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| **I - PROJECT IDENTIFICATION SHEET** |

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| Please note that the information given in the identification sheet section as well as the amount of the grant are public data and can be used by the MEI and PRIMA Quebec for promotional purposes. |

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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 or public research centre:** | Main activity | University | CCTT | Public centre |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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| **Industrial partners:** | Main activity | Business Number  (NEQ) | Number of R&D employees in Quebec |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

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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**  4  5  6 | **FINAL TRL LEVEL**  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 is this project 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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| 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) |
| |  |  | | --- | --- | | **Project indicators** | | | **Researchers:** number of researchers involved in the project, including the principal applicant |  | | **Employees of research centers:** number of employees of the centers involved and whose salaries are partially paid by the project (eligible expenses) |  | | **Employees of partner companies:** number of company employees **involved** in the project. Their contribution is, for example, recorded as a contribution in kind. |  | | **Students:** number of students receiving a scholarship or doing an internship. |  |  |  | | --- | | **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:** | |
| 1. Describe how the project management, interaction, synergy and transfer to industry will take place. **(maximum 1 page)** |
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| **VI – 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. **(max. 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)  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: |  |  | | --- | | **Benefits and spinoffs for Quebec** | | Productivity,  Environment,  Social-economic,  Other:  Explanations: | |

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| **VII – FINANCIAL FACET** |

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

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| **In the case of a university collaborating with a CCTT or a public research centre,** it is necessary to append a copy of this table with only expenses on the university side to allow the calculation of FIRs**.** |

|  | 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)** | | | | | |
|  | Technicians |  |  |  |  |
|  | Researcher: |  |  |  |  |
|  | Other |  |  |  |  |
| **Students grant** | | | | | |
|  | 1st, 2nd and 3rd-cycle students |  |  |  |  |
|  | Postdoctoral research interns |  |  |  |  |
| **Materials and supplies** | | | | | |
|  | Materials for tests and trials |  |  |  |  |
|  | Laboratory consumables |  |  |  |  |
| **Equipment or installations (Max 25%)** | | | | | |
|  | Rental |  |  |  |  |
|  | Equipment[[4]](#footnote-4) (max $15K each) |  |  |  |  |
| **Travel[[5]](#footnote-5)** | | | | | |
|  | Conferences or conventions |  |  |  |  |
|  | Field work |  |  |  |  |
|  | Work-related travel |  |  |  |  |
| **Other** | | | | | |
|  | Platform fees |  |  |  |  |
|  | Outside services[[6]](#footnote-6) |  |  |  |  |
|  | Prototypes |  |  |  |  |
|  | Fees for dissemination of knowledge |  |  |  |  |
|  | Intellectual property management fees |  |  |  |  |
| **Industrial contribution in kind** | | | | | |
|  | Salaries of researchers/scientists |  |  |  |  |
|  | Salaries of technicians/engineers |  |  |  |  |
|  | Equipment time |  |  |  |  |
|  | Donated materials |  |  |  |  |
|  | Others: |  |  |  |  |
|  | **TOTAL Budget** |  |  |  |  |

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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.  Please specify the number of MITACS units : \_\_\_\_\_\_\_\_ |

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| 1. **Financing** | | | | | | |
|  |  | | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Industrial partners (min. 40% of the research mandate)** | | | | | | |
|  | Contribution in cash: (including MITACS contribution if applicable): | |  |  |  |  |
|  | Contribution in kind: (max 20%): | |  |  |  |  |
| **Public financing[[7]](#footnote-7) (max. 60% of the research mandate)** | | | | | | |
|  | PRIMA Québec | Max 20% |  |  |  |  |
| MITACS (enter only the provincial amount in this line) |  |  |  |  |
|  | Additional funding (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |
|  | MITACS (enter only the federal amount in this line) | |  |  |  |  |
|  | **TOTAL funding** | |  |  |  |  |

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| --- | --- | --- | --- |
| 1. **ADDITIONAL CONTRIBUTIONS FROM INDUSTRIALS AND MEI** | | | |
| **Contribution to the management fees of PRIMA Québec** | | | |
|  | | From Industrial partners: equal to **1.2% of the amount of research mandate** |  |
|  | | From MEI: equal to **0.3% of the amount of research mandate** |  |
| **Additional PRIMA QUÉBEC’s contribution to indirect costs of research, if applicable** | | | |
|  | | 27% of the contribution of PRIMA Quebec to the research mandate for eligible costs. All financial partners must also 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 $, max 500 k$/year) |  |

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| Justify the expenses in relation to the main steps presented in section V, specify the financing plan and MITACS units if applicable. **(no page limit)** |
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| **VIII – BIBLIOGRAPHIC REFERENCES** |

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For a submission to PRIMA**   * Are you having difficulties, do you have questions? Do not hesitate to contact your advisor or Michel Lefèvre, [michel.lefevre@prima.ca](mailto:michel.lefevre@prima.ca), 514-284-0211 ext 227. * Email your duly signed application in single file - PDF format (Adobe Acrobat) **before noon, December 13, 2021,** to: [laura.salatian@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? | | |  | Have you informed the industrial partners that the data in the identification sheet and amount of the subsidy are public data? | |  | 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[[8]](#footnote-8), 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. Travel expenses must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-5)
6. Outside services must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-6)
7. If there are several complementary fundings, specify the amount for each source (add rows if necessary). Provide proof of additional funding (copy of the application once submitted). [↑](#footnote-ref-7)
8. In Alliances NSERC-funds, please specify PRIMA as “Other funder (who does not participate in the research)” and specify Michel Lefèvre, michel.lefevre@prima.ca as the resource person at PRIMA [↑](#footnote-ref-8)