 **Major Innovation Fund**

2022-2023 Application Form

FOIP NOTICE

Information collected in this grant application is collected by Jobs, Economy and Innovation (JEl) under the authority of s. 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta) for the purposes of evaluation of the grant application, administration of the grant which includes research, statistical analysis and program evaluation, and assessment and promotion of the grant program.

Information provided in this grant application (including any attachments to the application):

* may be disclosed to other provincial government departments and agencies and individuals external to the Government of Alberta to review and score this application;
* may be disclosed by and between JEI and any federal and provincial government departments, or agencies to verify the information provided and for the use in research and statistical analysis in program evaluation and program promotion.

If a grant agreement is entered into, JEl may disclose personal, financial and limited technical information relating to this grant application and the grant agreement (including the name of the Applicant organization, the grant amount, the term of the project and a description of the purposes of the project) to the public, including providing limited information on a public website as part of a list of projects funded by JEI.

All information will be managed in accordance with the *Freedom of information and Protection of Privacy Act*. Questions related to the collection, use or disclosure of this information should be directed to the MIF program Director neil.sulakhe@gov.ab.ca.

SUBMISSIONS

The MIF applications, using this form must be received electronically by 4:30 p.m. on November 15, 2022. Please reach out to the contact listed below for further details.

All submissions must include a cover letter authorized by a designated institutional representative (Vice-President Level at minimum).

Application packages must be collated in the following order:

|  |  |
| --- | --- |
| Item # | Item Description |
| 1 | MIF Application Form  |
| 2 | Budget |
|  3 | Letters of Support |
| 4 | CCVs  |

**Page Formatting**

Applicants must only use an 8.5” x 11” page layout. The proposal must be clear and easily readable. Use Arial 12-point (minimum 11-point Arial), black-coloured font and use single line spacing. Title fonts, colours, and sizes may be at the discretion of the applicant. Font for tables should be minimum 9-point Arial. The Application should be a maximum of 25 single–sided pages, excluding FOIP page, Title page, CCVs, Budget and Metrics tables, and Metrics Definition sections. As well, please append documents to the application form as needed to support and strengthen the proposal.

Attachments should conform to the following guidelines:

* Header: Indicate the applicant institution on the top left of each page and the project title on the top right of each page
* Footer: Page numbering on the right (x of y).

CONTACT INFORMATION

All correspondence including application submissions are to be directed to the following address:

Neil Sulakhe, Director, Innovation Support Unit,

Jobs, Economy and Innovation

Email: Neil.Sulakhe@gov.ab.ca

**Challenge Statement**

**Project Title**

**Lead Institution Project Leader**

**Project Start Date Project End Date**

**Total Project Cost ($) MIF Request ($)**

**Project Description (plain language, maximum 50 words)**

**Signature**

It is agreed that the conditions governing the use of Major Innovation Fund (MIF) funds as outlined in the 2022-23 MIF Call for Proposals apply to the program outlined in this application and are thereby accepted by the institution.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (President of the Institution or authorized representative)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: The Application should be a* ***maximum of 25 single–sided pages****, excluding FOIP page, Title page (2nd page of the application form), CCVs, Budget (financial tables) and Metrics (performance measures) tables, FOIP and Metrics Definition sections. As well, please append documents to the application form as needed to support and strengthen the proposal. Use Arial 12-point (minimum Arial 11-point) for the responses. Refer to the MIF call for proposals for further submission details.*

PROJECT INFORMATION

Provide the names of the partnering institutions/organization (add rows, as needed)

|  |  |
| --- | --- |
| Category | Name of the organization/institution |
| e.g. Alberta post-secondary institution |  |
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|  |  |
|  |  |

List the name of the project team members (maximum 10, provide Canadian Common CV (CCV or equivalent))

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization** |
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List the name of other members (maximum 20, CCVs are not required)

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| **Name** | **Title** | **Organization** |
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*The Application should be a maximum of 25 single–sided pages, excluding FOIP page Title page (2nd page of the application), CCVs, Budget (financial tables) and Metrics (performance measures) tables, FOIP and Metrics Definition sections. As well, please append documents to the application form as needed to support and strengthen the proposal. Use Arial 12-point (minimum Arial 11-point) for the responses.*

## EXECUTIVE SUMMARY

Provide a summary that captures only the essential elements of the case being presented. Include the case’s most pertinent facts in a clear, concise, and strategic overview (1 page max).

