# Part 1 Final Report Instructions:

# Pursuant to ARTICLE 5.2 of the Agreement, you, the Applicant, must submit this Final Report Form (the “Report”) no later than fourteen (14) days after the completion of the Project. For questions about completing the Final Report Form, and to submit the completed and signed Report, please email inbox\_grants@albertainnovates.ca. An incomplete Report will not be accepted by Alberta Innovates. Alberta Innovates may approve, request specific changes, or decline approval of this Report as determined in its sole discretion, and Alberta Innovates’ decision is binding on all parties. Upon its review, Alberta Innovates will notify you and your BDA by email of its decision to approve or decline the Report.

All capitalized words or terms which are not defined within this Report have the respective meaning as set out in the Entrepreneurial Internship Agreement. In this Report, the term “**you**”and “**Applicant**” are used interchangeably. As a reminder, “**Project**” means the activities that were performed over the term of the Investment.

**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 the 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/)

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

Pursuant to Schedule A.12 of the Agreement, Alberta Innovates may publish and/or disseminate in the public domain certain information contained within this Report as a way to showcase the outcomes generated by the Investments made by Alberta Innovates in the Province of Alberta. On this basis, Alberta Innovates deems the following information in this Report to be non-confidential and subject to publication and/or dissemination by Alberta Innovates in its sole discretion at any time:

Section I: Contact Information – Applicant’s Name,

Section I: Contact Information - Mentor Company’s Legal Name, Trade Name, Representative’s Name

Section I: Contact Information – BDA’s Name, Incubator’s Name

Section II: Project Summary – Non-Confidential Summary

**Date:** Click here to enter a date.

**Agreement Number:** Add Text Here

 **Project Start Date:** Click here to enter a date.

 **Project Completion Date:** Click here to enter a date.

**Project Title**: Add Text Here

**SECTION I: CONTACT INFORMATION**

Applicant Information

(Applicant means the Entrepreneur who signed the Agreement)

Name:

Email address:

Phone Number:

Address:

City:       Province:       Postal Code:

**Mentor Company**

Company Name:

Mentor Company Representative’s Name:

Mentor Company Representative’s email address:

Mentor Company Representative’s phone number:

Business Development Advisor (BDA) Information

Name:

Incubator Name:

BDA’s email address:

BDA’s phone number:

City:

If any of the information in SECTION I is different from ARTICLE 7 of the Entrepreneurial Internship Agreement, please identify the changes:

Add text here

**SECTION II: PROJECT SUMMARY**

1. **Non-Confidential Summary**

Provide a non-confidential summary of the Project in its entirety.

Add text here

1. **Confidential**

Did the Project proceed as expected? Please Select

Provide a more detailed description of your activities during the Project. Provide details regarding the following:

* final outcomes against the expected outcomes stated in the Application;
* key deliverables;
* new or unforeseen outcomes or lessons learned;
* impact and management of any setbacks or challenges encountered;
* any other details you think will help Alberta Innovates assess the outcomes of your Project.

Add text here

1. **Next Steps**

What happens now? What are your plans for the advancement, both technologically and commercially, of the technology and your business?

Add text here

1. **Any Additional Information You Wish to Provide For Clarification or Information to Alberta Innovates**

Add text here

1. **Comments to Alberta Innovates**

To assist Alberta Innovates in our efforts to constantly improve our programs and services, please provide any comments, concerns, or suggestions you may have as a result of your experience during the Project. Feedback regarding your contact with your BDA or any Alberta Innovates representative is welcome.

Add text here

SECTION III: CONFIDENTIAL BDA FEEDBACK

From your perspective, did the Applicant gain from this experience? Are there identifiable benefits for the Mentor Company and the Community at large? Are you aware of any issues that occurred and if there is a lesson to be learned from those issues? please provide relevant information that will help us refine our programs.

Add text here

**SECTION VI – ACKNOWLEDGEMENTS**

|  |
| --- |
| **Name of the Applicant:** Add Text Here |
| By signing below, I, as the Applicant as named in ARTICLE 7 of the Agreement, legally confirm that all information contained in Sections I and II of this Final Report is true and accurate and acknowledge and consent to the dissemination/publication of non-confidential information by Alberta Innovates as outlined in Part 3 of this Report.  |
| **Signature:** | **Date:** | Click here to enter a date. |

|  |
| --- |
| **Name of the BDA:** Add Text Here |
| I, as the Business Development Advisor in support of the Project, confirm that all information contained in Section III this Final Report is true and accurate. |
| **Signature:** | **Date:** | Click here to enter a date. |

SECTION VII. FOR USE BY Alberta Innovates ONLY

Part 1 🞏 FINAL REPORT IS ACCEPTED

Alberta Innovates approves the Final Report as indicated by the signature(s) of the authorized representative(s) of Alberta Innovates below.

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |
| --- |
| **ALBERTA INNOVATES**  |
| Name of Team Lead |  |
| Signature |  |

Part 2 🞏 FINAL REPORT IS DECLINED

Alberta Innovates hereby declines approval of the Report for the reason(s) set out in Appendix “A” attached hereto as indicated by the signature(s) of the authorized representative(s) of Alberta Innovates below. Appendix “A” will be provided to the Applicant, Mentor Company and the BDA.

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |
| --- |
| **ALBERTA INNOVATES**  |
| Name of Team Lead |  |
| Signature |  |

**APPENDIX “A”**

**FEEDBACK FROM Alberta Innovates REGARDING SECTION VII (if applicable)**

**AS ATTACHED**

**[Insert the comments from the authorized representative]**