# Industry Commercialization Associates Application

**Note: This is a copy of the online application form and is provided as an aid to writing your application. This is NOT the application form and will not be accepted for review. To submit an application, go to our Applicant Portal at** [**https://proposals.albertainnovates.ca**](https://proposals.albertainnovates.ca/UREF1281446350234970942/WD1_Login/A111234970979)

### Part 1 Application Instructions:

Alberta Innovates manages a number of high-demand technology commercialization programs for the Province of Alberta with a continuously increasing number of subscribers. These programs are competitive and Alberta Innovates searches for high value investments with a strong focus on commercialization that will provide economic and social benefits for Alberta. Alberta Innovates takes a holistic view of each application. The decision to invest is based on the evaluation of the Applicant, the Project, the technology, the market, the impact of the Project to the Province of Alberta, the clarity, structure and compliance with Program requirements, and the funding history between Alberta Innovates and the Applicant.

You can save and exit your application at any time and you’ll find it in the “UnSubmitted Applications” window in the Applicant Portal. **We advise that you write your answers in a Word document first so that you have an editable copy of your application responses which you can then paste into this form. A PDF of your application can be printed by clicking the “Create PDF” button on the “Summary” page (Step 5) at any time during the creation of the Application. It will be emailed within 30 minutes to the email address that you provided during registration.**

**Alberta Innovates will only provide copies of the Application, including any attachments, to the Applicant Representative.** Accordingly, any change of the Applicant Representative should be to an individual who has the authority and permission to see the Application and any attachments.

Text boxes within this form are simple text only and cannot accommodate images, graphs or tables. Such additional information can be attached in Step Four with the Attachment type “Other”. ONLY images, graphs, and tables will be accepted as ‘Other’ attachments. All questions must be answered within the text boxes provided. *Text boxes with only “see attached” will not be accepted.*

All capitalized words or terms which are not defined within this Application have the respective meaning as set out in the Guide or Agreement. In this Application, the term “**you**”and “**Applicant**” are used interchangeably. You can [click here](https://albertainnovates.ca/funding-entrepreneurial-investments/industry-associates-program/) to view a copy of the Guide or Agreement on our website.

It is essential that you have read, and that you understand, the Program Guide for the Industry Associates - r&D and Commercialization before completing this Application. The Guide contains the terms and conditions which are binding on the Applicant.

It is the Applicant’s responsibility to ensure the Commercialization Associate has read the Guide and understands the terms and conditions governing any Investment by Alberta Innovates, including what constitutes an Eligible Expense.

The “Project” means the research and development activity to be performed by the Commercialization Associate for the duration of the eligible funding years.

The Application for a Commercialization Associate may be submitted in one or two stages. The Applicant may submit an Application with or without the selection of a specific Commercialization Associate. If the Application is submitted without the selection of a specific Commercialization Associate it will be evaluated for the Applicant and Opportunity sections of the Application. If approved, the Applicant will have up a maximum of nine (9) months to submit the Associate and Project sections of the Application for evaluation. This allows for a faster turnaround once a potential Commercialization Associate has been found by the Applicant. If the nine (9) month timeframe is exceeded, the original Application will be deemed withdrawn and a new Application must be submitted for full evaluation. The Application is not considered submitted in full until the Associate and Project sections of the Application have been submitted.

All Investment determinations made by Alberta Innovates (including declining an Investment) are final, non-appealable and binding on the Applicant and Associate. Notwithstanding the Applicant, Associate, and the Project meeting the minimum requirements or eligibility criteria, or the results of any evaluation or recommendation or the involvement of an agent of Alberta Innovates, Alberta Innovates retains sole and absolute discretion regarding Investment determinations. Such determinations include whether to invest, the amount of the Investment (if any), and the terms and conditions of such Investment. Further, Alberta Innovates, in its sole and absolute discretion, has the right to decline any Application at any stage of the review process for any reason and does not owe a duty of reasonableness to the Applicant in making its Investment determination. The Applicant acknowledges that Alberta Innovates has no obligation to the Applicant during the course of receiving and reviewing the Application or in making its Investment determination.

