**Progress Report Instructions:**

Please complete the following Progress Report and submit by email to [inbox\_grants@albertainnovates.ca](mailto:inbox_grants@albertainnovates.ca) as a PDF, for Alberta Innovates’ consideration. If you require assistance in completing the Report, please email [graham.anderson@albertainnovates.ca](mailto:graham.anderson@albertainnovates.ca).

**GENERAL INFORMATION**

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| --- | --- | --- |
| **Title of Project** | | |
|  | | |
| **Applicant (Organization)** | **Applicant Representative** | |
|  |  | |
| **Co-Applicant (if applicable)** | **Max Total Investment from AI** | **Investment Term** |
|  |  |  |
| **Reporting Period** | **Report Due Date** |
|  |  |

**PROJECT PROGRESS TO DATE**

***Alberta Innovates is here to help disseminate and highlight the value of your project to Alberta taxpayers through its media channels! Please engage us and always remember to properly acknowledge our support as per the Publications and Public Messaging terms and conditions section of your Investment Agreement. Check out our online*** [***Communication Toolkit***](https://albertainnovates.ca/communications-toolkit/) ***and contact your Alberta Innovates representative for logo and other information.***

1. **Progress Summary (Non-confidential)**

Briefly describe in general terms the current status of the project, any major achievements, outputs, successes, and/or new partnerships that could be highlighted publicly. *Note: only* ***non-confidential*** *information should be shared here. Any confidential or proprietary information should instead be incorporated into the milestone details or other sections below*.

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1. **Changes to the Project**

Please indicate by check mark if you experienced any of the following changes in the scope of the Project since your last Report. Check all that apply. *Note: Alberta Innovates will review and depending on the nature of the changes, a new Milestone, Reporting and Payment Schedule and/or an amendment to the Investment Agreement may be required*.

**Minor Changes:**

A decrease in the total Project Costs which does not change the end goal of the Project;

A company name change where no change of corporate control has taken place;

A minor change to the work plan which does not change the end goal of the Project;

An increase or decrease of the funding on one Milestone, where the Investment to the same Payee will be adjusted by the same increase or decrease at a later Milestone or Milestones with a new MRP;

Any one or more of the Expected Milestone Completion Dates is changed by less than 90 days, without changing the original (or legally amended) Project Completion Date by more than 90 days;

The Project Completion Date is delayed by less than 90 days;

A change to the contact person in the Notices section of the Investment Agreement; or

Other:

**Major Changes:**

**Note: Major Changes will require the execution of an amendment to the Investment Agreement. An Alberta Innovates representative will contact you if this is indicated.**

An increase to the total Project Costs and/or reduction of Contributions from the Applicant or other parties, where the Applicant no longer has sufficient funding to cover the Project as originally intended or required by the Program.

An increase or decrease of the funding on one Milestone, where the Investment will be adjusted by the same

increase or decrease at a later Milestone to a different Payee;

A substantial change in the nature of the Project which changes the overall intention of the Investment, and which may or may not impact the Project Completion Date;

A change to a Milestone Completion Date longer than 90 days, whether or not it affects the Project Completion Date;

A change, or cumulative changes to the Project Completion Date resulting in the revised Project Completion Date being later than 90 days from the original date, whether due to delay or suspension;

A change of any Party to the Investment Agreement;

A change of corporate control; or

Other:

If any of these changes are a result of a name change or Change of Control\*, complete the following:

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| **Applicant (Non-Confidential)**  New Legal Name:  New Trade Name (if applicable):  Date of Sale/Transfer of Assets (if applicable): | **Co-Applicant (Non-Confidential)**  New Legal Name:  New Trade Name (if applicable):  Date of Sale/Transfer of Assets (if applicable): |

\**See the Investment Agreement for a definition of Change of Control*

1. **Project Milestone Progress**

Provide a detailed description of progress to date on all project Milestones as set out in the last approved Milestone Reporting and Payment (MRP) schedule of the Investment Agreement. Attach to this report any required deliverables outlined. *Note for milestones that have already been previously reported as completed, simply mark as ‘Completed’, no further detail is required.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone Number as per MRP\* | Description of Milestone and Related Deliverables as per MRP\* | Completion Due Date (as per MRP\*) | Status of Milestone | Description of Current Progress, Results & Outcomes Achieved  (include % completion where applicable, and a description of any changes and rationale for any delays) |
|  |  | Click or tap to enter a date. | Choose an item. |  |
|  |  | Click or tap to enter a date. | Choose an item. |  |
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| **\*Milestone numbers and descriptions must align to the last approved Milestone, Reporting and Payment (MRP) schedule.** If needed, you can breakdown individual milestone activities in separate lines for clarity, but please reference original milestone # associated to each milestone sub-activity.  **\*\***Please explain any discrepancies between the Originally Planned Completion Date and Forecasted Completion Date | | | | |

1. **Risks and Mitigation**

Please describe any challenges encountered and identify any previously undisclosed potential or realized risks within the project. Include their potential impact on the project, and how the risk has been/will be mitigated. Risks include any circumstance that may impact Milestone/Deliverable completion or achievement of project objectives.

