



## NL Innovation Council Application for Employ R&D

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:

Email:

#### Secondary Contact (if applicable):

First name:

Last name:

Dr.  Mr.  Ms.  Mrs.

Job title:

Email:

#### Postdoctoral Fellow:

First name:

Last name:

Dr.  Mr.  Ms.  Mrs.

Email:

#### Supervisor:

First name:

Last name:

Dr.  Mr.  Ms.  Mrs.

Email:

#### Company Details:

Company Legal Name:

Business Registration Number:  Year of Incorporation:

Company Signing Authority:

#### Company Mailing Address:

Phone Number:

Fax Number:

Alternate Phone Number:

Number of Employees:

Annual Sales Revenue for Last Fiscal Year:

First time expenditure of R&D?  Yes  No R&D Expenditures for Last Fiscal Year:

Sector Focus (Choose up to 3 sectors, as applicable. At least one Sector Focus is required):

Sector Focus (1st): \*

Sector Focus (2nd):

Sector Focus (3rd):

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:

Research Activity Location(s):

Planned Start Date:

Planned Completion Date:

Disclosable project description: \*(This may be included in media announcements and posted on the NL Innovation Council's website. 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.) 250 words max.

**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 (ex. M1, M2, or M3)	Start Date	End date
+	-				

## 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 [ryhnes@gov.nl.ca](mailto:ryhnes@gov.nl.ca).

NL Innovation Council external scientific/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 scientific/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 5: Detailed Project Cost

Wages and Salaries

	Description	Amount	NL Innovation Council Amount	Notes
+	-			

**TOTAL PROJECT COST:**

Comments:

## SECTION 6: Detailed Project Financing

## NL Innovation Council Financing Request

Amount Requested	% of Total Financing	Details

## Other Financing Sources

	Source	Date secured	Amount	% of Total Financing	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 (*this would only relate to the PDF salary*):

## Appendix 1: Employ R&D Project Proposal Template

- |  |  |                          |
|--|--|--------------------------|
| <b>1. Executive Summary</b>  |  | <input type="checkbox"/> |
| <b>2. Company</b>  |  | <input type="checkbox"/> |
| Describe the business and its history  |  | <input type="checkbox"/> |
| Explain how the proposed project is relevant and incremental to the organization and the province                  |  | <input type="checkbox"/> |
| <b>3. Project Overview</b>   |  | <input type="checkbox"/> |
| Project background   |  | <input type="checkbox"/> |
| Rationale for this project - clearly identifying the technical hurdle that must be overcome                        |  | <input type="checkbox"/> |
| Project objectives and potential outcomes  |  | <input type="checkbox"/> |
| <b>4. Project Team</b>   |  | <input type="checkbox"/> |
| Postdoctoral Fellow's research history and why his/her expertise is needed within the company                      |  | <input type="checkbox"/> |
| Supervisor bio   |  | <input type="checkbox"/> |
| Other internal/external collaborators  |  | <input type="checkbox"/> |
| <b>5. Technical Project Plan</b>   |  | <input type="checkbox"/> |
| Provide project plan outlining major activities, milestones, technical challenges, resources required and timeline |  | <input type="checkbox"/> |
| Postdoctoral Fellow's role in the project  |  | <input type="checkbox"/> |
| <b>6. Commercial Opportunity</b>   |  | <input type="checkbox"/> |
| Provide information on the industry need; with a "line-of-sight" to market   |  | <input type="checkbox"/> |
| Discuss the potential market size, opportunity, trends, competition, etc.  |  | <input type="checkbox"/> |
| Discuss the commercialization strategy of subsequent resulting products or processes                               |  | <input type="checkbox"/> |

**Appendix 2: Required Documentation Checklist**

- Application for Employ R&D
- Project proposal (Appendix 1)
- Most recent company financial statements
- Proof of corporate status
- PDF C.V.
- Supervisor C.V.