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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:  E-mail: |

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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 Center[[1]](#footnote-1)** | | | | | | | |
| **Contact Details** | | | | **Establishment** | | **Main Activity** | |
| 1 | Name:  E-mail:  Phone: | | | Name :  Type : Choisissez un élément. | |  | |
| 2 | Name:  E-mail:  Phone: | | | Name :  Type : Choisissez un élément. | |  | |
| 3 | Name:  E-mail:  Phone: | | | Name :  Type : Choisissez un élément. | |  | |
| **Business Partners** | | | | | | | | |
| **Main Contact Details** | | | **Main Activity** | | |  | | |
| 1 | | Business:  Name of the contact:  E-mail:  Phone: | Main Activity:  Production and/or R&D in Québec:  Yes No | | | Business Number (NEQ):  Number of employees:  Number of R&D employees in Quebec: | | |
| 2 | | Business:  Name of the contact:  E-mail:  Phone: | Main Activity:  Production and/or R&D in Québec:  Yes No | | | Business Number (NEQ):  Number of employees:  Number of R&D employees in Quebec | | |
| 3 | | Business:  Name of the contact:  E-mail:  Phone: | Main Activity:  Production and/or R&D in Québec:  Yes No | | | Business Number (NEQ):  Number of employees:  Number of R&D employees in Quebec | | |
| **International partners of ERA MIN consortium:** | | | | | | | |
| **Contact Details** | | | | | **Establishment** | | **Main Activity** |
| Name:  E-mail:  Phone: | | | | | Name:  Type: | |  |
| Name:  E-mail:  Phone: | | | | | Name:  Type: | |  |
| Name:  E-mail:  Phone: | | | | | Name:  Type: | |  |

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| **Project Indicators** | | |
| **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  Critical and Strategic Minerals |
| **Application sectors**  (several possible choices) | Transportation/Infrastructure  Energy  Environment  Textile | Chemistry  Microelectronics/telecommunication  Health  Other (specify): |
| **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 |
| **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. | |  |

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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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| Describe the general context of the project. 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 4 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**. Indicate interactions with international partners **(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.[[2]](#footnote-2) |
| |  | | --- | | **Research establishment # 1:**  **Main contact (Name + e-mail + phone):** | | **Name and title of researcher # 1:**  **Skills and contribution to the project:** |  |  | | --- | | **Industrial # 1:**  **Main contact (Name + e-mail + phone):** | | **Name and title of researcher # 1:**  **Skills and contribution to the project:** | |
| 1. Describe how the project will be managed and the interaction between the different actors (Quebecers and international), the synergy as well as the transfer to industry will take place **(maximum 2 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 Québec 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 Québec industrial partner (s) and Québec:** 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.[[3]](#footnote-3)   **Add as many tables as there are companies** |
| |  | | --- | | **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? |  |  | | --- | | **Benefits and spinoffs for Quebec** (check all that apply) | | Productivity,  Environment,  Social-economic,  Other:  Explanations: | |

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| 1. **Impact on the ERA.MIN consortium:** Description of the impact of the project on research and innovation activities as well as transfer and promotion of your organization, attraction of investments, clients and research contracts and of innovation, attraction of researchers or highly qualified personnel, consolidation of a research or innovation axis, development and strengthening of networking abroad, international mobility of researchers or the workforce, international influence , visibility, etc. **(maximum 1 page)** |
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| **VIII – FINANCIAL ASPECT** |

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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 or a CCTT collaborating with 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 IRCs**.** |

|  | Budget items highlighted below are eligible for the Indirect Research Cost. | **Year 1** | **Year 2** | **Year 3** | **Total** |
| --- | --- | --- | --- | --- | --- |
| **Salaries and fringe benefits[[4]](#footnote-4)** | | | | | |
|  | 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[[5]](#footnote-5) (max $25k each) |  |  |  |  |
| **Travel[[6]](#footnote-6)** | | | | | |
|  | Conferences or conventions |  |  |  |  |
|  | Field work |  |  |  |  |
|  | Work-related travel |  |  |  |  |
| **Other** | | | | | |
|  | Platform fees |  |  |  |  |
|  | Outside services[[7]](#footnote-7) |  |  |  |  |
|  | Prototypes |  |  |  |  |
|  | Fees for dissemination of knowledge |  |  |  |  |
|  | Intellectual property management fees |  |  |  |  |
|  | Costs of translation and design of legal documents for the consolidation of partnerships (max $10,000). |  |  |  |  |
| **Direct project cost** | |  |  |  |  |
| **Management fees from PRIMA Québec (5 %)** | | | | |  |
| **TOTAL Budget** | | | | |  |

