**Work Plan Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Plan Table – Year One** | | | |
| **Milestone Number** | **Description of Milestone and the related deliverable(s)** | **Milestone Start Date** | **Milestone Completion Date** |
| Year 1  Milestone 1 |  | Click here to enter a date. | Click here to enter a date. |
| Year 1  Milestone 2 |  | Click here to enter a date. | Click here to enter a date. |
| Year 1  Milestone 3 |  | Click here to enter a date. | Click here to enter a date. |
| Year 1  Milestone 4 |  | Click here to enter a date. | Click here to enter a date. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Plan Table – Year Two** | | | | | | |
| **Milestone Number** | **Description of Milestone and the related deliverable(s)** | **Milestone Start Date** | | **Milestone Completion Date** | |
| Year 2 Milestone 5 |  | | Click here to enter a date. | | Click here to enter a date. | |
| Year 2 Milestone 6 |  | | Click here to enter a date. | | Click here to enter a date. | |
| Year 2 Milestone 7 |  | | Click here to enter a date. | | Click here to enter a date. | |
| Year 2 Milestone 8 |  | | Click here to enter a date. | | Click here to enter a date. | |

1. A Project may have one or more Milestones, up to a maximum of four (4) per year, to be disbursed throughout the Project Term.
2. Milestones may overlap and any gaps in the timelines between Milestones must be explained in the Description.
3. All Milestones and deliverables must be discussed in detail on the Progress Report and the Final Report, as the case may be.

**Project Budget Tables**

**Table I – Associate Annual Salary Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Associate Annual Salary Table | | | | | | |
| A | **B** | **C** | **D** | **E** | **F** | **G** |
| Level of Commercialization Associate | **Alberta Innovates Investment = 75% of Eligible Salary** | **Applicant**  **Contribution =**  **25% of Eligible Salary** | **Total Eligible Salary**  **(B + C)** | **Additional Applicant Salary (optional)1** | **Total Eligible Salary + Optional Applicant Salary**  **(D + E)** | **Additional Applicant**  **In-Kind Benefits (optional)2** |
| Level 1 | $  Maximum $52,500 | $  Maximum $17,500 | $  Maximum $70,000 | $ | $ | $ |
| Level 2 | $  Maximum $75,000 | $  Maximum $25,000 | $  Maximum $100,000 | $ | $ | $ |
| Level 3 | $  Maximum $105,000 | $  Maximum $35,000 | $  Maximum $140,000 | $ | $ | $ |
| Level 3  Part-Time3 | $  Maximum $105,000 | $  Maximum $35,000 | $  Maximum $140,000 | $ | $ | $ |

*Note: For clarity, the Applicant Contribution must be a cash contribution to the salary and the amount cannot be changed or converted during the Project Term.*

1Optional salary and benefits over the required 25% Contribution are provided here for information purposes and are not considered part of the Eligible Salary.

2In-Kind contributions such as employer-paid CPP and EI, and/or health benefits are provided here for information purposes and are not considered part of the Eligible Salary.

3Where an Applicant wishes to hire a Level 3 Commercialization Associate on a part-time basis, the Applicant and Associate may negotiate a part-time arrangement. In this event, the Applicant will provide the Commercialization Associate’s full-time equivalent salary based on market rates, and the percentage of time the Commercialization Associate is expected to work. Requested salary should be prorated and upon verification and approval by Alberta Innovates, Alberta Innovates’ Investment will be 75% of that prorated salary up to a maximum of $105,000 per year. For example, if the Associate’s full-time equivalent salary is $500,000 per year, and the Associate is expected to work 1 day per week (20% of the work week) for the Applicant, the part-time salary per year would be prorated to $100,000 per year. Alberta Innovates’ Investment of 75% would be $75,000, and the Applicant’s Contribution of 25% would be $25,000.

**Additional Provisions:**

* The Applicant must be prepared to provide the Contribution to the Commercialization Associate's salary according to the above table, in addition to Alberta Innovates’ Investment, paid monthly as a Stipend.
* The Applicant must apply the monthly Stipend to directly pay the Commercialization Associate’s salary.
* The Applicant is expected to pay applicable payroll deductions, including but not limited to the employer’s portion of CPP and EI, and any benefits normally provided to employees performing a similar work function within the market place during the Commercialization Associate’s employment with the Applicant.
* Upon receiving the Investment, the Commercialization Associate must commence employment as a Full Time Employee (unless specified as a Level 3 Part-time Employee) with the Applicant within two months of the date of notice of the Investment.
* The Applicant may provide more than the 25% specified in the above table; however, Alberta Innovates will not provide more than the maximum amount specified in the above table.

**Table II – Expense Allowance**

Identify the anticipated Eligible Expenses totaling up to $14,000 over the two-year Project term.

|  |  |  |
| --- | --- | --- |
| **Commercialization Expense Allowance**  **Totaling a maximum of $7,000 in Year One** | | |
| **Year One** | **Description** | **Amount** |
| Search & Hiring Costs |  | $ |
| Material Costs |  | $ |
| Software/Information databases |  | $ |
| Relocation Costs |  | $ |
| Travel Costs |  | $ |
| Trade show entrance fees |  | $ |
| Professional Development & Membership Fees |  | $ |
| Requested ‘Ineligible’ Expenses |  | $ |
| **Total** | | **$** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Commercialization Expense Allowance**  **Totaling a maximum of $7,000 plus any carry-forward from Year One** | | | |
| **Year Two** | **Description** | | **Amount** |
| Material Costs |  | $ | |
| Software/Information databases |  | $ | |
| Travel Costs |  | $ | |
| Trade show entrance fees |  | $ | |
| Professional Development & Membership Fees |  | $ | |
| Requested ‘Ineligible’ Expenses |  | $ | |
| **Total** | | | **$** |

1. All expenses must be reasonably connected to or in support of the Project and used by the Commercialization Associate
2. If you would like Alberta Innovates to consider approving any Ineligible Expense to be included as an Eligible Expense, please clearly indicate this request and identify the applicable Ineligible Expense(s) for Alberta Innovates’ consideration.