



R&D Application Checklist:

- Completed application (this form)
- Curriculum Vitae of applicant(s)
- Copy of funding proposal(s) for other agencies (if applicable)

Research and Innovation Fund Application

*Memorial applications are to be submitted through the Office of the Vice-President (Research).
CNA applications are to be submitted through the Office of Applied Research.*

SECTION 1: Applicant Details

Primary Applicant:

First name:	<input type="text"/>	Position title:	<input type="text"/>
Last name:	<input type="text"/>	Full time	
	Dr. Mr. Ms. Mrs.	Part time	
		Other please specify:	

Secondary Applicant:

First name:		Position title:	
Last name:			
	Dr. Mr. Ms. Mrs.		

To be completed by the primary applicant:

Education/Research Institution:	<input type="text"/>		
Date of first time employment with Institution:	<input type="text"/>		
Faculty/Department/Division:	<input type="text"/>		
Mailing Address:	Phone Number:	<input type="text"/>	
<input type="text"/>	Fax Number:	<input type="text"/>	
	Alternate Phone Number:	<input type="text"/>	
	Email Address:	<input type="text"/>	

SECTION 2: Project Details

R&D Project Title:

Discipline:

Project Sector Focus (Choose up to 3 sectors that relate to your project. At least one sector is required).

Sector Focus (1st): *

Sector Focus (2nd):

Sector Focus (3rd):

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 Planning Details

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.

If No, please suggest the preferred academic/professional background of independent scientific/technical reviewers to assess your project proposal. This information will help facilitate the project evaluation process.

Also, please name two (2) individuals who could provide a peer review of your project proposal and are not in **conflict of interest**.*

Suggested reviewers may be from Canada (preferably from outside Newfoundland and Labrador) or another country, and should be able to evaluate the proposal in the language in which it is written.

The Department of Jobs, Growth and Rural Development reserves the right to select from this or its own list of reviewers.

List of Reviewers

1.

First name: Last name:

Institution/Company:

Department:

Mailing Address:

Email Address: Phone Number:

Area(s) of Expertise:

2.

First name: Last name:

Institution/Company:

Department:

Mailing Address:

Email Address: Phone Number:

Area(s) of Expertise:

***To avoid conflict of interest, an individual should not:**

- Be from the same institution as the applicant or any of the co-applicants;
- Have been a research supervisor or graduate student of the applicant or any of the co-applicants, within the past six years;
- Be providing letters of supports for the application;
- Have collaborated with the applicant or any of the co-applicants, within the past six years, or have plans to collaborate with them in the immediate future;
- Be an employee of a non-academic organization with which the applicant or any of the co-applicants, has had collaboration within the past six years;
- Be in any other potential conflict of interest (e.g. personal, financial).

SECTION 5: Project Description and Statement of Work

Project Background and Rationale:

Description of Major Activities:

Activity Title

Description of Activity

Technical Challenges

Required Resources

Project Location(s):

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:

(as described above)

Associated Milestones
(ex. M1, M2, or M3)

Start Date

End date

Technical Considerations:

Technical feasibility, space and facility requirements, environmental and regulatory considerations, etc.

Project Management:

Management structure, collaborators track records, provision for results monitoring, etc.

Anticipated Outcomes:

Industry relevance, economic relevance, increased private sector investment in R&D, and internationalization.

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.)

Confidentiality

Information is being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015. We will only use the personal information collected by or provided to the Department for purposes directly related to the application and for statistical analysis and reporting under the Research and Innovation Fund Program. Information you provide us in confidence, both personal and business-related, will be kept confidential unless

- you approve its release, or
- we are required or authorized by laws such as the Access to Information and Protection of Privacy (ATIPP) Act, 2015 to release it.

If you have questions regarding privacy and confidentiality, contact the Access and Privacy Coordinator, Department of Jobs, Growth and Rural Development by email ATIPP-JGRD@gov.nl.ca

External scientific/technical reviewers commissioned by the Department of Jobs, Growth and Rural Development are required to sign confidentiality agreements regarding all information received from the Department for purposes of the review and the review results.

Declaration

This is to confirm that the information in this project proposal is accurate, complies with the applicable institution's policies and procedures, as well as federal and provincial environmental and other regulations, and to authorize the Department of Jobs, Growth and Rural Development, if necessary, to contact those named in the proposal for further clarification and to undertake an independent scientific/technical review of all or part of the project proposal as part of the evaluation process.

Please note that all approved Department of Jobs, Growth and Rural Development 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 Department of Jobs, Growth and Rural Development. The Results Monitoring Template gathers project indicators relevant to the strategic direction of the Department of Jobs, Growth and Rural Development and the program objectives. Proponents will be expected to provide results on such indicators as R&D expenditure levels, people, and infrastructure.

SECTION 7: Detailed Project Cost

Capital Costs

Cost Category	Description	Amount	RIF Amount
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Total Capital Cost:

Wages and Salaries

Description	Amount	RIF Amount	Notes
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Total Wages and Salaries:

Operating Expenses

Cost Category	Description	Amount	RIF Amount
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Total Operating Expenses:

TOTAL PROJECT COST:

Comments:

SECTION 8: Project Cash Flow Forecast

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

Fiscal Year (April 1 - March 31)					
Cost Category	CY	CY +1	CY +2	CY +3	CY +4
Capital Costs					
Wages & Salaries					
Operating Expenses					
Total cost per year					

Total RIF costs

SECTION 9: Detailed Project Financing

RIF 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-RIF sources

TOTAL FINANCING:

Additional details related to project costs and financing and use of RIF 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):*