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## REVIEW CRITERIA

The MIF has established a rigorous merit-review process that rewards excellence. The MIF relies on national and international experts to ensure that only the very best projects with strategic alignment to the challenge areas receive funding. MIF proposals will be evaluated using the assessment criteria detailed below. Applicants must demonstrate how the project satisfies the requirements outlined for each criterion. Provide the response below each question (please DO NOT delete the questions).

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| The Strategic Context 1. **Need:** Provide a well-structured statement that addresses the challenge area, as identified in the MIF Call for Proposals and developed in collaboration with the end-user community (e.g., industry, agencies, etc.).
2. **Anticipated Outcomes:** Describe the expected results or benefits, including economic, social, health and environmental benefits, and timeframe that the project is striving to achieve at the end of the investment and the mechanisms to achieve those outcomes.
3. **Strategic Fit**: Demonstrate alignment within the organization’s broader strategic context, the ATIS, federal priorities and strategies; assemble expertise across Alberta to achieve the best possible results.
4. **Benefits to Alberta and Canada**: Describe the national and global strategic potential of the project, which may include: branding, networking, and drawing talent and investments to Alberta. Describe the plans and/or technology transfer pathways, including partnerships with end-users that will likely generate benefits for Albertans and Canadians.

**RESPONSE:** |
| The Research1. **The Research Plan:** Describe the research themes and rationale for how each theme will contribute to the expected outcomes and will collectively impact the challenge area. Delineate the roles of each partner institution and principal investigator in pursuing these themes and show how collaborations and synergies will be established and maintained.
2. **Scientific Excellence:** Describe the existing capacity, including past key investments in people (researchers and highly qualified personnel) and infrastructure, on which the project builds. Explain how these investments have led to research or technology development**.**

*The application should provide enough details for the expert peer reviewer to make a comprehensive assessment that the science is sound and connected to outcomes and impacts to support the adjudication process by the multi-disciplinary review panel***RESPONSE:** |
| The Competitive Context 1. **Regional Advantage**: Describe how the proposal enables leading-edge research programs used by researchers and partners of the highest caliber. Explain the regional advantages that can be demonstrated by discussing the unique strengths of Alberta institutions and their existing connections with industry, national, and international partners.
2. **Innovation Environment**: Describe the training opportunities that will attract highly qualified personnel (including technicians and professionals), which allows them to acquire skills for research and other careers.
3. **Stakeholder Analysis**: Describe the stakeholder environment by considering the types of stakeholders (e.g. industry, SMEs, MNEs and others), their specific roles, and their tangible contributions to the realization of the investment. Identify current and potential partners.

**RESPONSE:** |
| Budget Requirements Use the provided application financial workbook (MS Excel) to support completion of the financial tables below. Submit the application financial workbook (MS Excel) along with the application form. 1. **Costs**: Provide a complete description and justification of the costs within eligible categories over the life of the project.
* Provide a clear breakdown by categories with totals of projected expenditures for program theme specific activities for MIF and partner funding.
* Categorize activities taking place at each institution delineated by the cost and source of funding (MIF matching e.g. NSERC, industry, etc.) and MIF) Include the totals per institutions.
* Append an itemized list, where applicable, to describe cost breakdown and cost component.
1. **Contributors**: Provide an estimate of targeted partner contributions (including institutional) and specify as secured funds, expected funds, or in-kind contributions.
* Clearly articulate the source of the in-kind contribution and how that contribution will advance project outcomes.

