

RESEARCH AND INNOVATION SUPPORT PROGRAM

PRIMA QUEBEC-NRF JOINT RESEARCH PROGRAM PROPOSAL

Application Guidelines

**Deadline for submitting requests:
Noon (Montreal time), May 30, 2022**

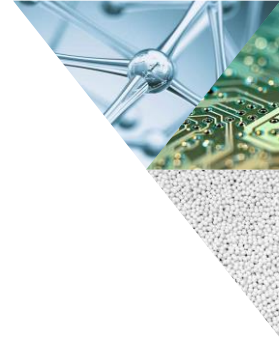


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DOCUMENTS REQUIRED WHEN SUBMITTING THE APPLICATION

- Duly completed application form (signed and dated). Every section in the form must be filled out.
- Project Leader CV, along with those of the researchers and industrialists belonging to the Quebec – Korea team.
- Signed letters of support from partners specifying the amount to support the direct cost of the project (companies and non-profit organizations (NPOs) involved in the financing package).

Please note:

- Funding will only be awarded upon proof of the following:
 - All additional funding (NSERC, NRC-IRAP or other) has been approved (a copy of the approval must be forwarded to PRIMA);
 - The various parties have drafted and signed an intellectual property agreement before the first grant payment.
- Once the request for additional funding has been submitted, a copy must be sent to PRIMA Québec
- **The application of the complementary funding MUST be sent at maximum 1 weeks after submitting to PRIMA.**
- Partners in the consortium's Quebec portion must be members of PRIMA Québec.

Contacts

For any additional information, or for assistance regarding the application form, please contact Michel Lefèvre at (514) 284-0211, Ext. 227.

Email your duly signed application in single file - PDF format (Adobe Acrobat) **before noon, May 30, 2022 (Montreal times)**, to: laura.salatian@prima.ca.

INTRODUCTION

The Québec government considers innovation as an important driver of economic growth. If Québec is to maintain its status as an advanced society, exercise influence and open itself up to the world, it must ensure the participation of its researchers and organizations within collaborative industrial research projects that can generate future technologies. The government therefore seeks to encourage international research partnerships.

PSO-International helps to support the international efforts of Québec's universities and colleges, along with those of institutional and industrial players working within various research and innovation markets. To this end, the *Ministère de l'Économie et de l'Innovation* (MEI) supports PRIMA Québec's participation in the Québec - Korea call.

PRIMA Québec, le Pôle de recherche et d'innovation en matériaux avancés, animates and supports the ecosystem of advanced materials by favoring collaborative innovation for the economic development of Québec. He is the privileged catalyst between industrial and research circles

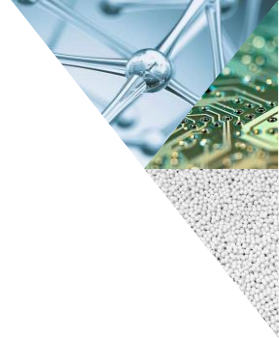
PROGRAM OBJECTIVES

GENERAL OBJECTIVE

Support and implement international research and innovation initiatives between universities, colleges, institutions and industries. Specifically, this program aims at both forging new and strengthening existing research collaboration between Korea and the Province of Québec through the involvement of academic and industrial partners, from both sides.

TARGETED RESULTS

1. Increased research collaboration between universities and industry, along with greater international, inter-sectoral and inter-agency collaboration;
2. Greater visibility for Québec researchers and their institutions at the national and international levels;
3. Greater development for researchers seeking to improve their competitive positioning in Québec's future markets through R&D projects.
4. The 2022 PRIMA QUEBEC-NRF Joint Research Program Proposal will fund up to 2 projects for 2 years maximum with a maximum of contributions of public financing on the Québec side at 163 000\$/year and 150 million KRW for the Korean side.



ELIGIBLE CANDIDATES

QUEBEC ELIGIBLE APPLICANTS

Applications must be submitted by Quebec research establishments. Universities, CCTTs or public research centers¹ are eligible (if the research center is not on the list, please contact a PRIMA advisor to verify its status (public or private) with MEI). They must allow the training of highly qualified personnel (HQP).

QUEBEC ELIGIBLE MANUFACTURERS

It is necessary to have at least one company (primarily an SME) with a presence in Quebec (production or R&D). Businesses outside Quebec are not eligible. The participation of partners is the subject of a signed letter of support.

