



**ArcticTECH Application Checklist:**

<input type="checkbox"/> Completed application (this form)	<input type="checkbox"/> Project Proposal (Appendix 1)
<input type="checkbox"/> Biographies of key team members	<input type="checkbox"/> Break down of share ownership
<input type="checkbox"/> Written confirmation of partner contributions (if applicable)	<input type="checkbox"/> Statement of all affiliated companies/corporations
<input type="checkbox"/> Most recent company financial statements	<input type="checkbox"/> Proof of corporate status

# NL Innovation Council Application for ArcticTECH - Industry-Led Arctic Technology Development

Please email completed applications and supporting documents to [IET@gov.nl.ca](mailto:IET@gov.nl.ca)

## SECTION 1: Applicant Details

### Primary Contact:

First name:

Last name:

Dr.  Mr.  Ms.  Mrs.

Job title:

### Secondary Contact (if applicable):

First name:

Last name:

Dr.  Mr.  Ms.  Mrs.

Job title:

### Company Details:

Company Legal Name:

Business Registration Number:  Year of Incorporation:

Company Signing Authority:

Company Mailing Address:

Phone Number:

Fax Number:

Alternate Phone Number:

Email Address:  Number of Employees:

Company Sector Focus:  If "Other", please specify:

Annual Sales Revenue for Last Fiscal Year:

First time expenditure in R&D?  Yes  No

R&D Expenditures for Last Fiscal Year:

Good standing is a requirement for eligibility; please answer the following questions.

1. Is your company currently in good standing with Her Majesty in Right of Newfoundland and Labrador?  Yes  No
2. Is your company currently in payment arrears with the NL Innovation Council and/or Her Majesty in Right of Newfoundland and Labrador?  Yes  No

## SECTION 2: Project Details

R&D Project Title:

Project Sector Focus:

If "Other", please specify:

Project Type (please check all that apply):

Concept Engineering  Applied Research  Model Testing  Prototype Development  Field Trial  Demonstration

Research Activity Location(s):

Planned Start Date:

Planned Completion Date:

Have you applied to or been approved by other funding sources?

If Yes, please provide details and attach a copy to this application.

Have you made any financial or legal commitments for the project?

If Yes, please provide details and attach a copy to this application.

Have any independent, scientific/technical or expert peer reviews been completed or anticipated within the next 12 months, on all or a portion of this project proposal?

If Yes, please provide details and attach a copy to this application.

Project Description: \*(Please cover the following to complete your description. 1. Current situation/background; 2. Description of the work to be done; 3. Challenge/issue your project will address; 4. The goal or anticipated outcomes; 5. Additional benefits if applicable.)

## SECTION 3: Research Team

Core Research Team and confirmed collaborators (including industry and other education/research institutes):

		Name	Position	Organization	Project Role	Time Commitment (Total hours or average weekly hours)	
+	-						

Other potential collaborators

		Name	Position	Organization	Project Role
+	-				

## SECTION 4: Project Description and Statement of Work

#### Company Overview

*Provide a brief description of the company and an overview of its history. Applicants should include some detail regarding the company's previous and current R&D activities.*

#### Project Description and Technical Overview

*Provide an overview of the proposed project, the identified technical challenge, and how it supports Arctic research and development.*

#### Technical Plan

*Provide a comprehensive description of the proposed R&D to be undertaken, including: background on R&D completed to date; detailed overview of the project research plan; assessment of technical risk(s) and mitigation strategies; and anticipated outcomes.*

#### Project Management

*Provide details regarding the project management structure, description of key team members and collaborators as well as their project roles.*

**Description of Major Activities:**

		Activity Title	Description of Activity	Technical Challenges	Required Resources
+	-				

**Milestones:**

*A milestone is a scheduled event signifying the completion of a major deliverable or a set of related deliverables and/or activities. Each milestone will be a decision point for the project, and is a key indicator of how the project is progressing. Milestones must be measurable.*

		Project Milestone (label each as M1, M2, M3, etc.)	Indicator of Achievement	Date of Completion
+	-			

**Project Schedule:**

		Activity Title (as described above)	Associated Milestones (M1, M2, or M3, etc.)	Start Date	End date
+	-				

**Business Case:**

*Provide statement of the company's interest in Arctic technology development. Applicants should explain how the project contributes to technology development and qualification in Arctic and other cold environments, as well as how it enhances R&D expertise in Newfoundland and Labrador. The business case should also identify any new product or service innovation, technology commercialization, higher productivity, lower costs, enhanced resource development, improved safety and environmental protection, and other specific outcomes. Applicants must also provide all relevant details regarding background and foreground intellectual property and any potential implications on the commercial outcomes of the project.*

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## Confidentiality

The NL Innovation Council has the right to protect client confidential information, unless disclosed in agreement with the applicant, or required or authorized by law.

