|  |
| --- |
| **I - PROJECT IDENTIFICATION SHEET** |

|  |
| --- |
| 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 MEIE and PRIMA Québec for promotional purposes.  Eligible projects for the INNOV-R program must demonstrate a strong potential to reduce GHG emissions in Québec, namely:   * At least 50,000 tonnes of CO2 eq. reduced or avoided in the first ten (10) years after the product, technology or innovation is commercialized and; * MEIE/MELCC's contribution to the project must be less than $20 per ton of CO2 avoided. |

|  |  |  |
| --- | --- | --- |
| **Project title:**  **(IN FRENCH)** |  | |
| **Principal Investigator** | Name:  Tel.:  E-mail: | Establishment:  Research Unit: |
| **Signatures and dates** |  |  |
| Signature  Main academic | Print Name and Signature  Vice-rectorate or research office |

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Partners or Public Research Center[[1]](#footnote-2)** | | | |
| **Contact Details** | | **Establishment** | **Main Activity** |
| 1 | Name:  E-mail:  Phone:  Research Unit: | Nom :  Type : Choisissez un élément. |  |
| 2 | Name:  E-mail:  Phone:  Research Unit: | Nom :  Type : Choisissez un élément. |  |
| 3 | Name:  E-mail:  Phone:  Research Unit: | Nom :  Type : Choisissez un élément. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Partners/NPOs**  *At least one company or NPO established in Québec, carrying out internal production or R&D activities there.*  Add as many tables as there are partners | | | |
| **Company/NPO 1** | | | |
| **General Information** | | | |
| Business Number (NEQ): | Establishment number: | | Legal name: |
| Number of global employees ((including the number of employees of the parent company when majority-owned (>50%)): | Number of employees in Québec: | | Number of R&D employees in Québec: |
| Is the applicant a subsidiary of a parent company? If yes, specify the legal name of the parent company.  Yes Name:  No | | | |
| Please describe the type of ownership of the company or organization: | | | |
| Description of the company/NPO and its activities:  Production and/or R&D in Québec:  Yes No | | | |
| **Main Contact Information** | | | |
| Name: | | | Function: |
| Phone: | | Email: | |

|  |  |  |
| --- | --- | --- |
| **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 instruments  Simulation  Quantum technologies or materials  Use of artificial intelligence  Critical and Strategic Minerals |
| **Application sectors**  (several possible choices) | Transportation/Infrastructure  Energy  Environnent  Textile | Chemistry  Microelectronics/telecommunication  Health  Other (specify): |
| **INITIAL TRL LEVEL:**  1  2  3  4  5  6 | **FINAL TRL LEVEL:**  1  2  3  4  5  6  7  8  9 | **Duration of the project:**  12 Months  24 Months  36 Months |
| **People involved in the project** | | |
| **Researchers:** number of researchers involved in the project, including the principal applicant (professors, institutional researchers) | |  |
| **Employees of research centers:** number of employees of the centers involved and whose salaries are partially paid by the project (eligible expenses) (assistants, associates, research agent, technicians) | |  |
| **Employees of partner companies/NPOs:** number 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. (DCS, ACS, Bachelor, Master, PhD, PDF) | |  |

|  |
| --- |
| **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/NPOs, impact on them and Québec) |

|  |
| --- |
| **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//NPOs partners and for Québec? |
|  |

|  |
| --- |
| **II – 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 of the latter in the project submitted to PRIMA. (**max. one page, you can use up to two pages to describe the results obtained during the first 3 years of a 5-year project if you submit to PRIMA for years 4 and 5)** |
|  |

|  |
| --- |
| **III - PROJECT DETAILED PRESENTATION** |

|  |
| --- |
| 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).** |
|  |

|  |
| --- |
| **IV – TECHNOLOGY READINESS LEVEL (TRL) JUSTIFICATION** |

|  |
| --- |
| Justify the starting TRL and ending TRL that you assign to the project. The TRL level considered is in a research context in Québec. **(Maximum 1 page)** |
|  |

|  |
| --- |
| **V – PROJECT MANAGEMENT** |

|  |
| --- |
| 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. Each activity presented in the diagram should be detailed in Section III (detailed presentation of the project) above. **(Maximum 2 pages)** |
|  |

|  |
| --- |
| 1. **Specify all the academic and industrial/NPOs 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) (add tables if necessary) |
| |  | | --- | | **Research establishment # 1:** | | **Name and title of researcher # 1:**  **Skills and contribution to the project:** |  |  | | --- | | **Industrial/NPO # 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. **(Maximum 1 page)**. |
|  |

|  |
| --- |
| **VI – IMPACT AND SPINOFFS OF THE PROJECT** |

|  |  |
| --- | --- |
| 1. Describe the intellectual property strategy. **(Maximum 1 page)** | |
|  | |
| 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. **(Maximum 1 page)** | |
|  | |
| 1. **Benefits for the industrial/NPOs 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.   **Add as many tables as there are companies.** | |
| |  | | --- | | **Company/NPO # 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? | | |
| 1. **Benefits and spinoffs for Québec** (check all that apply). **(Maximum 1 page)** |
| Productivity,  Environment,  Social-economic,  Other:  Explanations: |

|  |
| --- |
| **VII – FINANCIAL ASPECT** |

|  |
| --- |
| 1. **RESEARCH MANDATE BUDGET**   Indicate all direct expenses eligible for the projects. |