You cannot have related companies in the consortium. Therefore, the subsidiary or the parent company of the Quebec company cannot participate in the project with the international partner. Related meaning that "the relationship between the companies would be such that one has the ability to exercise, directly or indirectly, control or significant influence over decisions relating to the financing or operation of the other".

Companies majority controlled by a government department or agency are not eligible as industrial partners. Their contributions will be considered as a public contribution. As well contribution coming from municipalities.

Start-ups are eligible; however, the MEI may request additional information to ensure the company's involvement in the project and its R and D and production capacities and to be able to implement the benefits of the project.

Hydro-Québec is considered, by default, as a public research center. However, the latter can be considered as an industrialist under certain conditions, see Annex 2 for details.

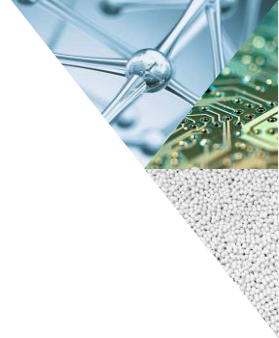
PRIMA QUEBEC MEMBERSHIP

All industrial organizations, academics or public research centers participating in the Quebec part of the consortium must be members in good standing of PRIMA Quebec at the time of project submission and must remain so throughout the duration of the project if it is accepted for funding.

To become a member of PRIMA Québec: <https://www.prima.ca/en/product/prima-quebec-membership/>

0-50 employees	280 CAD
51-249 employees	450 CAD
250-499 employees	650 CAD
500 employees and (+)	1 000 CAD
Universities	2 000 CAD
CCTT – Public Laboratory	1 000 CAD
Partners	380 CAD

¹ The list of recognized eligible public research centers is available at the [following link](#)



ELIGIBLE PROJECTS

All research projects with technological maturity levels (TRL 1-9) are eligible.

The funding recipients shall be universities, research institutions and industries (particularly small and medium-sized enterprises) based in Korea and the Province of Quebec. Eligible for funding are consortia composed of at least four partners (2+2), two partners from the Korean side and two from the Quebec side. **For each side, these consortia should include at least one university or research institution AND at least one enterprise;** but the coordinator for each consortium should be from university or research institutions.

The projects must demonstrate a balanced participation of the Quebec and foreign parties throughout their development; a financial contribution in cash totalling at least 20% of the eligible expenses in Quebec is required from the Quebec tenant community and a contribution in cash or in kind totalling at least 30% of the overall expenses of the Quebec - Korea consortium project is required for all of the project's foreign partners.

The financial assistance from MEI will take the form of a non-repayable and non-recurring contribution of up to 50% of the eligible expenses of the Quebec part. Other contributions must be demonstrated (official signed letters specifying the amounts granted for the realization of the project).

The total of Quebec's public financing (Complementary funding, PRIMA Fund, IRC, MEI management fees) is a maximum of 163 000 \$CAD/Year.

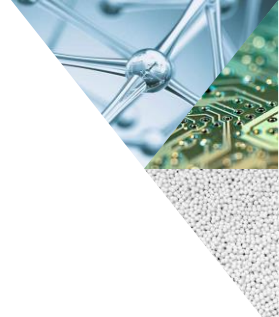
The maximum duration of the project will be two years.

PRIORITY THEMES

In keeping with its strategic plan, PRIMA Québec recommends the submission of proposals dealing with the development of advanced materials applied to key Québec sectors such as transportation and infrastructure, energy, environment, electronics, health and chemistry.

Technologies targeted by this call for projects include primarily:

- **New materials:** Polymers, elastomers, biomaterials, metals, innovative fillers, cellulosic filaments, natural and synthetic fibers, nanomaterials, quantum materials, etc.
- **Formulated materials or high-performance finished or semi-finished products:** Composites (TD or TP), rubbers, alloys, ceramics, smart textiles, flexible materials, membranes, thin layers, coatings, biocompatible materials, encapsulation, sensors, quantum technologies, etc.
- **Implementation processes, scaling and new characterization techniques:** Additive manufacturing and 3D printing, modification and surface treatment, micro/nanofabrication tools, new characterization tools, modeling and simulation, shaping processes, quantum technologies, photonics, etc.
- **Use of Information and Communications Technology with advanced materials for production, integration or implementation processes or characterization technique.**



