What it gives" in a sentence or two (expected results, names of companies, impact on them and Quebec) |

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

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| If this project comes from previous projects and describes the history and if this project is placed inside a larger project describe the larger project and the importance of the latter of the project submitted to PRIMA. **(maximum 1 page)** |
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| **III - DETAILED PRESENTATION OF THE PROJECT** |

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| 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. **(maximum 3 pages)** |
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| **IV – JUSTIFICATION OF THE TECHNOLOGY READINESS LEVEL (TRL)** |

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| 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. **(maximum 1 page):** |
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| **V – PROJECT MANAGEMENT** |

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| 1. Present the project’s main activities in the form of a GANTT chart, **including key Go/No Go milestones**. Also indicate the parts related to MITACS internships if applicable. **(maximum 2 pages)** |
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| 1. **Specify all the academic and industrial collaborators:** Describe how the collaboration makes it possible to cover the different skills necessary for the accomplishment of the project. Specify the level of involvement of each member of the team.[[1]](#footnote-1) |
| |  | | --- | | **Research establishment # 1:**  **Main contact (Name + email + phone):** | | **Name and title of researcher # 1:**  **Skills and contribution to the project:** |  |  | | --- | | **Industrial # 1:**  **Main contact (Name + email + phone):** | | **Name and title of researcher # 1:**  **Skills and contribution to the project:** |  |  | | --- | | **Industrial # 2:**  **Main contact (Name + email + phone):** | | **Name and title of researcher # 1:**  **Skills and contribution to the project:** | |
| 1. Describe how the project will be managed and the interaction and synergy with the industrial collaborator. **(maximum 1 page)**. |
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| **VII – IMPACT AND SPINOFFS OF THE PROJECT** |

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| 1. Describe the intellectual property strategy **(maximum 1 page).** |
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| 1. **Benefits for the academic partner (s):** HQP training, knowledge enhancement (transfer, publications, intellectual property, etc.), technological developments (new products, processes, standards, methods, etc.), scientific expertise (acquisition, development or consolidation), use of infrastructure **(maximum 1 page)** |
|  |
| 1. **Benefits for the industrial partner (s) and Quebec:** Technological developments, enhancement of knowledge, improvement of the company's positioning in the value chain (improvement of productivity, increase in sales or market share, diversification of production, investments, etc.), personnel.[[2]](#footnote-2) |
| |  | | --- | | **Company # 1:** | | **Targeted numbers of jobs created or maintained** (check all that apply) | | Full time :  Partial time :  Temporary :  Explanations : | | **Knowledge enhancement** (check all that apply)  Knowledge transfer  Patent  Improvement of know-how  Other :  Explanations: | | **Commercial potential** (check all that apply)  New products  Product improvements  New processes  Process improvements  Other : | | What is the target market?  Explanations : | | **Other targeted impacts for business and Quebec** (check all that apply)  Productivity,  Environment,  Social-economic,  Other :  Explanations : |  |  | | --- | | **Company # 2:** | | **Targeted numbers of jobs created or maintained** (check all that apply) | | Full time :  Partial time :  Temporary :  Explanations : | | **Knowledge enhancement** (check all that apply)  Knowledge transfer  Patent  Improvement of know-how  Other :  Explanations: | | **Commercial potential** (check all that apply)  New products  Product improvements  New processes  Process improvements  Other : | | What is the target market?  Explanations : |  |  | | --- | | **Benefits and spinoffs for Quebec** | | Productivity,  Environment,  Social-economic,  Other :  Explanations : | |

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| **VIII – FINANCIAL FACET** |