Alberta Innovates will use its reasonable commercial efforts to inform the Applicant of the Investment determination made in respect of an Application in a timely fashion. Any failure to inform the Applicant of the Investment determination regarding an Application will not result in any obligation or liability of Alberta Innovates to the Applicant or any other interested party.

The Application may be reviewed by internal and external reviewers of Alberta Innovates. These experts will provide their recommendations to Alberta Innovates, and may also voluntarily provide constructive feedback meant for the Applicant. In the case of the Stage 1 Applications, the recommendation will be to either invite the Applicant to submit a Stage 2 Application, or to decline the Application. In the case of Stage 2 Applications, the recommendation will be whether or not to make the Investment. Alberta Innovates will make the final determination regarding approval of Stage 1 and Stage 2 Applications, and may at any time request an interview with the Applicant or Associate. Incomplete Applications will not be considered or reviewed.

Alberta Innovates may also, in its sole and absolute discretion, forward to the Applicant the constructive feedback, but will not provide any information regarding an expert’s personal information. Applicants are not entitled to access any information regarding the experts, including personal information, nor are they entitled to access or review the expert’s recommendation.

Alberta Innovates has the right, as determined in its sole and absolute discretion, to impose a life-time limit on the number of Applications an Applicant may submit.

If you require assistance in completing your Application, please email inbox\_grants@albertainnovates.ca

### Part 2 Freedom of Information and Protection of Privacy Act (Alberta) (“FOIP”):

Alberta Innovates is governed by FOIP. This means Alberta Innovates can be compelled to disclose the information received under this Application, or other information delivered to Alberta Innovates in relation to a Project, when an access request is made by anyone in the general public.

In the event an access request is received by Alberta Innovates, exceptions to disclosure within FOIP may apply. If an exception to disclosure applies, certain information may be withheld from disclosure. Applicants are encouraged to familiarize themselves with FOIP. Information regarding FOIP can be found at [http://www.servicealberta.ca/foip/.](http://www.servicealberta.ca/foip/)

## Continue button

## STAGE ONE

### STEP 1 of 5: PROJECT TITLE

**STEP 2 of 5: NON-CONFIDENTIAL ABSTRACT**

This section is a brief non-confidential summary of the business opportunity. This should include information relevant to the project, such as what the Applicant’s current business is, what the new product is, the benefit to the future customer, the expected return when it is successfully commercialized, how the requested Alberta Innovates funds will be utilized, and how this Investment will bring the product closer to market.

**STEP 3 of 5: APPLICANT, OPPORTUNITY, ASSOCIATE AND PROJECT INFORMATION**

This step allows you to complete the application form. Clicking on each link will take you to a form section with each section containing multiple questions/data fields. You can also use the Next Section or Previous Section buttons at the page bottom to navigate between the sections. The Previous Step button will take you to Step 2 and the Next Step button will take you to Step 4. The Summary button will take you to the Summary Step which will summarize the status of all the steps in terms of any mandatory information that may be missing. If all mandatory information has been provided--you will be able to select the Submit button on the Summary Step. Remember, you can create a PDF of your application at any time by clicking the “Create PDF” button on the Summary Step.

**The response time for section navigation will vary based on each user's bandwidth and network connection type (e.g.WiFi vs. "hard wire").**

**First Section**

**Applicant Contact Information**

Indicate how you are submitting this application. (With or without a Commercialization Associate named).

Stage One Only

Stage One and Two together

# Help Text

Please note that you must update this answer if you later decide to change whether you are submitting only “Stage One”, or “Stage One and Two Together”

Indicate the length of the Project term for which you are requesting Alberta Innovates’ Investment.

