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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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| **Academic partners, CCTT, or public research centre:** | Main activity | University | CCTT | Public research center |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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| **Industrial Partners :** | Main activity | Numéro d’entreprise (NEQ) | Number of R&D employees in Quebec |
| 1 |  |  |  |
| 2 |  |  |  |

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| **International partners of the M-ERA.NET consortium:** | Main activity | Company | University | Public research center |
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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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| **INITIAL TRL LEVEL**  1  2  3  4  5  6  7  8  9 | **FINAL TRL LEVEL**  1  2  3  4  5  6  7  8  9 | **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 everyday language.** (IN FRENCH - 250 words maximum)  In a few simple and popular sentences, describe:   * + - 1. Why this project is necessary (what is the problem)?       2. What does this project want to achieve and what are the expected results?       3. What will be the spinoffs for industrial partners and for Quebec? |
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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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| Overall describe the part of the project taking place in Quebec: objectives, methods and expected results **(maximum 2 pages)** |
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| **IV – 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**. **(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. |
| |  | | --- | | **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:** | |

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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 quebec 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)** |
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| 1. **Benefits for the industrial Quebec 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.[[1]](#footnote-1) |
| |  | | --- | | **Company :** | | **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)  Does this project strengthen your current market or lead you to new markets? Thanks to  New products  Product improvements  New processes  Process improvements  Other :  Specify the region of your current market or new target markets?  Québec,  North America,  South America,  Africa,  Asia,  Europe  Other :  Explanations and justifications for the commercial potential:  What influence do you foresee that this project will have on the growth of your turnover in the medium term? | | **Other targeted impacts for business and Quebec** (check all that apply)  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 project. In the case of a university collaborating with a CCTT or a public research center, it is necessary to append a copy of this table with only expenses on the university side to allow the calculation of Indirect Research Cost. |

|  | 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[[2]](#footnote-2)** | | | | | |
|  | 1st, 2nd and 3rd-cycle students |  |  |  |  |
|  | Postdoctoral research interns |  |  |  |  |
|  | Technicians |  |  |  |  |
|  | Researcher: |  |  |  |  |
|  | Other |  |  |  |  |
| **Equipment, installations, Materials and supplies (max 25%)** | | | | | |
|  | Rental |  |  |  |  |
|  | Purchase of Equipment[[3]](#footnote-3) (max $15K each) |  |  |  |  |
|  | Materials for tests and trials |  |  |  |  |
|  | Laboratory consumables |  |  |  |  |
| **Other[[4]](#footnote-4)** | | | | | |
|  | Platform fees |  |  |  |  |
|  | Consultant fees |  |  |  |  |
|  | Sub-contracting costs |  |  |  |  |
| **Travel[[5]](#footnote-5)** | | | | | |
|  | Travel to Quebec - Conferences |  |  |  |  |
|  | Travel to Quebec - Work |  |  |  |  |
|  | Travel to aboard - Conferences |  |  |  |  |
|  | Travel to aboard - Work |  |  |  |  |
| **Development activities** | | | | | |
|  | Fees for dissemination of knowledge |  |  |  |  |
|  | Intellectual property management fees |  |  |  |  |
|  | Translation and design costs for legal documents for the consolidation of partnerships (maximum $ 10,000) |  |  |  |  |
|  | **TOTAL per year** |  |  |  |  |

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

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| 1. **Cash financing only** | | | | | |
|  |  | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Industrial partners[[6]](#footnote-6) (min. 20% of the research mandate)** | | | | | |
|  | Industrial Partner : |  |  |  |  |
| **Public financing[[7]](#footnote-7) (max. 80% of the research mandate)** | | | | | |
|  | PRIMA Québec (max 50%) |  |  |  |  |
|  | Additional funding (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
|  | **TOTAL funding** |  |  |  |  |
| 1. **For information, in-kind contribution from industrial partners** | | | | | |
|  | Industrial Partner : |  | | | |

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| 1. **ADDITIONAL CONTRIBUTIONS FROM INDUSTRIALS AND MEI** | | |
| **Contribution to the management fees of PRIMA Québec** | | |
|  | Industrial partners: equal to 3% of the amount of research mandate |  |
|  | MEI: equal to 2% 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 500 000 $ for 3 years) |  |

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| 1. **SUMMARY OF DIRECT RESEARCH COSTS OF THE CONSORTIUM** | | |
|  | Quebec part (Max 70% of the total) |  |
|  | International part |  |
|  | **TOTAL OF COSTS** |  |

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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 16h00, April first, 2021 Bruxelles times (10h00 Montreal times),** 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 | |  | All project partners in Quebec (Industry and academics) must be a member of PRIMA Quebec if the request goes into a full proposal. | |  | In the ERA MIN submission system, manufacturers must complete form C, associated partner participating with their own fund. | |  | Please note that the requested funding cannot change between the pre-proposal and the full proposal | |

**Please note that:**

* This form is used by PRIMA and MEI to validate the eligibility criteria of the project
* The project will be allowed to go to a full proposal if
  + the pre-proposal passes the eligibility criteria
  + the pre-proposal passes the evaluation of ERA MIN
  + Depending on the ERA MIN classification, the number of pre-proposals that can pass into a full proposal is limited by the available budget of the various agencies that can finance the project.
* The PRIMA form for the full proposal will be sent to promoters who pass the pre-proposal stage.

1. Add as many tables as there are companies [↑](#footnote-ref-1)
2. Amounts related to the release of teachers to carry out project activities are not eligible. [↑](#footnote-ref-2)
3. Small equipment amortized for the duration of the project is authorized. [↑](#footnote-ref-3)
4. Outside services must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-4)
5. Travel expenses must be justified, maximum 5% for travel in Quebec, max 15% including Quebec and International travel. [↑](#footnote-ref-5)
6. Give the amount for each industrial (add lines if more than 1 industrial) allocated only for direct project expenses. [↑](#footnote-ref-6)
7. 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-7)