FINANCING PLAN OF THE PROJECT

ELIGIBLE EXPENSES - DIRECT PROJECT COSTS

Eligible expenses are those that involve the Quebec team's research activities and include project-related costs in Quebec. No additional financial assistance will be granted for any cost overrun regarding an approved project

The following expenses will be eligible if deemed reasonable, justifiable and directly attributable to the project:

- Salary expenditures for the R&D personnel hired to complete the project (by organization type):
 - **For universities and institutions in the health and social services network where research activities are conducted:** Salary expenditures for graduate and post-graduate students, research assistants, research professionals and technicians;
 - **For College Technology Transfer Centres (CTTCs), NPOs and public research institutions :** Salary expenditures paid out to researchers and R&D personnel hired to complete the project without any other financial support from the MEI.
 - **For federal public research institutions,** 50 % of the salary of researchers participating in the project are not eligible.
- Student scholarships;
- The purchase or leasing of project-related equipment²;
- Research-related consumables and supplies;
- Animal facilities and platform-related costs;
- Travel and living expenses for Quebec researchers and students (airfare, local transportation, accommodations, meal expenses and visa costs) in accordance with the guidelines in appendix 1;
- Consulting fees and subcontracting costs;
- Management costs for the use of intellectual property;
- Knowledge dissemination costs;
- Costs related to the use of research and innovation results and intellectual property protection (publication costs, scientific and technological dissemination costs, workshop and seminar administration costs, international patent fees, etc.);
- Legal document translation and design costs for partnership consolidations (maximum \$10,000).

INDIRECT PROJECT COSTS

Additional operating expenses will be eligible for **universities and affiliated hospitals**. A maximum rate of **27% prorated to the MEI contribution** will be applied to the following five eligible cost items included in the direct project-related costs:

- Salaries and fringe benefits;
- Student scholarships;
- Materials, consumables and supplies, including animal facility and platform-related fees;

² Expenses regarding small equipment purchases or equipment leasing will be limited to a maximum of 25% of all eligible expenses. The purchase value of each piece of equipment must be equal to or less than \$15,000 before taxes.

- Equipment purchases or leasing (maximum \$15,000 before taxes per purchased equipment);
- Travel and living expenses.

Indirect research fees (IRF) will be included in the MEI's financial support. Every financial partner involved must match this contribution.

INELIGIBLE EXPENSES

Ineligible expenses will include, among others:

- Salaries for university professor-researchers, college professors and 50% of the salaries of researchers from participating federal research centres;
- Salaries for administrative support staff;
- Travel expenses for the Quebec team's researchers and students attending events not directly related to the project;
- Accommodations, travel and living expenses for foreign researchers and students;
- Support expenditures for the programming of activities;
- Equipment purchases priced above \$15,000 before taxes;
- Expenses for project planning activities, or any commercial, economic or technology transfer activity, including:
 - Detailed market research;
 - Detailed financial studies;
 - Technological demonstrations;
 - Product or process testing and validation;
 - Product certification;
 - Market expansion;
 - Marketing plans;
 - Promotional activities;
 - Regulatory issues beyond the scope of intellectual property management and use, etc.;
 - The sale of samples, products, equipment and technology;
 - Any building purchase, sale or construction;
 - Licensing;
 - Joint ventures, mergers, acquisitions, etc.
- Any expense not directly related to the project;
- The cost of establishing an on-line presence or web hosting;

CO-FINANCING FUNDING

PSO-International will accept a public co-financing for eligible cash expenses from multiple sources (please contact a PRIMA advisor to ensure the eligibility of additional funding), including but not limited to:

- The applicant organization;
- Institutions in the health and social services and education networks;
- Federal departments and agencies, including federal granting councils.

- Provincial and municipal departments and agencies, along with Quebec research funds.
- Crown corporations.

Financial assistance under the PSO-international will not be combined with contributions from any other MEI program, including MITACS grants, which will not be accepted as co-funding for the financing package.

Co-funding sources must be included in the financing package; a copy of the additional funding request must be provided upon submission.

The application of the complementary funding MUST be sent at maximum 1 weeks after submitting to PRIMA.

It is necessary to specify in the request for additional funding that an application to PRIMA has been submitted and the supplementary financing budget must include funding from PRIMA.

Complementary funding already obtained that does not specify PRIMA Quebec and the current project cannot be used.

