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| **I - PROJECT IDENTIFICATION SHEET** |

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| **Project title:****(IN FRENCH)**  |   |

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| **Principal Investigator (Quebec)** | Name:Phone:Email: | Establishment:Department: |

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| **Signatures and dates**  |  |  |
| SignatureMain academic | Print Name and SignatureVice-rectorate or research office |

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| **Academic partners or public research center - Quebec** |
| **Contact** | **Establishment** | **Main activity** |
| 1  | Name:E-mail:Phone:Department: | Name:Type: Choisissez un élément. |  |
| 2 | Name:E-mail:Phone:Department: | Name:Type: Choisissez un élément. |  |
| 3 | Name:E-mail:Phone:Department: | Name:Type: Choisissez un élément. |  |

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| **Business Partners** **in Quebec**Add as many tables as there are partners |
| **Company 1** |
| **General Information** |
| Business Number (NEQ):  | Establishment number: | Company legal name: |
| Number of global employees: | Number of employees in Quebec: | Number of R&D employees in Quebec: |
| Description of the company and its activities:Production and/or R&D in Quebec: [ ] 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 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 [ ]  |

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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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| Describe the general context of the project. If this project comes from previous projects 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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| Overall describe the part of the project taking place in Quebec: objectives, methods and expected results **(maximum 2 pages)** |
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| **IV – IMPACT AND SPINOFFS OF THE PROJECT** |

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| 1. **Benefits for Quebec 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.[[1]](#footnote-1)
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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** (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?[ ]  Quebec, [ ]  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? |

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| **Benefits and spinoffs for Quebec** (check all that apply) |
| [ ]  Productivity, [ ]  Environment, [ ]  Social-economic, [ ]  Other: Explanations:  |

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| **V – FINANCIAL FACET** |

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| 1. **RESEARCH MANDATE’S ESTIMATED BUDGET**

Indicate all direct expenses eligible for the project.  |

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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[[2]](#footnote-2)** |
|   | 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[[3]](#footnote-3) (max $25k each) |  |  |  |  |
| **Travel[[4]](#footnote-4)** |
|   | Conferences or conventions  |  |  |  |  |
|   | Field work  |  |  |  |  |
|   | Work-related travel |  |  |  |  |
| **Other** |
|   | Platform fees |  |  |  |  |
|   | Outside services[[5]](#footnote-5) |  |  |  |  |
|   | 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 Quebec (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**
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|  | **Year 1** | **Year 2** | **Year 3** | **Total**  |
| **Industrial Partners (min. 20% of the research mandate)** |
| Companies’ contribution in cash:  | **Min. (20%)** |  |  |  |  |
| Companies’ management fees |  |  |
| **Public Financing** **(max. 80% of the research mandate)** |
| PRIMA Quebec | **Max. (50%)** |  |  |  |  |
| MEIE management fees |  |  |
| Additional funding (specify)[[6]](#footnote-6): |  |  |  |  |
| **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 Quebec, 5%* ***(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 $20,000** |  |
| *Additional PRIMA QUEBEC’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 MEIE (management fees) |  |
| Indirect Costs of Research (if applicable) |  |
| **TOTAL PRIMA funding****(Max $500,000 for 3 years)** |  |

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| 1. **SUMMARY OF DIRECT RESEARCH COSTS OF THE CONSORTIUM (in CAD)**
 |
|  | Cost (CAD) | Percentage (%) |
| Quebec part (max 70% of the total) |  |  |
| International partner 1 |  |  |
| International partner 2 |  |  |
| **TOTAL OF COSTS** |  |  |

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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.
* In the case of expenditure on a prototype, show the ability to produce this prototype.
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| 1. **COMPANIES CONTRIBUTIONS**
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| 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 Michel Lefèvre, at 514 284-0211, ext. 227.
* Email your duly signed application in single file - PDF format (Adobe Acrobat) **before noon on May 14, 2024, Bruxelles times (6:00 a.m. Montreal times),** to: laura.salatian@prima.ca
* This form is used by PRIMA and MEIE to validate the eligibility criteria of the project.

**Check list**

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|[ ]  **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 |
|[ ]  Have you informed Quebec industrial partners of their contribution to the **management fees of PRIMA Quebec**? |
|[ ]  All project partners in Quebec (Industry and academics) must be a **member of PRIMA Quebec** if the request goes into a full proposal. |
|[ ]  In the M-ERA.NET submission system, Quebec manufacturers are placed in the case non-asking funding. |
|[ ]  Please note that the requested funding cannot change between the pre-proposal and the full proposal. |

**Please note that:*** Pre-Proposal is mandatory. It has to be submitted by the coordinator through the M-ERA.NET submission tool until 14 May 2024, 12:00 C.E.S.T. The mandatory Pre-Proposal form available at https://www.m-era.net/joint-calls/joint-call-2024 has to be used. At the same time national/regional funding applications must be submitted to each of the involved funding organization according to their specific rules (if applicable).
* National/regional funding organizations will carry out eligibility checks of the Pre-Proposals. Eligible Pre-Proposals are sent to central evaluation, organized by the M-ERA.NET call secretariat.
* The Pre-Proposal stage will be used to ensure that only high-quality proposals which are in line with national requirements are invited to the Full-Proposal stage. Applicants will be provided with feedback emails after the M-ERA.NET Pre-Proposal selection meeting, including a recommendation to submit (or not) a Full-Proposal.
* The PRIMA form for the full proposal will be sent to promoters who pass the pre-proposal stage.
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1. Add as many tables as there are companies. [↑](#footnote-ref-1)
2. See the guide for eligible salaries. [↑](#footnote-ref-2)
3. Expenses related to the purchase of small equipment, or the rental of equipment are a maximum of 25% of the total eligible expenses.

The purchase value of each piece of equipment must be equal to or less than $25,000 before taxes. [↑](#footnote-ref-3)
4. Travel expenses must be justified and represent less than 15% of the budget. [↑](#footnote-ref-4)
5. Outside services must be justified and accounts for a very small part of the budget. [↑](#footnote-ref-5)
6. 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-6)