# Help Text

*Applicants may apply for a one year term or a two year term. Where a two year term is requested, approval of the second year of the Investment is dependent on approval by Alberta Innovates of the Progress Report.*

 One Year

 Two Years

# Proposed Project Start Date (dd/mm/yy):

# Help Text

# *The Proposed Project Start Date may differ from the actual Project Start Date depending on the time required to process and execute an Agreement.  To avoid this, we recommend that the Project should start no sooner than 60 days from the date of the submission if you are submitting your application in its entirety (Stages One and Two together), and thirty days (30) if you have received approval for Stage One and are now submitting Stage Two. In addition, the Project Start Date should be no later than one hundred twenty (120) days from the date of the submission of the full application, including Stage Two. “Project Start Date” must be the first day of a month and within the first 2 months after formal notification of approval from Alberta Innovates.*

**TDA Contact**. Did you work with a Technology Development Advisor (TDA) or any other Alberta Innovates representative prior to completing this application?

### Yes

### No

If you answered YES to the above question, please select the name of the individual.

Matt Cornall

Rick Davidson

Robert Hall

Mike Hrabowiecky

Kara Johnston

Michael Kerr

John Stroh

Mike Riou

Other

If you selected ‘Other’, provide the name of the individual and her/his position within Alberta Innovates.

Legal Name of Applicant

# Help Text

*“Applicant” means the company or entity name, NOT the person completing the form.*

Trade Name of Applicant (if applicable)

Division involved with the Project (if applicable)

Department involved with the Project (if applicable)

Civic Address line 1

Civic Address line 2 (if applicable)

City

Province/State

Country

Postal Code/Zip code

If the address above is not in the Province of Alberta, insert the address of the Applicant’s physical presence in Alberta and identify the nature of its physical presence in Alberta.

Applicant’s Office Phone Number

Applicant’s Website (if applicable)

**Next Section**

### Applicant Representative

Salutation:

Mr.

Ms.

Dr.

First Name

Middle Name (if applicable)

Last Name

Position within the Applicant’s Organization

# Help Text

*The Applicant Representative may not be the Associate.*

If the Representative’s mailing address is different from the Applicant’s civic address, provide that Address.

Direct Business Phone Number

Cell Phone Number

Business Email Address

### Next Section

### Applicant Funding History

Has the Applicant previously applied for an investment from the Industry Commercialization Associates Program?

Yes

No

Has the Applicant applied under a different name?

### Yes

### No

If YES, provide the previous name.

Is this a Re-Application?

Yes

No

If you answered YES to the above question, you are submitting a Re-Application, on a one-time basis, resulting from the Applicant being declined previously for the same Investment under the same Program. Provide details as to when the original application was submitted and what changes and/or revisions have been made in this Application.

Has the Applicant previously applied for any Alberta Innovates funding OTHER THAN the Industry Commercialization Associates Program (including under the former AITF, AIHS, AI Bio, or AI-EES)?

Yes

No

If you answered YES to the above question, which funding program(s) and what were the funding decisions of the application(s)?

### Next Section

# Applicant Information

# Brief Applicant Description. Include the Applicant’s history, structure, core business and current management team, highlighting capabilities in bringing technology products to market.

Jurisdiction of Incorporation of the Applicant:

Incorporated and existing in Alberta

Incorporated in another province and extra-provincially registered in Alberta with legal status to operate in Alberta

Federally incorporated and extra-provincially registered in Alberta with legal status to operate in Alberta

Incorporated outside of Canada and extra-provincially registered in Alberta with legal status to operate in Alberta

General Partnership registered in Alberta

Limited Partnership registered in Alberta

Limited Liability Partnership registered in Alberta

If the Applicant is extra-provincially registered in Alberta, please state jurisdiction of incorporation.

Business Number (B/N): *The Nine digit number provided by the Canadian Revenue Agency (CRA)*

 Percentage (%) of Alberta ownership

Incorporation Date (dd/mm/yy)

Is the Applicant a publically traded company?

Yes

No

Do you self-identify as a Start-Up?

Yes

No

Are there any existing relationships between the Applicant, any of its directors or shareholders with any of the Alberta Innovates Corporations or the Ministry of Economic Development and Trade?

Yes

No

If you selected YES to the above question, please provide an explanation of the relationship(s).