Combined assistance from municipal, provincial and federal governments, as well as from partners with intervention funds financed by these levels of government, will not exceed **80%** of all project-related expenses. The assistance considered in this calculation will involve project-related grants, loans and tax incentives.

Companies must provide a minimum **cash** contribution equal to **20%** of eligible expenses. Only new industrial contributions for new projects will be recognized as consideration, MEI aid must be granted in return for new industrial inputs (not already committed as co-financing in other programs or projects).

MANAGEMENT COSTS

PRIMA's management costs are shared between the manufacturers and the MEI. It is the responsibility of the funding applicant to inform industrial partners of PRIMA Quebec's management fees. The combined management fees (5%) of the MEI and the industrialist are a maximum of \$50,000.

- The industrialists involved in the project must contribute to the management fees of PRIMA Québec for a total amount of 3% of the amount of research mandate or 30 000\$ max.
- The management fees of the MEI are 2% or 20 000\$ max.

INTELLECTUAL PROPERTY MANAGEMENT

An agreement governing conditions for the management of intellectual property must be concluded among all partners (companies, universities, research centres) before financing is awarded.

Application files will be accepted for evaluation even if an intellectual property agreement is not available at the time the proposal is submitted. Nonetheless, the application file must present a broad outline of the sharing of intellectual property under consideration.

COMMUNICATIONS

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

If your project is approved for funding, the ministry may reserve the right to a first communication. Please communicate with PRIMA before any first communication about the project.

PROJECT SELECTION

Following a call for proposals, projects will be submitted and evaluated by competent PRIMA Québec and NRF of Korea committees. The committee of each country assigns a score out of 50 and the project will be evaluated on a scientific and economic component. Only two projects is going to be accepted for financing.

Representatives from the MEI will act as observers during the regional selection committee meeting.

PRIMA Québec will issue funding recommendations for a list of projects prioritized by its Board of Directors.

The Board of Directors will approve the list and indicate the cut-off threshold. It will then issue recommendations that include, among other points, the title of each approved project, along with the relevant financial commitment.

PROJECT APPROVAL

Funding recommendations and assessment reports will be forwarded to the MINISTER, in accordance with the agreement. The MINISTER may then approve projects and award co-funding according to the established parameters or refuse the co-funding of certain projects while specifying the problematic components that led to the refusal.

Project funding approval will be confirmed through an award letter that specifies the terms and conditions surrounding accountability.

QUEBEC EVALUATION CRITERIA

For each of the “TRL 1-3” and “TRL 4-6” components, the selection of applications will be made by an independent selection committee selected by PRIMA Québec and the PARI-NRC according to the following criteria and according to the weighting indicated:

TRL 1-3 projects:

- a. Scientific component (70% of the overall mark)
 - i. Scientific quality and feasibility of the project (40%)
 - ii. Training and knowledge transfer (20%)
 - iii. Innovation and impact of the project in the medium term (40%)
- b. Economic relevance component (30% of the overall score)
 - i. Relevance and adequacy between the project and the industry as well as the quality of the team (50% of the economic component)
 - ii. IP strategy and economic spinoffs for industry and Québec (50% of the economic component)

TRL 4-6 projects:

- a. Scientific component (60% of the overall mark)
 - i. Scientific quality and feasibility of the project (30%)
 - ii. Training and knowledge transfer (30%)
 - iii. Innovation and impact of the project in the medium term (40%)
- b. Economic relevance component (40% of the overall score)
 - i. Relevance and adequacy between the project and the industry as well as the quality of the team (50% of the economic component)
 - ii. IP strategy and economic spinoffs for industry and Québec (50% of the economic component)

To be eligible for funding, a project must obtain:

- A score above 70% on the scientific component,
- A score higher than 50% on the economic component,
- The overall score must be greater than 70%.

The selection committee can approve the project, refuse it or approve it conditionally to changes or clarifications required by the selection committee.

Following a positive evaluation, the project sent to the board of PRIMA Québec for recommendations for funding to the MEI. However, the MEI reserves the right or not to award the funding. It could prioritize projects based on the benefits for research, the training of skilled workers and the economic benefits.

The approval of the MEI is also subject to obtaining additional funding and an intellectual property agreement between the participants.

PROJECT TRACKING

The annual activity report must include a progress report containing updated information on every active project.



NOTES ON THE PROJECT SUBMISSION FORM.

