



Application for R&D Proof of Concept

Please e-mail completed submissions to IET@gov.nl.ca

Section 1: Applicant Details

* - Indicates Required Entry

Company Legal Name: *

Business Registration Number: *

Primary Contact: *

First Name: *

Last Name: *

Job Title: *

Secondary Contact:

First Name:

Last Name:

Job Title:

Business Address: *

City/Town: * Province: * Postal Code: *

Telephone: * (10-digits only please) Fax: (10-digits only please) Cell:

E-mail: *

Company Signing Authority: Year of Incorporation:

Annual Sales Revenue for Last Fiscal Year: Number of Employees: *

First Time Expenditure on 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: *

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):

Research Activity Location(s): *

Planned Start Date:

Planned Completion Date:

Has the company made any financial or legal commitments for the project? * Yes No

If yes, please provide details:

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: Project Statement of Work

Description of Major Activities:

		Activity Title	Description of Activity	Technical Challenges	Required Technical Expertise
+	-				

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
+	-				

Section 4: Detailed Project Cost

Capital Costs

	Description	Other Cost	Amount	% of Total Cost	NL Innovation Council Amount	Notes
+						

Total Capital Costs:

\$0.00

Wages and Salaries

	Name	Position	Months	Annual Salary	% Time	Amount	Burden/Benefits	% of Total Cost	NL Innovation Council Amount
+						\$0.00	\$0.00		

Total Wages and Salaries (including Burden/Benefits):

\$0.00

Operating Expenses

	Description	Other Cost	Amount	% of Total Cost	NL Innovation Council Amount	Notes
+						

Total Operating Expenses:

\$0.00

Total Project Cost:

\$0.00

Comments:

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)

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

Total NL Innovation Council costs

Section 5: Detailed Project Financing

NL Innovation Council Financing Request

	Amount	% of Total Financing	Details
+			

Total NL Innovation Council Financing Request:

Other Financing Sources

	Source	Secured Date	Amount	% of Total Financing	Details
+					

Total Other Financing:

Client Contribution

	Description	Secured Date	Amount	% of Total Financing	Details
+					

Total Client Contribution:

Total Financing

Financial Notes:

Section 6: Confidentiality & Declaration

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.

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 reviews of all or part of the project proposal as part of the project assessment process.

Please note that all approved R&D Proof of Concept applications are subject to annual results monitoring. Proponents must complete the R&D Proof of Concept 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 of R&D Proof of Concept. 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.

Please Complete: Appendix 1 - Project Proposal
Appendix 2 - Required Documentation

Appendix 1: Project Proposal Format

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

Appendix 2: Required Documentation Checklist

- Application for R&D Proof of Concept
- Project proposal (Appendix 1)
- Detailed project cost and financing documentation (in support of Sections 4 & 5, if required)
- Most recent company financial statements along with 2 year financial projections
- Break down of share ownership
- Statement of all affiliated companies/corporations
- Proof of corporate status
- Project Gantt chart