Number of T4 Salaried Employees residing in Alberta

Number of T4 Salaried Employees residing outside of Alberta

**Applicant Business Plan.** *A Business Plan MUST be attached in Step Four.*The Business Plan must include some pro forma financial statements/plan. At a minimum a statement should include capital investment requirements leading up to revenue generation and 5 year post-revenue forecasts for revenue, cost of goods, and allocated overhead, sales, and administration target values for the technology product, Alberta Innovates accepts that the complexity of your business plan and pro forma financial statements will be in line with the stage of development of your technology product.

**Applicant Financial Statements.** *Financial Statements* *MUST be attached in Step Four*. The most current fiscal year financial statements, including income statement, balance sheet, cash flow statement, and statement of retained earnings, prepared on an audited or review engagement basis. If such financial statements do not exist, then you must attach unaudited internally prepared financial statements for the same period. If year-end is greater than 6 months prior to Application date, interim financial statements, as would be presented to management to demonstrate current cash position, is required.

### Sources of Support. You must complete and attach the mandatory “Source of Support Table” template found in Step Four. Please note that Alberta Innovates may contact the party(s) you list for verification of information in the Source of Support Table, without further notice to the Applicant.

Provide your Annual Gross Revenue for the year preceding the current calendar year.

# Explain how the commercialization of the product will be financed.

# Help Text

# *Is the Applicant cash flow positive? If not, what is the expected duration of current capital? If additional financial capital is required, how much will be required to fully commercialize the product and what is the plan to attract capital?*

Name all products currently sold and/or services provided. Be specific and include the gross revenue breakdown by product, if possible.

In the context of the financial position described above, identify why Alberta Innovates’ support of the proposed Project is necessary to successfully commercialize the product proposed.

**Next Section**

# Business Opportunity

Sector:

Aerospace and Defense

Agriculture

Banking and Insurance

Biotechnology

Construction

Education, Research and Training

Engineering

Environmental Products and Services

Food

Geomatics

Health

Information and Communications Technologies (ICT)

Manufacturing

Mining

Oil and Gas

Petrochemicals and Biochemicals

Pipelines

Real Estate

Retail and Consumer Products

Tourism, Recreation and Leisure

Transportation Logistics

Utilities

Other

If you selected other, specify Sector

Project Platform Area:

# Help Text

*Omics is the term used to describe a range of disciplines in the field of biology including genomics, metagenomics, metabolomics, glycomics and proteomics.*

Information and Communication Technology

Nanotechnology

Omics

Other

If you selected Other, describe the Platform area.

Keywords – Provide 1 to 3 other identifying keywords describing the technology or innovation sector for the Project. Separate the keywords with a semi-colon.

Select the Level of Commercialization Associate for which you are applying. You may change this level at the time you submit Stage Two. (Select from Drop down)

Level 1 Commercialization Associate

Level 2 Commercialization Associate

Level 3 Commercialization Associate

Level 3 Part- Time Commercialization Associate

Annual Salary you intend to provide to the Commercialization Associate, based on the table in Section 2.2 of the Guide.

# Help Text

*A letter of employment outlining the terms of employment will be required if awarded, and the Applicant is required to provide the Top Up of a minimum of 25% of the total salary in cash.*

Describe the Project during the tenure of this grant, including the proposed position of the Commercialization Associate. The “Project” means the commercialization activity to be performed by the Commercialization Associate for the duration of the eligible funding years.

**Next Section**

### Technology

Technology Product Name:

Provide a detailed description of the technology that you intend to develop. Highlight its uniqueness and how it addresses a current existing technology gap or market need. Describe targeted applications/uses and how this technology is better than the competition. Any graphs or images may be attached in Step Four.

Technology Readiness Level (TRL) See Appendix 2 of the Guide for more detailed descriptions:

*Level 1*

*Level 2*

*Level 3*

*Level 4*

*Level 5*

*Level 6*

*Level 7*

*Level 8*

*Level 9*

Describe the current stage of development of the technology.

# Help Text

*Has your technology been successfully demonstrated? Has the technology, or previous versions, generated revenue? If so, please indicate total revenue and the number of customers that have purchased the technology. Are you working with any other parties to advance the technology for this product? If so, please identify these parties and describe the nature of this relationship?* ***Please note that Alberta Innovates may contact the customer(s) or party(s) you list for verification of current stage of development of the technology, without further notice to the Applicant.***

Describe the future technical development plan for the product.