- Feel free to send the completed form to an advisor for verification before submission.
- The application of the complementary funding must be sent within 1 week of submitting the project at PRIMA to ensure a start of the project in October 2022.
- Please note that the information (name of the promoter, name of the companies, as well as the summary) given in the section I-identification form as well as the amount of the subsidy are public data and can be used by the MEI and PRIMA Quebec for promotional purposes.
- Make sure you have all the expertise needed to carry out the project.
- In the intellectual property section even if an agreement is not yet signed at the time of filing. Please state clearly the outline on which the negotiation is taking place or will take place.
- This program targets, among other things, the training of highly qualified personnel as well as economic spinoffs for businesses and Quebec. Please ensure that your application presents these aspects.
- Along with the form comes an Excel file to help you calculate the correct Section VII budget values.
- In the financial budget industrial contributions are direct contributions to R&D. This excludes amounts such as FIR that universities may request and management fees from PRIMA.
- For the justification of the prototype line of the budget, please show that you have the necessary expertise and that the costs are realistic for the realization of the prototype and that if authorizations are necessary, these have been obtained or are in the process of being obtained.

CONTACT PERSON

For further information or assistance in the drafting of the application file, do not hesitate to contact an advisor:

- Michel Lefèvre: 514 284-0211, ext. 227, michel.lefevre@prima.ca
- Sébastien Garbarino: 514 284-0211, ext. 226, sebastien.garbarino@prima.ca
- Stéphane Ruggeri : 514 284-0211, ext. 231, stephane.ruggeri@prima.ca
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Applications must be sent in one file in PDF format (Adobe Acrobat) by email to: laura.salatian@prima.ca, 514 284-0211, ext. 225.

CALL FOR PROJECTS CALENDAR

Opening of the call for proposals: March 7, 2022

Letter of Intent Deadline: April 29, 2022

Deadline for submitting proposals: May 30, 2022 (*noon, Montréal Time for Canada / 18:00, Seoul Time for Korea*), it is necessary to attach

- a. *The CVs of the main researchers and academic and industrial collaborators (no particular format is imposed).*
- b. *Signed letters of support from manufacturers for the project, these must indicate:*
 - *The amount of cash and in-kind allocated to project R&D.*
 - *Why is this project necessary for them?*
 - *What will be the benefits for them?*
- c. *A PDF copy of the additional funding request must be sent to PRIMA Quebec once it has been submitted.*

Eligibility check: June 1, 2022

Project Evaluation Period: June – July 2022. 4

Exchange of evaluation results: August 2022

Final Decision and announcement: September 2022

Start Date of the project: October 2022

APPENDIX 1 - DETAILS ON ELIGIBLE TRAVEL EXPENSES

TRAVEL EXPENSES IN QUEBEC

Travel expenses refer to costs incurred by a person travelling outside of his or her usual work territory.

This appendix will cover travel expenses regarding certain modes of transportation, hotel accommodations and restaurant expenses. Other travel expenses, or reimbursements in excess of those established, may be authorized if necessary, but only when documented. Barring exceptional circumstances, the methods chosen must demonstrate due regard for cost saving.

The BENEFICIARY must comply with the "Directive sur les frais remboursables lors d'un déplacement et autres frais inhérents", available on the *Conseil du trésor* website at the following address: <http://www.tresor.gouv.qc.ca/publications/secretariat/>.

On the agreement signature date, these guidelines prescribed the following rates:

Transportation

More economical forms of public transportation must be prioritized over personal vehicles.

With regard to personal vehicles, the following rates will be eligible according to the applicable kilometrage during the BENEFICIARY's fiscal year:

Annual Kilometrage	Rates
1 st instalment: 1 to 8,000 km	\$0.520/km
2 nd instalment: More than 8,000 km	\$0.465/km

If the appropriate public transportation is available but the BENEFICIARY opts for a personal vehicle, the eligible rate will be reduced to \$0.145 per kilometre travelled.

Hotel Accommodations

The following maximum daily allowance for hotel accommodations will apply:

City	Maximum Allowance	
	Low Season ³	High Season ⁴
City of Montreal territory	\$126	\$138
Quebec City territory	\$106	
The cities of Laval, Gatineau, Longueuil, Lac-Beauport and Lac-Delage	\$102	\$110
Establishments located elsewhere in Quebec	\$83	\$87
All other establishments	\$79	

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

³ From November 1 to May 31

⁴ From June 1 to October 31

These maximum amounts do not include the Goods and Services Tax (GST), the Quebec Sales Tax (QST), or the accommodation tax, which will be reimbursed where applicable.