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

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| Note MITACS funding is not permitted.  Detail in section C, cash and in-kind contributions of companies |

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| 1. **FINANCING** | | | | | | |
|  | | **Year 1** | **Year 2** | | **Year 3** | **Total** |
| **Industrial Partners (min. 20% of the research mandate)** | | | | | | |
| Companies’ contribution in cash: Including MITACS contribution if applicable | **Min (20 %)** |  |  | |  |  |
| Companies’ management fees |  | | | |  |
| **Public Financing** **(max. 80% of the research mandate)** | | | | | | |
| PRIMA Québec | **Max (50 %)** |  |  | |  |  |
| MEIE management fees |  | | | |  |
| Additional funding (specify)[[8]](#footnote-8): | |  |  | |  |  |
| **TOTAL Funding** | | | | | |  |
| 1. **IN-KIND CONTRIBUTION FROM INDUSTRIAL PARTNERS**   **(Not considered in the calculation of the subsidy)** | | | | | | |
| Total Companies Contributions: | | | | |  | |
| 1. **ADDITIONAL CONTRIBUTIONS FROM INDUSTRIALS AND MEIE** | | | | | | |
| *Contribution to the management fees of PRIMA Québec* ***(max $50 000)*** | | | | | | |
| Companies: **3 % of the amount of research mandate or max $30 000** | | | |  | | |
| MEIE: **2 % of the amount of research mandate or max $10 000** | | | |  | | |
| *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. | | | |  | | |
| 1. **SUMMARY OF FUNDING BY PRIMA** | | | | | | |
| Contribution to the Research Mandate | | | |  | | |
| Contribution from MEI (Management fees) | | | |  | | |
| Indirect Costs of Research (If applicable) | | | |  | | |
| **TOTAL PRIMA funding**  **(Max $500 000 for 3 years)** | | | |  | | |

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| 1. Justify the expenses presented in the research mandate budget. **(no page limit)**  * Detail cash funding and in-kind contributions for each company * In the case of expenditure on a prototype, show the ability to produce this prototype. | | |
| 1. **COMPANIES CONTRIBUTIONS** | | |
| Company Name | Cash Contribution | In-kind Contribution |
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| 1. **BUDGET JUSTIFICATIONS** | | |

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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 your advisor or with Laura Salatian, at 514 284-0211, extension 223. * E-mail your duly signed application in single file - PDF format (Adobe Acrobat) **before 5p.m., Mars 30, 2023 Bruxelles times (11a.m. Montreal times),** to: [laura.salatian@prima.ca](mailto:laura.salatian@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) | |  | Support letters from industrial partners specifying the amount of money and in kind allocated to direct research expenses | |  | Have you informed the industrial partners of their contribution to the management fees of PRIMA Québec? | | ☐ | Have you informed **all partners** that if the project is accepted:  • the names of all partners (public and private)  • the amount of the subsidy,  • the non-confidential summary of page 2 of the form  **are public information** that PRIMA or the MEIE may use for their communications. | |  | All project partners in Quebec (Industry and academics) must be a member of PRIMA Quebec if the request goes into a full proposal. | |  | Funding will be granted only upon proof that complementary funding (NSERC, NRC-IRAP, or others) has been approved. This must be submitted in sufficient time to allow the project to start before April 2024. | |  | Once the request for additional funding has been submitted, a copy must be sent to PRIMA Québec. |   **Please note that:**  Funding will be granted only on proof that   * + Complementary funding (NSERC, NRC-IRAP, or others) has been approved   + The full proposal of ERA.MIN has been recommended for funding   + Other organizations in the project's ERA.MIN consortium get their funding.   + An intellectual property agreement drafted and signed between the different parts of the M- ERA.MIN consortium before the 1st payment of the grant   Once the request for additional funding is submitted, a copy must be sent to PRIMA Quebec. |

1. Add as many lines as necessary for academic and corporate partners [↑](#footnote-ref-1)
2. Attach the CVs of the main industrial and academic stakeholders [↑](#footnote-ref-2)
3. Add as many tables as there are companies [↑](#footnote-ref-3)
4. See the guide for eligible salaries. [↑](#footnote-ref-4)
5. Small equipment amortized for the duration of the project is authorized. (purchase + rental = max 25% of the total budget) [↑](#footnote-ref-5)
6. Travel expenses must be justified and represent less than 15% of the budget. [↑](#footnote-ref-6)
7. Outside services must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-7)
8. 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-8)