# Help Text

*What research and development is left? What are the technical risks and what, if anything, can you do to mitigate these risks? If there are regulatory requirements needed prior to the sale or use of the product, what are they? What is the regulatory pathway to be pursued? Are there any other research and development or technical barriers to market entry that must be addressed?*

**Next Section**

# Market Opportunity

# Describe the target market of the product and possible secondary market opportunities and the associated sales plan to access this market.

# Help Text

*Include a description of the target customer, your sales strategy to allow you to access this market, and your market penetration rate vs sales costs and any related assumptions. Provide the estimated date of first sale and the revenue and cost of goods sold projections for the first 5 years of sales including all assumptions. Describe any existing or potential strategic partnerships that will help you achieve your sales goals.* ***Please note that Alberta Innovates may contact the strategic partnership(s) you list for verification of target market of the product and secondary market opportunities, and associated sales plan, without further notice to the Applicant.***

What is your forecasted annual gross revenue for the Product once the Product has reached its market penetration goal for its primary target market?

Describe the Intellectual Property (IP) strategy for the product.

# Help Text

*Provide sufficient detail to clarify any issues that may appear to compromise your freedom to operate if an IP landscape search was performed. List patent numbers of any filed patent application or issued patents and describe any licensing agreements in place or required in the future. Also describe any other form of IP protection used to create a competitive advantage.*

Describe the competitive advantage this product will have.

# Help Text

*List your known competitors. Describe what is novel or distinctive about the product over your competitors (and/or the company’s business model). Describe any competitive advantage that may be gained from product certifications, first mover advantage or regulatory approvals. Describe how the IP strategy above supports the competitive advantage of the technology.)*

**Next Section**

### Economic and Social Benefit

Identify the potential economic benefits to the Applicant and therefore Alberta, if the product development plan is successful. ie. investment attraction, infrastructure development, increased revenues, job creation, etc. Quantify the impact and timeframe where possible. Include a forecast of number of jobs to be created within the Applicant in the next 5 years and at 5 years post-revenue due to this Technology Product.

Identify any social, environmental or other benefits to the Applicant and to Alberta if the Product is successful. ie. improvements to such things as the quality of life for Albertans, Alberta environmental issues, and potential growth for other Alberta industry. Quantify the impact and timeframe where possible.

If you are only submitting Stage 1 at this time, please click the Next Step button below to continue with adding the required Attachments. If you plan to submit Stage 2 at this time, please click the Next Section button below to continue with the requested data. If you wish to change your selected option, please return to the first question in STAGE ONE and update the answer for the question indicating how you are submitting this application.

## STAGE TWO

**Next Section**

**Commercialization Associate Information**

Salutation:

Mr.

Ms.

Dr.

First Name

Middle Name (if applicable)

Last Name

Address line 1

Address line 2 (if applicable)

City

Province/State

Country

Postal Code/Zip code

Direct Business Phone Number

Cell Phone Number (if applicable)

Email Address:

Country of Citizenship.

If not a citizen of Canada, identify the immigration status in Canada: (Select from Drop down)

 Permanent Resident

 Work Visa

Level of Commercialization Associate: See Section 2.1 of the Guide for information regarding the Commercialization Associate levels. This level may differ from what was identified in Stage One if Stage One was submitted at an earlier date.

Level 1 Commercialization Associate

Level 2 Commercialization Associate

Level 3 Commercialization Associate

Level 3 Part- Time Commercialization Associate

If you chose Level 3 Part-Time Commercialization Associate, what is the Commercialization Associate’s full-time equivalent salary (5 day week) based on market rates?

# Help Text

*For example, if the* Commercialization 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’ contribution of 75% would be $75,000, and the Applicant’s contribution of 25% would be $25,000.*

What percentage of time is the Commercialization Associate expected to work for the Applicant?

How many hours a week does this percentage represent?