Restaurant Expenses

The following maximum daily allowance for restaurant expenses will be applied:

	Applicable Rate
Breakfast	\$10.40
Lunch	\$14.30
Dinner	\$21.55
Total	\$46.25

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

The rates shown above including taxes and service.

TRAVEL EXPENSES OUTSIDE QUEBEC

This section covers expenses incurred outside Quebec for programs that include these costs.

City/Country	Maximum Allowance	
	Accommodations Per Day	Meals Per Day
CANADA (OUTSIDE QUEBEC)	In CAD	In CAD
Calgary	\$166	\$50
Charlottetown	\$148	\$50
Edmonton	\$115	\$50
Halifax	\$136	\$50
Moncton	\$148	\$50
Ottawa	\$148	\$50
Regina	\$108	\$50
Saskatoon	\$102	\$50
St. John's (Newfoundland and Labrador)	\$159	\$50
Toronto	\$184	\$60
Vancouver	\$184	\$55
Victoria	\$184	\$50
Winnipeg	\$102	\$50
Other cities	\$102	\$50
AMERICA	In USD	In USD
Atlanta	\$120	\$50
Boston	\$192	\$50
Chicago	\$130	\$50
Dallas	\$120	\$50
Detroit	\$120	\$50
Los Angeles	\$120	\$50
Miami	\$120	\$50
New York	\$192	\$60
Philadelphia	\$120	\$50

City/Country	Maximum Allowance	
	Accommodations Per Day	Meals Per Day
San Francisco	\$160	\$50
Seattle	\$120	\$50
Washington, D.C.	\$120	\$50
Other cities	\$120	\$50
Brazil	\$123	\$40
Mexico	\$177	\$43
EUROPE	Local currency	Local currency
Germany	€137	€60
Belgium	€137	€54
Spain	€161	€59
France	€174	€62
Italy	€218	€52
Luxembourg	€125	€52
Netherlands	€111	€61
United Kingdom	£139	£51
Switzerland	209 Francs	92 Francs
SCANDINAVIAN COUNTRIES	In USD	In USD
Denmark	\$105	\$65
Iceland	\$153	\$69
Norway	\$114	\$78
Sweden	\$127	\$55
Finland	Local currency €125	Local currency €71
NEAR EAST		
Israel	In USD \$219	\$80
ASIA	In USD	In USD
China	\$145	\$48
South Korea	\$159	\$57
India	\$190	\$38
Japan	\$164	\$89

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

These maximum amounts do not include the Goods and Services Tax (GST), the Quebec Sales Tax (QST), the accommodation tax, or any other tax in effect within the relevant countries, which will be reimbursed where applicable.

Stated amounts are based on the US dollar, notwithstanding Canada and countries that use the Euro. Local currencies are used for information purposes only.

Please contact us for any other destination.

Support documents, including receipts and proof of payment, will be required and must be kept by the applicant for possible auditing purposes.

APPENDIX 2 - HYDRO-QUÉBEC

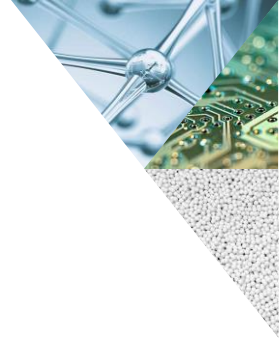
Hydro-Québec is considered by default to be a public research center.

However, Hydro-Québec plays an extremely structuring role in the innovation ecosystem in electricity production and distribution, a sector where it is a major client in a context of monopoly. Because of this unique situation, the MEI authorizes Hydro-Québec to be considered as an industrial partner in research projects in partnership with InnovÉÉ, PRIMA and PROMPT if the following criteria are met.