|  |
| --- |
| **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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | The budget items highlighted below are eligible for the Indirect Research Cost. | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Salaries and fringe benefits[[3]](#footnote-4)** | | | | | |
|  | Technicians |  |  |  |  |
|  | Researcher: |  |  |  |  |
|  | Other |  |  |  |  |
| **Students grant** | | | | | |
|  | 1st, 2nd and 3rd-cycle students |  |  |  |  |
|  | Postdoctoral research interns |  |  |  |  |
| **Materials and supplies[[4]](#footnote-5)** | | | | | |
|  | Materials for tests and trials |  |  |  |  |
|  | Laboratory consumables |  |  |  |  |
| **Equipment or installations (Max 25%)** | | | | | |
|  | Rental |  |  |  |  |
|  | Equipment[[5]](#footnote-6) (max. $25k each) |  |  |  |  |
| **Travel** | | | | | |
|  | 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 |  |  |  |  |
| **Industrial contribution in kind** | | | | | |
|  | Salaries of researchers/scientists |  |  |  |  |
|  | Salaries of technicians/engineers |  |  |  |  |
|  | Equipment time |  |  |  |  |
|  | Donated materials |  |  |  |  |
|  | Others: |  |  |  |  |
|  | **Direct project cost** |  |  |  |  |
| **Management fees from PRIMA Québec (5%)** | | | | |  |
| **TOTAL Budget** | | | | |  |
| 1. **RESEARCH MANDATE FINANCING PLAN** | | | | | | | |

|  |
| --- |
| Express Track – No co-funding (track designed to optimize approval time and accelerate project beginning).  Detail in section C, cash and in-kind contributions of companies/NPOs. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **FINANCING** | | | | | | |
|  | | **Year 1** | **Year 2** | | **Year 3** | **Total** |
| **Industrial partners (min. 50% of the research mandate)** | | | | | | |
| Companies/NPOs contribution in cash: | **Min (50%)** |  |  | |  |  |
| Companies/NPOs contribution in kind:  Max 50% of the total company contribution |  |  | |  |  |
| Companies/NPOs management fees |  | | | |  |
| **Public financing** **(max. 50% of the research mandate)** | | | | | | |
| PRIMA Québec | **Max (50%)** |  |  | |  |  |
| MEIE management fees |  | | | |  |
| **TOTAL Funding** | | | | | |  |
| 1. **ADDITIONAL CONTRIBUTIONS FROM INDUSTRIAL/NPOs AND MEIE** | | | | | | |
| *Contribution to the management fees of PRIMA Québec* ***(5% or max. $50 000)*** | | | | | | |
| Companies/NPOs: **2.5 % of the amount of research mandate or max. $25 000** | | | |  | | |
| MEIE: **2.5 % of the amount of research mandate or max. $25 000** | | | |  | | |
| *Additional PRIMA QUÉBEC’s contribution to indirect costs of research, if applicable* | | | | | | |
| 27% of the contribution of PRIMA Québec 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 MEIE (management fees) | | | |  | | |
| Indirect Costs of Research (if applicable) | | | |  | | |
| **TOTAL PRIMA Funding**  (Max. $499,999, express track) | | | |  | | |

|  |  |  |
| --- | --- | --- |
| 1. Justify the expenses presented in the research mandate budget. **(no page limit)**  * Detail cash and in-kind contributions for each company/NPO. * Detail each line of the project budget table for which you entered an expense. * In the case of expenditure on a prototype, show the ability to produce this prototype. | | |
| 1. **CONTRIBUTIONS FOR EACH COMPANY/NPO** | | |
| Company/NPO Name | Cash Contribution | In-kind Contribution |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **BUDGET JUSTIFICATIONS** | | |

|  |
| --- |
| **VIII – BIBLIOGRAPHIC REFERENCES** |

|  |
| --- |
| List of bibliographical references. **(Maximum 2 pages)** |
|  |

|  |
| --- |
| **IX – INFORMATION ABOUT THE FORM SUBMISSION** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * 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. * E-mail your duly signed application **in single file - PDF format** (Adobe Acrobat) **before noon, March 27, 2024,** 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 | |  | Form – **Annexe INNOV-R** | |  | **CV** of the main contributors (academics, industrial, NPOs) | |  | **Letters of support** from industrial/NPOs partners specifying the amount of money in cash and in kind allocated to direct research expenses as well as PRIMA Québec's management fees. | |  | Have you informed the industrial/NPOs partners of their contribution to the **management fees of PRIMA Québec**? | |  | Are all project partners **members of PRIMA Québec** at the time of filling your application? | |  | Please note that other documents may be requested by PRIMA Québec or the MEIE to validate the project component, the sources of funding (private or public), the company's ability to participate in the project, especially for startups. | |

1. Add as many lines as necessary for academic and industrial partners. [↑](#footnote-ref-2)
2. CVs of the main industrial and academic stakeholders. [↑](#footnote-ref-3)
3. See the guide for eligible salaries. [↑](#footnote-ref-4)
4. Please provide a detailed description of consumable purchases over $1000. [↑](#footnote-ref-5)
5. In the case of purchase, the value of the equipment must be equal to or less than $25,000 before taxes. Example: Software licenses go into Equipment Purchase and Rental. Not to be confused with the purchase of computers which are considered as consumables since their lifespan is estimated at 3 years (maximum duration of the project) (purchase + rental = max 25% of the total budget). [↑](#footnote-ref-6)
6. Outside services must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-7)