Does the Commercialization Associate have any pre-existing relationship with the Applicant?

### Yes

No

If you answered YES to the above question, describe the relationship.

# Start date (actual or proposed) of Associates’ employment (dd/mm/yy)

# Help Text

# The Commercialization Associate may have worked for the Applicant for no more than twelve (12) months prior to the submission date of this Application.

Has the Commercialization Associate previously applied for any Alberta Innovates funding?

Yes

No

If you answered YES to the above question, which funding program(s) and what were the outcomes of the funding request(s)?

**Next Section**

### Business Experience

**Commercialization** **Associate Resume.** *A resume MUST be attached in Step Four*. The resume must be no longer than two pages, plus publications if required, and an optional one-page cover letter.

**Commercialization** **Associate Letters of Reference.** *Two letters of reference**MUST be attached in Step Four****.*** The referees must be independent; acting at arm’s length from the Commercialization Associate and the Applicant. These letters must be written and signed by the referees and include the referee’s contact information. The letters should highlight the Commercialization Associate’s strengths in business commercialization such as demonstrated skills, judgment, critical skills, interpersonal and collaborative skills, intellectual and motivational capacity, etc. Specific examples of some of these qualities will be helpful for Alberta Innovates’s review. ***Please note that Alberta Innovates may contact the referees for verification of information provided in the Letters of Reference, without further notice to the Applicant.***

**Commercialization** **Associate Confirmation of Status.** *A letter confirming the* Commercialization Associate’s *status MUST be attached in Step Four****.*** A letter addressed to Alberta Innovates and signed by the Commercialization Associate, dated before or on the same date as the Application, wherein the Commercialization Associate confirms her or his:

1. willingness to live in Alberta (unless expressly excluded as per Section 4.1 of the Guide) and participate in the Project as a Full Time Employee (unless expressly approved for a Level 3 Part-Time Commercialization Associate) of the Applicant for the Project Term;
2. legal entitlement to work in Canada; and
3. permission for the Applicant to submit her or his personal contact information, resume and letters of reference.

Explain why you have determined that this specific Commercialization Associate will achieve the outcomes you’ve identified.

If an agency assisted in the Commercialization Associate selection process, please attach the search summary report in Step Four.

**Next Section**

**Project**

Describe the Project during the tenure of this Investment, whether it be one year or two years. The “Project” means the commercialization activity to be performed by the Commercialization Associate for the duration of the eligible funding years and may differ from what was proposed in Stage One if Stage One was submitted at an earlier date. If submitted together, please write ‘see above’ in this box.

# *Help Text*

*Ensure that the proposed work to be conducted by the Commercialization Associate is described in sufficient detail for the reviewers to be able to assess the feasibility and overall merit of the Project and how the goals of the Project will be achieved. Indicate if the Project is directly related to the company’s current needs or is exploring a new area.*

Identify key Project risks and provide a brief risk management plan.

# Proposed Project Start Date (dd/mm/yy):

# Help Text

# *The Proposed Project Start Date may differ from the actual Project Start Date depending on the time required to process and execute an Agreement.  To avoid this, we recommend that the Project should start no sooner than 60 days from the date of the submission if you are submitting your application in its entirety (Stages One and Two together), and thirty days (30) if you have received approval for Stage One and are now submitting Stage Two. In addition, the Project Start Date should be no later than one hundred twenty (120) days from the date of the submission of the full application, including Stage Two. “Project Start Date” must be the first day of a month and within the first 2 months after formal notification of approval from Alberta Innovates.*

**Work Plan & Project Budget**. *You must complete and attach the mandatory “***Work Plan and Project Budget Table - Comm***” found in Step Four.*

# Help Text

*A Project Work Plan may have no more than four (4) Milestones per year, but may have less. In all instances, the Project cannot exceed the one or two year term identified above. The Project Budget includes the requested salary and Eligible Expenses against the Expense Allowance.*