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| 1. **RESEARCH MANDATE’S ESTIMATED BUDGET**   Indicate all direct expenses eligible for the projects |

|  | 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[[3]](#footnote-3)** | | | | | |
|  | 1st, 2nd and 3rd-cycle students |  |  |  |  |
|  | Postdoctoral research interns |  |  |  |  |
|  | Technicians |  |  |  |  |
|  | Researcher: |  |  |  |  |
|  | Other |  |  |  |  |
| **Equipment or installations** | | | | | |
|  | Rental |  |  |  |  |
|  | Purchase of Equipment[[4]](#footnote-4) (max $15K each) |  |  |  |  |
|  | Platform fees |  |  |  |  |
| **Materials and supplies (max. 15%)** | | | | | |
|  | Materials for tests and trials |  |  |  |  |
|  | Laboratory consumables |  |  |  |  |
| **Outside services[[5]](#footnote-5)** | | | | | |
|  | Academic or public laboratories |  |  |  |  |
|  | Federal laboratories |  |  |  |  |
|  | Others: |  |  |  |  |
| **Travel[[6]](#footnote-6)** | | | | | |
|  | Conferences or conventions |  |  |  |  |
|  | Field work |  |  |  |  |
|  | Work-related travel |  |  |  |  |
| **Development activities** | | | | | |
|  | Fees for dissemination of knowledge |  |  |  |  |
|  | Intellectual property management fees |  |  |  |  |
|  | **TOTAL per year** |  |  |  |  |

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| 1. **RESEARCH MANDATE’S FINANCING PLAN** |

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| **For all MITACS funding, please contact an advisor** to ensure a correct budget calculation. MITACS must be separated into these components and the total of MITACS grants cannot exceed 50 % of the research budget. |

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| 1. **Cash financing only** | | | | | | | |
|  | |  | | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Industrial partners[[7]](#footnote-7) (min. 20% of the research mandate)** | | | | | | | |
|  | | Partner No.1 (in cash, including MITACS contribution if applicable) : | |  |  |  |  |
|  | | Partner No. 2 (in cash, including MITACS contribution if applicable) : | |  |  |  |  |
| **Public financing[[8]](#footnote-8) (max. 80% of the research mandate)** | | | | | | | |
|  | | PRIMA Québec (max 40%) (including provincial contribution from MITACS if applicable) | |  |  |  |  |
|  | | Additional funding (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |
|  | | MITACS (enter only the federal amount in this line)  Please specify the number of units \_\_\_\_\_ | |  |  |  |  |
|  | | **TOTAL funding** | |  |  |  |  |
| 1. **For information, in-kind contribution from industrial partners** | | | | | | | |
|  | Partner No. 1: | |  | | | | |
|  | Partner No. 2: | |  | | | | |

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| 1. **ADDITIONAL CONTRIBUTIONS FROM INDUSTRIALS AND MEI** | | | |
| **Contribution to the management fees of PRIMA Québec** | | | |
|  | | From Industrial partners: equal to 2.4% of the amount of research mandate |  |
|  | | From MEI: equal to 1.6% of the amount of research mandate |  |
| **PRIMA QUÉBEC’s additional contribution to indirect costs of research if applicable** | | | |
|  | | 27% of the contribution of PRIMA Quebec to the search mandate for eligible costs. All financial partners must contribute to ICR |  |

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| 1. **SUMMARY OF FUNDING BY PRIMA** | | | |
|  | | Contribution to the Research Mandate |  |
|  | | Contribution from MEI (Management fees) |  |
|  | | Indirect Costs of Research (If applicable) |  |
|  | | **TOTAL funding from PRIMA**  (Max 1 500 000 $) |  |

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| Justify the expenses in relation to the main steps presented in section V, specify the financing plan **(no page limit)** |
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| **IX – BIBLIOGRAPHIC REFERENCES** |

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| List of bibliographical references **(maximum 2 pages)** |
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| **X - INFORMATION ABOUT THE FORM SUBMISSION** |

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| **For a submission to PRIMA**   * 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 noon, June 1st, 2020,** 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 only be awarded upon 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. Attach the CVs of the main industrial and academic stakeholders [↑](#footnote-ref-1)
2. Add as many tables as there are companies [↑](#footnote-ref-2)
3. Amounts related to the release of teachers to carry out project activities are not eligible. [↑](#footnote-ref-3)
4. Small equipment amortized for the duration of the project is authorized. [↑](#footnote-ref-4)
5. Outside services must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-5)
6. Travel expenses must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-6)
7. The cash contribution of one of the partners cannot exceed 80% of the total industrial contribution. [↑](#footnote-ref-7)
8. If there is several complementary funding, specify the amount for each source (add rows if necessary). Provide proof of additional funding (copy of the application once submitted). [↑](#footnote-ref-8)