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| **I - PROJECT IDENTIFICATION SHEET** |

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| Please note that the names of promoters, collaborators, and participating companies, as well as the summary of the project and the amount of the grant are public data and may be used by the MRNF and PRIMA Quebec for promotional purposes.**It is mandatory for any project involving MITCAS funding to contact a PRIMA advisor.****The project must be directly linked to the circular economy applied to CSM sectors** |

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| **Project Title:****(IN FRENCH)**  |   |
| **Principal Investigator**  | Name:Tel.: | Establishment:Email: |
| **Signatures and dates**  |  |  |
| SignatureMain academic | Print Name and SignatureVice-rectorate or research office |
| **Academic Partners and/or OBNL[[1]](#footnote-2)** |
| **Contact Details** | **Establishment** | **Main Activity** |
| 1  | Name:E-mail:Phone: | Nom :Type :  |  |
| 2 | Name:E-mail:Phone: | Nom :Type :  |  |
| 3 | Name:E-mail:Phone: | Nom :Type :  |  |
| **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 |

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| **Project Indicators**  |
| **Critical and strategic minerals thematic axes (CSM)**(Multiple choices possible) | [ ]  CSM extraction [ ]  CSM transformation [ ]  Ecodesign[ ]  Process optimization[ ]  Maintenance and repair | [ ]  Refurbishing[ ]  Performance economy[ ]  Industrial ecology[ ]  Recycling and composting[ ]  Energy recovery |
| **Critical and strategic minerals** | CRITICAL: [ ]  Antimony[ ]  Bismuth[ ]  Cadmium[ ]  Cesium[ ]  Copper[ ]  Tin[ ]  Gallium [ ]  Indium [ ]  Tellurium[ ]  Zinc | STRATEGIC: [ ]  Cobalt [ ]  Rare earth elements (REE) [ ]  Platinum group metals (PGM) [ ]  Graphite (natural) [ ]  Lithium[ ]  Nickel[ ]  Magnesium[ ]  Niobium[ ]  Scandium[ ]  Tantalum  | [ ]  Titanium[ ]  Vanadium |
| **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 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 Québec?
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| **II – PROJECT CONTEXT** |

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| Describe the general context of the project. If this project is the result of previous projects, describe its history or if this project is part of a larger project, describe the major project and the importance for the latter in the project submitted to PRIMA. **(max. 1 page)**  |
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| Explain the direct link of the project with the circular economy applied to CSM sectors. **(Max. 1 page)** |
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| **III - PROJECT DETAILED PRESENTATION** |

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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. **(Max. 3 pages)** |
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| **IV – TECHNOLOGY READINESS LEVEL (TRL) JUSTIFICATION** |

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| Justify the starting TRL and ending TRL that you assign to the project. The TRL considered is in a Quebec research context. **(max. 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, **with Go/NoGo milestones.** Also indicate the parts related to MITACS internships if applicable. Each activity presented in the diagram should be detailed in Section III (detailed presentation of the project) above. **(Max. 2 pages)**
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| 1. **Specify all the academic and industrial collaborators:** describe the role of each partner in the project and 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-3)
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| **Research establishment # 1:** |
| **Name and title of researcher # 1:** **Skills and contribution to the project:**  |

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| **Industrial # 1:** |
| **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.

**(max. 1 page)** |
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| **VI – PROJECT IMPACT AND SPINOFFS** |

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| 1. Describe the intellectual property strategy. **(max. 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)**
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| 1. **Benefits for the industrial partner(s) :** 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.

**Add as many tables as there are companies** |
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| **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 and other benefits** (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[ ]  New technologies [ ]  Technology improvements [ ]  Other:Indicate for each the number of products, processes, or technologies that the project will create or improve: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 are the business risks?What influence do you foresee that this project will have on the growth of your turnover in the medium term? |

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| 1. **Benefits and spinoffs for Québec** (check all that apply) **(Max. 1 page)**
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| [ ]  Productivity, [ ]  Environment, [ ]  Social-economic, [ ]  Other: Explanations:  |

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| **VII – 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. |

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|  | 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-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[[4]](#footnote-5) (max 25 %)** |
|   | Rental |  |  |  |  |
|  | Equipment (max. $25K each) |  |  |  |  |
| **Travel[[5]](#footnote-6)** |
|   | Conferences or conventions |  |  |  |  |
|   | Field work |  |  |  |  |
|   | Work-related travel |  |  |  |  |
| **Other** |
|   | Platform fees |  |  |  |  |
|   | Outside services[[6]](#footnote-7) |  |  |  |  |
|   | Prototypes  |  |  |  |  |
|   | Fees for dissemination of knowledge |  |  |  |  |
|   | Intellectual property management fees |  |  |  |  |
|  | **TOTAL Budget** |  |  |  |  |

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| 1. **PLAN DE FINANCEMENT DU MANDAT DE RECHERCHE**
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| **For all MITACS funding, please contact an advisor** |