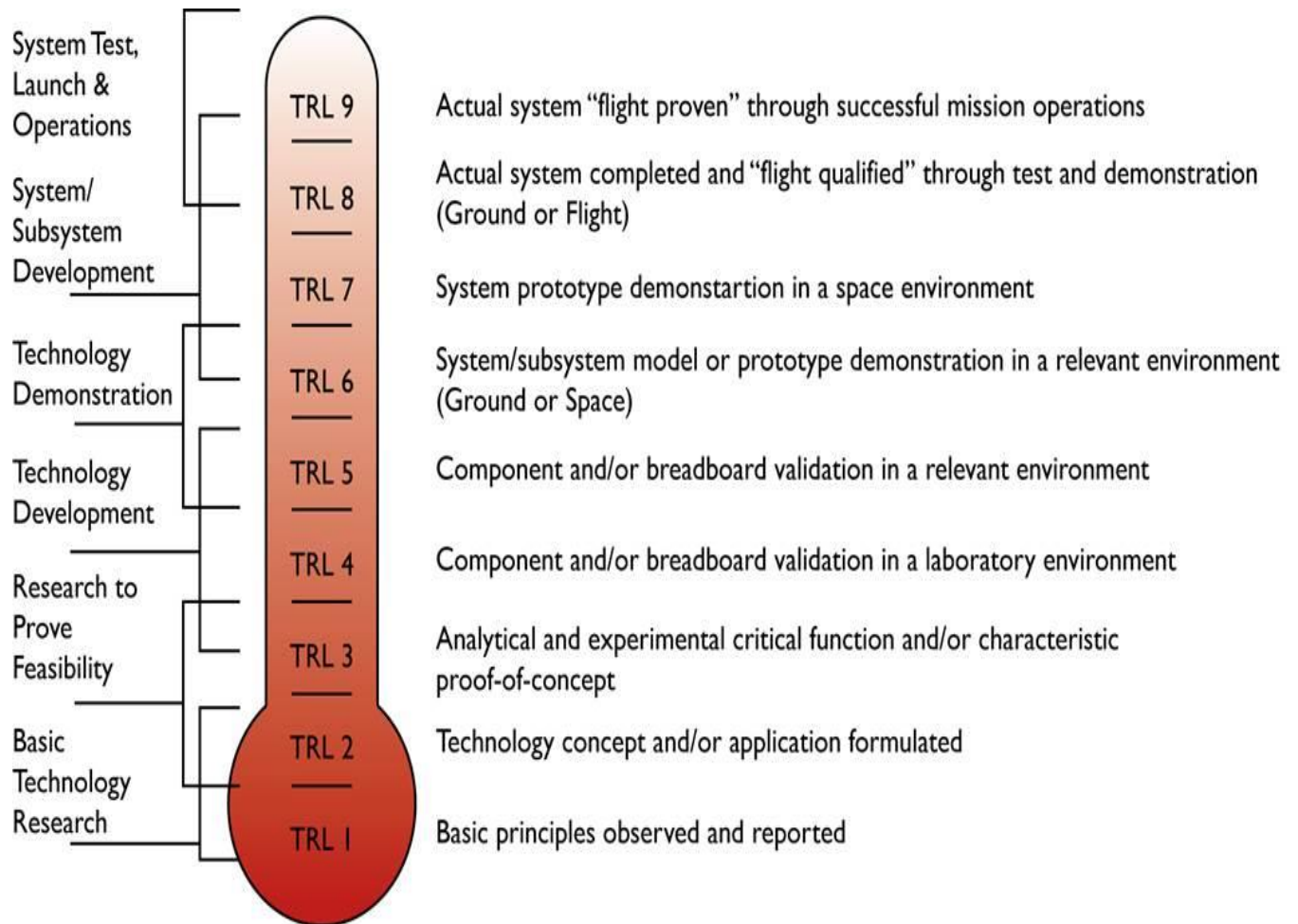
1. Themes:
 - Field of production, transport and distribution of electricity.
2. Partnership:
 - At least one Quebec company other than Hydro-Quebec must be involved in the project.
 - The Quebec company must derive significant benefits from the partnership, notably an equitable sharing of the IP.
3. Structuring and strategic nature of the projects:
 - To be eligible, projects involving Hydro-Québec must be “structuring” and aim at “solving problems of a strategic nature for Québec”. In this sense, projects whose spin-offs will allow above all the continuous improvement of Hydro-Québec operations are not eligible.

These project eligibility criteria must be analyzed by the evaluation committee and appear in the report submitted to MEI.

Apart from this exception, all other PSO-International standards must be respected.



APPENDIX 3 - DEFINITION OF DIFFERENT TECHNOLOGY READINESS LEVELS (TRL)



Graphic inspired by the document: Space Systems - Definition of Technology Readiness Levels (TRL) and their criteria of assessment, ISO 16,290.

The ISO16290 standard is available for consultation at the offices of PRIMA Québec.