**Letters of Support**. Where a strategic partnership with another institute or company is indicated in the Application (i.e. use of laboratory space at a university, a manufacturing or distribution partnership, or prototype test site), and such partnership is required to complete the Project, a letter confirming the partnership is required. The letter must be from a representative of that institute or company and *MUST be attached in Step Four.* Letters of Support demonstrating technical feasibility and/or future market opportunities from other parties will also strengthen your Application and may be attached in Step Four.***Please note that Alberta Innovates may contact the representative(s) of such institute(s) or company(s) that you list for verification of information in the Letters of Support, without further notice to the Applicant.***

### STEP 4 of 5 – ATTACHMENTS

**The “*Source of Support*”, and the “*Work Plan and Project Budget Table - Comm*” attachments are mandatory and MUST USE THE SPECIFIC TEMPLATE PROVIDED BY Alberta Innovates.**

Click here to download the “**Source of Support**” template.

Click here to download the “**Work Plan and Project Budget Table - Comm**” template.

* Save to your local drive
* Complete tables and save again
* To upload, choose the file from your local drive
* Select the appropriate attachment name from the Attachment Type List Selector
* Click ‘Upload’

**The following additional attachments are *mandatory*:**

*Stage One:*

***Applicant Business Plan, including pro forma financial statements***

***Applicant Financial Statements*** *(Balance Sheet, Cash Flow Statement, Income Statement, and Statement of Retained Earnings)*

***Source of Support Table*** *(Template)*

*Stage Two:*

***Commercialization Associate Resume***

***Commercialization Associate Letters of Reference***

***Commercialization Associate Confirmation of Status***

***Work Plan and Project Budget Table - Comm*** *(Template)*

When attaching you must select the appropriate attachment name from the Attachment Type List Selector.

**The following attachments may be attached *if applicable*:**

***Letter of Support.*** from a strategic business or technical partner

***Graphs or Images.***Where a graph or image is required to complete a response, a pdf may be attached and ‘Other’ is selected from the Attachment Type List Selector.

***Independent Search Summary Report.***

When attaching you must select the appropriate attachment name from the Attachment Type List Selector.

### STEP 5 of 5 – SUMMARY

Please ensure that the Application is complete and accurate before pressing “Submit”. Sections and questions that appear in red in Step Five – Summary indicate a missing answer and any missing answer will prevent you from submitting this Application. A PDF Summary can be printed from this Summary page at any time prior to submitting your application, for your own review purposes. Once an application has been submitted, you will receive the same PDF Summary, however, **revisions and re-submissions cannot be made once submitted**. The Summary will be emailed to the email address that you provided during registration.

## Submit

### The following pops up:

**Part 3 Publication of Non-Confidential and Aggregate Information by Alberta Innovates:**

Alberta Innovates may (1) publish and/or disseminate in the public domain certain information contained within this Application as a way to promote success stories about innovation in the Province of Alberta and/or (2) use certain information contained within this Application as a way to verify information contained in this Application. On these bases, Alberta Innovates deems the following information in this Application, and related to the Project, to be non-confidential and subject to disclosure by Alberta Innovates in its sole discretion at any time:

STEP 1 – Project Title

STEP 2 – Non-confidential Abstract

STEP 3 – [Applicant Contact Information](http://testtracs/UREF128144608123247933/EXECUTE/B_SetCVar_SelFormSectKey_K8AL4833145258336324-B_Redirect_Here/A11123494931) – TDA or Alberta Innovates Contact Name

STEP 3 – [Applicant Contact Information](http://testtracs/UREF128144608123247933/EXECUTE/B_SetCVar_SelFormSectKey_K8AL4833145258336324-B_Redirect_Here/A11123494931) - Applicant’s Legal Name

STEP 3 – [Applicant Contact Information](http://testtracs/UREF128144608123247933/EXECUTE/B_SetCVar_SelFormSectKey_K8AL4833145258336324-B_Redirect_Here/A11123494931) - Applicant’s Trade Name

STEP 3 – Applicant Information – Incorporation Date

STEP 3 – Applicant Information - Is the Applicant a publically traded company?