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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) | **Min (20 %)** |  |  |  |  |
| **Public Financing (max 80 % of the research mandate)** |
| PRIMA Québec | **Max (70 %)** |  |  |  |  |
| Additional funding (specify)[[7]](#footnote-8) :  |  |  |  |  |
| **TOTAL Funding**  |  |  |  |  |
| 1. **IN-KIND CONTRIBUTION FROM INDUSTRIAL PARTNERS**

**(Not considered in the calculation of the subsidy)** |
| Company #1: |  |
| 1. **ADDITIONAL CONTRIBUTIONS FROM INDUSTRIALS AND MRNF**
 |
| *Contribution to the management fees of PRIMA Québec* |
| Companies: **5 % of the amount of industrial contribution and complementary funding. (Max 25 000$)** |  |
| *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 |  |
| Indirect Costs of Research (If applicable) |  |
| **TOTAL PRIMA funding**(Max. 500 000 $) |  |

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| 1. Justify the expenses presented in the research mandate budget. **(No page limit)**
* Detail cash and in-kind contributions for each company.
* Detail each line of the project budget table for which you entered an expense.
* Please specify which company(ies) is funding the complementary funding(s) and if applicable MITACS internship(s).
* In the case of expenditure on a prototype, show the ability to produce this prototype.
 |
| 1. **CONTRIBUTIONS FOR EACH COMPANY**
 |
| Company Name | Cash Contributionexcluding Mitacs | Mitacs Contributionif applicable | In-kind Contribution |
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| 1. **BUDGET JUSTIFICATIONS**
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| **VIII – BIBLIOGRAPHIC REFERENCES** |

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| List of bibliographical references **(max. 2 pages)** |
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| **IX – INFORMATION ABOUT THE FORM SUBMISSION** |

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| * Are you having difficulties, do you have questions? Do not hesitate to contact your advisor or Michel Lefèvre, michel.lefevre@prima.ca, 514-284-0211 ext 227.
* Email your duly signed application in a single file - PDF format (Adobe Acrobat) **before noon, January 19, 2024** to: laura.salatian@prima.ca.

**Check list:**

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|[ ]  **First page sign**ed 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 industrial partners attached specifying the amount of money in cash and in kind allocated to direct research expenses as well as management fees. |
|[ ]  **Proof of the applicant's commitment to implement an equality access program**, the applicant must attach a "Program Commitment" to the application or, if one has already been submitted, indicate the official "Attestation of Commitment" number or the "Certificate of Merit" number, if applicable. For the Québec participant employing more than one hundred (100) people in Québec, who is requesting a grant of one hundred thousand dollars ($100 000) or more. On this page you will find information on the [Programme d'accès à l’égalité](https://www.tresor.gouv.qc.ca/faire-affaire-avec-letat/cadre-normatif-de-la-gestion-contractuelle/autres-exigences/programme-dacces-a-legalite/) and here is the link for the [Formulaire Programme d’obligation contractuelle – Égalité en emploi](https://www.tresor.gouv.qc.ca/fileadmin/PDF/faire_affaire_avec_etat/cadre_normatif/form_prog_egalite_emploi.pdf) to complete. You must still complete this form even if your company has fewer than 100 employees to indicate that your company does not need to have such a program. |
|[ ]  Have you informed industrial partners of their contribution to **PRIMA Québec's management fees**? |
|[ ]  Have you informed the industrial partners that the data in the identification sheet and amount of the subsidy are public data? |
|[ ]  Are all the partners (industrial and academics) in the project **members of PRIMA Québec** at the time of submitting your application? |
|[ ]  Funding will only be awarded upon proof that the complementary funding (NSERC[[8]](#footnote-9), NRC-IRAP, or others) has been approved.Once the request for additional funding has been submitted, a copy must be sent to PRIMA Québec.It is strongly recommended to send the request for additional funding before or shortly after submission to PRIMA to avoid any delay in funding following a recommendation of the project by the jury. |
|[ ]  MITACS form of the joint MITACS/RSRI application if applicable.  |

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1. Add as many lines as necessary for academic and corporate partners [↑](#footnote-ref-2)
2. Attach the CVs of the main industrial and academic stakeholders. [↑](#footnote-ref-3)
3. University teachers’ salary is not eligible. [↑](#footnote-ref-4)
4. Small equipment amortized over the duration of the project is authorized (purchase + rental = max 25% of the total budget) [↑](#footnote-ref-5)
5. Travel expenses must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-6)
6. Outside services must be justified and accounts for a very small part of the budget. Fees for professional services may not exceed those set out in the Act respecting contracting by public bodies (CQLR, chapter C-65.1). [↑](#footnote-ref-7)
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-8)
8. In alliance requests, please specify PRIMA as “Other funders (not involved in the research)” and specify Michel Lefèvre, michel.lefevre@prima.ca as the resource person at PRIMA. [↑](#footnote-ref-9)