The personal information collected or provided as part of the application process will only be used for purposes relating to the operation of the relevant funding programs and for statistical reports. All information will be kept confidential and handled as required by the *Access to Information and Protection of Privacy Act*. Any questions or comments can be directed to the Access to Information and Protection of Privacy Coordinator Industry, Energy and Technology at 709.729.0463 or [rhynes@gov.nl.ca](mailto:rhynes@gov.nl.ca).

NL Innovation Council external technical reviewers are required to sign confidentiality agreements regarding all information provided as well as the results of the review.

## Declaration

This is to confirm that the information in this project proposal is accurate, complies with the proponent's policies and procedures, as well as federal and provincial environmental and other regulations, and to authorize the NL Innovation Council, if necessary, to contact collaborating parties named in the proposal for future clarification, to consult with relevant federal and provincial organizations for the purpose of assessment of the proposal, and to solicit independent technical review of all or part of the project proposal as part of the project assessment process.

Please note that all approved NL Innovation Council applications are subject to annual results monitoring. Proponents must complete the Results Monitoring Template at the time of Letter of Offer and annually thereafter, as required by the NL Innovation Council. The Results Monitoring Template gathers project indicators relevant to the strategic direction of the NL Innovation Council and the program objectives. Proponents will be expected to provide results on such indicators as R&D expenditure levels, employees involved in R&D, patents and IP, and collaborative partnerships.

## SECTION 6: Detailed Project Cost

Capital Costs

		Cost Category	Description	Amount	NL Innovation Council Amount
+	-				

Total Capital Cost:

Wages and Salaries

		Description	Amount	NL Innovation Council Amount	Notes
+	-				

Total Wages and Salaries:

Operating Expenses

		Cost Category	Description	Amount	NL Innovation Council Amount
+	-				

Total Operating Expenses:

**TOTAL PROJECT COST:**


Comments:

## SECTION 7: Project Cash Flow Forecast

Please provide a summary of estimated project costs in the tables below. Only include the NL Innovation Council costs. (CY refers to current year)

<b>Fiscal Year</b> (April 1 - March 31)			
<b>Cost Category</b>	<b>CY</b>	<b>CY +1</b>	<b>CY +2</b>
Capital Costs			
Wages & Salaries			
Operating Expenses			
<b>Total cost per year</b>			

Total NL Innovation Council costs

## SECTION 8: Detailed Project Financing

## NL Innovation Council Financing Request

Amount Requested	% of Total Financing	Details

## Other Financing Sources

	Source	Date secured	Amount	% of Total Financing	Spent to Date	Details (Please note any changes or restrictions on funding, re-profiling, and matching requirements)
+						
-						

Total Financing from non-NL Innovation Council sources

**TOTAL FINANCING:**


Additional details related to project costs and financing and use of NL Innovation Council funds by category (*for projects requesting multi-year funding, annual cost and financing details are required such as major equipment or infrastructure costs on financing sources and wages and salaries*):



## Appendix 1: Project Proposal Format

- 1 Executive Summary**
- 2 Project Overview** 
  - Project background
  - Rationale for ArcticTECH - clearly identifying how R&D can address the need or development opportunity
  - Project objectives
  - Scope of work for ArcticTECH project
  - Identify planned/expected results, “What does success look like?”
  - Discuss resulting products, processes, or services and their commercial applications
- 3 Company** 
  - Describe the business and its history
  - Explain company history of R&D beyond this project
  - Explain how the proposed project is relevant and incremental to the organization and the province
- 4 Project Team** 
  - Description of project management and R&D team
  - Provide bios of project team members and their roles on the project
  - If there are collaborators, define their roles and time/financial commitments to the project
- 5 Technical Project Plan** 
  - 5.1 Technical Background 
    - Review of R&D to date and current technology related to this project
    - Discuss state-of-the-art in industry, and the innovation related to this project
    - Discuss any unique technical competitive advantages
  - 5.2 Project Risks and Mitigation Strategies 
    - Discuss key project assumptions and risks (including technical risks), how the risks may impact the project outcomes, and strategies for overcoming these risks
  - 5.3 Intellectual Property 
    - Existing IP that is relevant to the current activities
    - Describe any IP issues or constraints
- 6 Commercial Opportunity** 
  - Provide information on the industry need that is providing a clear “line-of-sight” to market
  - Discuss the potential market size, opportunity, trends, competition, etc.
  - Discuss the commercialization strategy of subsequent resulting products or processes
- 7 Financial Information** 
  - Include letters of commitment if there are financing partners