**RESPONSE:** |

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**Costs**:

**Table 1 Costs by theme.** Provide a clear breakdown by categories with totals of projected expenditures for program theme specific activities for MIF and partner funding (add rows and columns, as needed).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category |  Description | Yr 1 ($) | Yr 2 ($) | Yr 3 ($) | Yr 4 ($) | Yr 5 ($) | Total ($) | Comments |
| 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
| Personnel | e.g. Theme 1(Post-doctoral fellows, research associates etc.) |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |
| Research Operating |  |  |  |  |  |  |  |  |
| Knowledge Mobilization/Commercialization |  |  |  |  |  |  |  |  |
| Other (please specify) |  |  |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |  |

 **Table 2. Costs by institution.** Categorize activities taking place at each institution delineated by the cost and source of funding. Include the totals per institutions (add rows and columns, as needed).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category |  Institution  | Source of Funding | Yr 1 ($) | Yr 2 ($) | Yr 3 ($) | Yr 4 ($) | Yr 5 ($) | Total ($) | Comments |
| 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
| Personnel | Institution X | MIF $: |  |  |  |  |  |  |  |
| Matching $ |  |  |  |  |  |  |  |
| Institution Y |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total $ |  |  |  |  |  |  |  |  |
| Research Operating |  |  |  |  |  |  |  |  |  |
| Knowledge Mobilization/Commercialization |  |  |  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |  |  |  |
| **Institution X total**  |  |  |  |  |  |  |  |  |
| **Institution Y total** |  |  |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |  |  |

**Contributors:**

**Table 3.** Provide an estimate of partner contributions (including institutional) for the identified total program costs. Group the organizations by funder type e.g. federal, provincial (ON, BC, etc.) and provide description (add rows and columns, as needed).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Source | Description | Cash  | In Kind | Yr 1($) | Yr 2 ($) | Yr 3 ($) | Yr 4 ($) | Yr 5 ($) | Total ($) | Secured/Expected |
| 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
| JEI | MIF |  |  |  |  |  |  |  |  |  |
| Federal | NSERC |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total Federal |  |  |  |  |  |  |  |  |  |
| Provincial (non-Alberta) | e.g. Ontario |  |  |  |  |  |  |  |  |  |
| Institutional |  |  |  |  |  |  |  |  |  |  |
| Industry |  |  |  |  |  |  |  |  |  |  |
| International |  |  |  |  |  |  |  |  |  |  |
| Non-profits |  |  |  |  |  |  |  |  |  |  |
| **Total from other funders (excluding JEI-MIF)** |  |  |  |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |  |  |  |

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| 1. **Management and Measurement**
2. **Management and Implementation Strategy:** Demonstrate a sound methodology to manage the project, including the identification of milestones and critical success factors, through the establishment of an oversight committee, an advisory committee, and other committees necessary for project implementation. A strong governance model is required for each proposal.
	* MIF requires submission of Canadian Common CV (CCV) (or equivalent) with each proposal. CCVs should be in the context of the project team member’s role and ability to carry out the projects as identified in the application; hence, not all institutional partners need to be reflected in the CCVs. Limit CCVs to up to 10 key research leadership positions and up to 20 pages each.
3. **Sustainability Strategy:** Provide detailed information on operating and maintenance costs and revenue sources, including institutional commitment to ensure the initiative will be viable after project completion.
4. **Risk Management Strategy:** Demonstrate that the organization has a function in place to manage the risks of the project. Describe how the potential impact of a proposed change on organizational culture, systems, and processes and on people working within and with the invested organizations will be managed in later stages of the project.
5. **Intellectual Property (IP) and Commercialization:** Provide details of any IP associated with this project, articulating how it will facilitate technology development and commercialization and company creation for Alberta.
6. **Performance Measurement Strategy**: Provide estimated targets for performance indicators and provide a rationale to support the targets. The targets are intended to measure the ultimate impact of the project and the value of the program structure. Proposals should identify the methodology that supports the indicators and targets. Proposals are welcomed to include additional measures that they deem will strengthen the project metrics
 |