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| Risk | Potential Impact on outcomes and/or Milestones | Mitigation Plan |
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1. **Additional Information**

Use this space to provide any additional information to Alberta Innovates. This could include any key findings to date and related activities you would like to share, including any anticipated upcoming press releases/media events, engagements with key stakeholder groups, opinion leaders and end-users, if not already reported above.

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FINANCIAL INFORMATION

In the table below, outline the expenses to date for all Project Costs. All reported financials must reconcile to original receipts, invoices, and financial books of the Applicant that is subject to audit upon request by Alberta Innovates at any time, as per the Investment Agreement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reconciliation of Cumulative Expenses up to end of Reporting Period** | | | | | | |
| **Budget**  **Category (1)** |  | **Expenses – Cash & In-Kind** | | | | |
|  | **Original**  **Budget**  **(to end of reporting period)** (2) | **Actual Expenses to Date by source of Funds** | | | | |
|  |  | **Alberta**  **Innovates Funds** | **Applicant Funds** | **Co-Applicant Funds (if applicable)** | **Other**  **Funds(3)** | **Total**  **Expenses** |
| Add text here | **$** | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
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| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| **Grand Total (to Date)** | $ | **$** | **$** | **$** | **$** | **$** |

1. Examples budget categories include: Staff salaries & benefits, Contractors, Consultants, Materials & Supplies, Equipment, Travel, etc.
2. Cumulative amount budgeted up to and including this Milestone period, as per the original application or last approved budget/MRP.
3. From all other funding sources (excluding AI Investment, Applicant and Co- Applicant Contributions).

**Budget Variance Commentary**

Please provide an explanation of any significant variances and/or any anticipated future changes to the budget (including any changes to revenue sources, in-kind resources and calculations).

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**ACKNOWLEDGEMENTS**

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| **Name of the Applicant:** Add Text Here | | |
| By signing below, I, as the representative of the Applicant as named in the Investment Agreement, legally represent for and on behalf of the Applicant that all information contained in this Progress Report is true and accurate and acknowledge and consent to the dissemination/publication of non-confidential information by Alberta Innovates as identified within this Report. I further confirm that all required attachments are provided with this Report. | | |
| **Name of Representative for and on behalf of the Entity Applicant:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Name of the Co-Applicant (if applicable):** Add Text Here | | |
| By signing below, I, as the representative of the Applicant as named in the Investment Agreement, legally represent for and on behalf of the Applicant that all information contained in this Progress Report is true and accurate and acknowledge and consent to the dissemination/publication of non-confidential information by Alberta Innovates as identified within this Report. I further confirm that all required attachments are provided with this Report. | | |
| **Name of Representative for and on behalf of the Entity Applicant:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

**REPORT DISCLAIMER**

This Report was prepared by the author pursuant to a grant it received from Alberta Innovates (“AI”). Al is a provincial agency of the Government of Alberta. This Report is provided for information purposes only. It is intended solely to provide general information on topics that may be of personal interest to the reader who accepts the report “as is” and assumes all risk of loss arising from its use or reliance on the Report, or any information contained therein. Neither the author, nor Her Majesty the Queen in Right of Alberta (“Alberta”), nor AI, nor any of their respective employees, officers, directors, or agents makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, reliability, completeness, or usefulness of any information, apparatus, product, or process disclosed in the Report, and there are no express or implied warranties of merchantability or fitness for a particular purpose, or that the use of the Report will not infringe any patent, copyright, trademark or other right of any third party.

Reference in the Report to any specific commercial product, process or service by trade name, trademark, manufacturer or otherwise does not constitute or imply its endorsement, recommendation or favoring by AI or Alberta. The views and opinions of the authors expressed in this report do not necessarily reflect those of AI or Alberta.

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| **TO BE COMPLETED BY ALBERTA INNOVATES** | | |
| Date Report Received: | | Date Financials Received: |
| Amount to be released upon Approval: | | |
| **The completed section below indicates Alberta Innovates’ final determination regarding the Progress Report.** | | |
| **Part 1 o PROGRESS REPORT IS ACCEPTED**  Alberta Innovates approves the Progress Report as indicated by the signature of the authorized representative of Alberta Innovates below.  Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **ALBERTA INNOVATES**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Advisor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director or higher: | **Part 2 o PROGRESS REPORT IS DECLINED**  Alberta Innovates hereby declines approval of the Report as indicated by the signature of the authorized representative of Alberta Innovates below. Information regarding the reasons for the decision and what if any remedy is available, are attached.  Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **ALBERTA INNOVATES**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Advisor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director or higher: | |
| **ALBERTA INNOVATES COMMENTS TO APPLICANT:** | | |