|  |
| --- |
| **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 may be used by the MEIE and PRIMA Québec for promotional purposes.**It is mandatory for any project involving MITACS funding to contact a PRIMA advisor.** |

|  |  |
| --- | --- |
| **Project Title:****(IN FRENCH)**  |   |
| **Principal Investigator**  | Name:Phone:Email: | Establishment:Research Unit: |
| **Names, signatures and dates**  |  |  |
| SignatureMain academic | Print Name and SignatureVice-rectorate or research office |

|  |
| --- |
| **Academic Partners or Public Research Center**Add as many lines as necessary |
| **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** For each company, in the Registraire du Québec, the “Number of employees in Quebec” field must be completed; there cannot be the mention “none”.Add as many tables as there are partners |
| **Company 1** |
| **General Information** |
| Business Number (NEQ):  | Company 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 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[ ]  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 [ ]  |
| **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:** 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. (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, 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 partners and for Québec?
 |
|  |

|  |
| --- |
| **II – PROJECT CONTEXT**  |

|  |
| --- |
| 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 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 **(max. 3 pages).**If the project requires more than $300k/year from PRIMA **(max. 5 pages).**If a project over 4 or 5 years, in this case, mainly write years 1 to 3 which will be financed by this first request and mention years 4 and 5 **(max. 5 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. **(max. 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. **(max. 2 pages)**

If the request is for a 4- or 5-year project, include years 4-5 in the Gantt chart. |
|  |

|  |
| --- |
| 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.[[1]](#footnote-1) In addition, in the case of a project in collaboration with one or more large companies, clearly specify the involvement of the SME in the project. This is part of the assessment of the SME significant participation in the project. (See section 4. Funding Program Standards of the guide)

 **Attach the CVs of the main industrial and academic stakeholders.** Add tables if necessary. |
|

|  |
| --- |
| **Research establishment # 1:** |
| **Name and title of researcher # 1:** **Skills and contribution to the project:**  |

|  |
| --- |
| **Industrial # 1:** |
| **Employee name and title # 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)** |
|  |

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

|  |
| --- |
| 1. Describe the intellectual property strategy. **(max. 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. **(max. 1 page)**
 |
|  |
| 1. **Benefits for the 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.Clearly demonstrate the benefits of the SME in the case of a project with one or more large companies, because they are part of the assessment of the SME significant participation in the project.

**Add as many tables as there are companies** |
|

|  |
| --- |
| **Company # 1:** |
| 1. **Targeted numbers of jobs created or maintained** (check all that apply)
 |
| [ ]  Full time: [ ]  Partial time: [ ]  Temporary: Explanations:  |
| 1. **Knowledge enhancement** (check all that apply)

[ ]  Knowledge transfer [ ]  Patent [ ]  Improvement of know-how [ ]  Other:Explanations:  |
| 1. **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: |
| 1. **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) **(Max. 1 page)**
 |
| [ ]  Productivity, [ ]  Environment, [ ]  Social-economic, [ ]  Other: Explanations:  |

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

|  |
| --- |
| 1. **RESEARCH MANDATE BUDGET**

Indicate all direct expenses eligible for the projects (See guide for eligible expenses). |

|  |
| --- |
| **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 Costs of Research. | **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 |  |  |  |  |
| **Direct project cost** |  |  |  |  |
| **Management fees from PRIMA Québec (4%)** |  |
| **TOTAL Budget** |  |

|  |
| --- |
| 1. **RESEARCH MANDATE FINANCING PLAN**
 |

|  |
| --- |
| **For all MITACS funding, please contact an advisor** to ensure a correct budget calculation. MITACS must be separated into these components and the total of MITACS grants cannot exceed 50% of the research budget.*In the case of a project with one or more large companies, the SME must put at least 20% of the 20% of the industrial contributions in cash. If several SMEs with large companies, the total contribution of Québec SMEs must represent at least 20% of the minimum private contribution required.*Detail in section C, cash and in-kind contributions of companies. |

|  |
| --- |
| 1. **FINANCING**
 |
|  | **Year 1** | **Year 2** | **Year 3** | **Total**  |
| Number of MITACS units |  |  |  |  |
| **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 (40%)** |  |  |  |  |
| MITACS (enter only the provincial) |  |  |  |  |
| MEIE management fees |  |  |
| Additional funding (specify)[[6]](#footnote-6): |  |  |  |  |
| MITACS (enter only the federal amount) |  |  |  |  |
| **TOTAL Funding**  |  |
| 1. **IN-KIND CONTRIBUTION FROM INDUSTRIAL PARTNERS**

**(Not considered in the calculation of the subsidy)** |
| Total Companies Contributions: |  |
| 1. **ADDITIONAL CONTRIBUTIONS FROM INDUSTRIAL AND MEIE**
 |
| *Contribution to the management fees of PRIMA Québec* ***(max $50,000)*** |
| Companies: **2.4% of the amount of research mandate or max $30,000** |  |
| MEIE: **1.6% of the amount of research mandate or max $20,000** |  |
| *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. $1,500,000 for 3 years, Max $500k/year) |  |

|  |
| --- |
| 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.
* In the case of a project with one or more large companies, clearly specify the SME’s contribution to the budget (What % does it contribute? Cash contributions versus business income? Does it make an in-kind contribution?). This is part of the assessment of the SME significant participation in the project. If one or more SMEs with large companies, the total contribution of Québec SMEs must represent at least 20% of the minimum private contribution required.
 |
| 1. **CONTRIBUTIONS FOR EACH COMPANY**

**This table must be included in the company’s support letter.****The contributions in yellow are considered in the calculation of the PRIMA contribution.** |
| Company Name | Cash Contribution to the R&D budget | Management Fees Contribution | Contribution to the ICR requested by the academic partner (if applicable) | In-kind Contribution |
| Excluding Mitacs | Mitacs(if applicable) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. **BUDGET JUSTIFICATIONS**
 |

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

|  |
| --- |
| List of bibliographical references **(max. 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, 514-284-0211 ext 227.
* Email your duly signed application in a single file - PDF format (Adobe Acrobat) **before noon, May 27, 2024,** to: 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 industrial) |
|[ ]  **Signed letters of support** from all industrial partners specifying:* Why is this project necessary for them?
* What will be the benefits for them?
* Include the following table:

 |
|[ ]  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[[7]](#footnote-7), 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. |
|[ ]  Please note that all 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. Attach the CVs of the main industrial and academic stakeholders. [↑](#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. See the guide for eligible travel expenses. [↑](#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 of each source (add rows if necessary). Provide proof of additional funding (copy of the application once submitted). [↑](#footnote-ref-6)
7. 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-7)