**RESPONSE:** |

**Performance Measurement**: Include any additional indicators that are specific to your program/projects at the end of the table. (Note: indicator (metrics) definitions are appended to this template).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Indicators  | Target Yr1 (2022-23) | Target Yr2(2023-24) | Target Yr3(2024-25) | Target Yr4(2025-26) | Target Yr5(2026-27) | Total |
| Discover      | Training of Highly Qualified People (HQP, #) |  |  |  |  |  |  |
| Publication in prestigious academic journals (#) |  |  |  |  |  |  |
| Leveraged funds by source (industry, venture capital, other) ($) |  |  |  |  |  |  |
| HQP attracted to Alberta (#) |  |  |  |  |  |  |
| Retention of HQP (#) |  |  |  |  |  |  |
| Industry investment in research and development ($) |  |  |  |  |  |  |
| Develop | Publication citations (#) |  |  |  |  |  |  |
| Patents licensed by industry, within Alberta and outside (#) |  |  |  |  |  |  |
| Research results progressing to the translational research/development stage (%) |  |  |  |  |  |  |
| Events/collisions/activities between the research team and end-users (e.g., industry; relevant agencies, entrepreneurs, SMEs ) (#) |  |  |  |  |  |  |
| Use | Partnerships with industry (#) |  |  |  |  |  |  |
| Patent citations (#) |  |  |  |  |  |  |
| Prototype or other results ready for use as products, policies, and practices (#) |  |  |  |  |  |  |
| Start-up companies (#) (within Alberta # and outside #) |  |  |  |  |  |  |

### METRICS DEFINITIONS

|  |  |
| --- | --- |
| Indicators | JEI Progress Report Definitions |
| Discover | Training of Highly Qualified People (HQP, #) | Count of people participating in formal training activities to develop research and innovation related capacity (includes undergraduate and graduate students, postdoctoral fellows, research assistants, research associates, technicians, programmers, analysts, etc., who may contribute to the research activities) |
|  | Publication in academic journals (prestigious journals, #) | The number of publication outputs in peer reviewed journals/ outlets produced as a result of a JEI Investment |
|  | Leveraged Funds ($), by source (industry, venture capital, federal government etc.) | Additional financial investments secured from sources external to funding from Alberta Innovates (AI), Government of Alberta, and other ineligible sources |
|  | HQP attracted to Alberta (#) | Count of HQPs who were attracted from outside of Alberta for training on the JEI project |
|  | Retention of HQP (#) | Count of HQPs who remain in Alberta post-graduate training on the JEI project |
|  | Industry investment in research and development ($) | Amount of funding received from industry partners |
| Develop | Publication Citations (#) | The number of times a publication has been cited by other publications |
|  | Patents licensed by industry, within Alberta and outside (#) | Number of patents licensed  |
|  | Research results progressing to the translational research/development stage (%) | Research projects or innovation results progressing to the next stage of development (e.g. translational research, prototypes for commercialization, etc.) |
|  | Events/collisions/activities between the research team and end-users (e.g. industry; agencies, entrepreneurs, SMEs ) | Number of activities/ events that allowed interaction/ knowledge transfer between the researcher and end users (e.g. conferences, seminars etc.) |
| Use | Partnerships with industry (#) | Number of industry partners involved in the projects .This could involve industry partners who did not provide any financial support to the project, but were involved in the design/direction-setting and other project-related activities based on a clear mutual understanding or formal agreement with a shared goal/ terms of arrangement |
|  | Patent citations (#) | The number of times a patent resulting from JEI investment is cited by other published patents |
|  | Prototype or other results ready for use as products, policies, and practices (#) | New or improved products or services produced as a result of JEI investment; may include policies, practices, or processes. Excludes publications counted above |
|  | Start-up companies (#) | The number of companies (separate legal entities) created as a result of JEI investment. May be formed by a faculty member, staff member or student whereby its main innovation originated within the university or academic institution they were affiliated with. The aim of the entity is to commercialize the innovation and generate profit. |