STEP 3 – Applicant Representative – First & Last Name

STEP 3 – Business Opportunity - Project Sector, Project Platform Area, Keywords

STEP 3 – Business Opportunity – Level of Commercialization Associate

STEP 3 – Commercialization Associate Information – First and Last Name

STEP 3 – Project – Proposed Start Date

STEP 3 – Project - Total Alberta Innovates Funding Investment Requested (Budget Table – Table 1)

Alberta Innovates will aggregate the following information contained within this Application for the purposes of reporting or dissemination in the public domain. For clarity, ‘aggregate’ means removal of personal identifiers such as names, locations and addresses of the Applicant and employees, including

the Commercialization Associate, and combining such information with that of other Applicants. Alberta Innovates deems the following aggregate information in this Application, and related to the Project, to be non-confidential and subject to disclosure in its aggregate form by Alberta Innovates in its sole discretion at any time:

STEP 3 – Applicant Contact Information – Did You Work with a TDA?

STEP 3 – Applicant Contact Information – City, Province, Country

STEP 3 – Applicant Funding History

STEP 3 – Applicant Information – Percentage (%) of Alberta Ownership

STEP 3 – Applicant Information – Do you self-identify as a Start-Up?

STEP 3 – Applicant Information – Number of T4 Salaried Employees residing in Alberta

STEP 3 – Applicant Information – Number of T4 Salaried Employees residing outside the Province of Alberta

STEP 3 – Applicant Information – Provide your Annual Gross Revenue for the year preceding the current calendar year.

STEP 3 – Technology - Technology Readiness Level (TRL)

STEP 3 – Economic and Social Benefit

STEP 3 – Commercialization Associate Information – City, Province and Country

STEP 3 – Commercialization Associate Information – Gender

STEP 3 – Commercialization Associate Information – Country of Citizenship

### Consent and Declaration of Applicant Representative:

**By submitting this Application, including any supporting documentation, I, in my capacity as the authorized representative of the Applicant, legally represent for and on behalf of the Applicant that:**

1. **the Applicant provides its explicit consent to the disclosure of the information identified in Part 3 above by Alberta Innovates in its sole discretion;**
2. **the Applicant Representative is legally authorized to submit this Application for and on behalf of the Applicant and has the requisite power to legally bind the Applicant;**
3. **the Applicant Representative has read and understands the Program Guide for Industry Associates – r&D and Commercialization, which can be found at on our** [**website**](https://albertainnovates.ca/funding-entrepreneurial-investments/industry-associates-program/).
4. **if the financial statements attached to this Application are unaudited internally prepared financial statements, the Applicant certifies that financial statements prepared on an audited or review engagement basis were never prepared for the period ended as at the immediately prior fiscal year end of the Applicant;**
5. **the Applicant understands the Guide;**
6. **the Applicant meets all the eligibility requirements for an Investment under the Industry Commercialization Associate Program as set out in the Guide;**
7. **the Applicant agrees and consents to Alberta Innovates contacting the individual(s) or company(s) listed as referees, customer(s) or strategic partnership(s) in this Application as part of Alberta Innovates’ evaluation of the Application;**
8. **if the Applicant incurs a Default (as such term is set out in the Guide, and notably includes becoming bankrupt or insolvent), at any time, regardless of whether the Investment has been awarded, such Party will notify Alberta Innovates as soon as practicably possible thereafter;**
9. **all information contained in this Application including but not limited to the Project and supporting documentation, is true and accurate;**
10. **the Applicant agrees and accepts the terms and conditions governing any Investment made pursuant to the sponsorship of this Application, as set out in the most recent version of the Guide;**
11. **the Applicant acknowledges that failure to provide true and accurate information in this Application will result in automatic rejection of the Application;**
12. **submission of this Application does not obligate Alberta Innovates to make an Investment in the Project and Alberta Innovates has sole and absolute discretion in making its Investment determination; and**
13. **if this Application is approved, Alberta Innovates, the Applicant, and the Commercialization Associate must execute an Industry Associate Investment Agreement which provides additional contractual terms and conditions governing the Investment made by Alberta Innovates to the Project before Alberta Innovates will advance funds.**

**I Accept/I Do Not Accept**