All capitalized words or terms which are not defined within this Final Report Form (the “**Report**”) have the respective meaning as set out in the [Program Guide](https://albertainnovates.ca/funding-entrepreneurial-investments/entrepreneur-incubator/) (the “**Guide**”). In this Report, the term “**you**”and “**Applicant**” are used interchangeably. As a reminder, “**Project**” means the activity to be performed over the duration of the Investment.

# Part 1 Final Report Instructions:

# Pursuant to Section 6.4 of the Guide, please complete the following Report on behalf of the Applicant. As a reminder, “Applicant” means the Entrepreneur that completed and submitted the Application. The completed Report must be signed by the Applicant, Service or Product Provider, and the Business Development Advisor (“BDA”), and submitted no later than fourteen (14) days after the completion of the Project.

It is essential that you have read, and that you understand the Guide before completing this Report. The Guide contains the terms and conditions which are binding on each of the Applicant, the Service or Product Provider(s), and the BDA. For more information regarding the use of the Report, please refer to the Guide.

The completed Report must be submitted 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 [inbox\_grants@albertainnovates.ca](mailto:inbox_grants@albertainnovates.ca). An incomplete Report, or a Report that is not in the current standard form provided on Alberta Innovates’ webpage, will not be accepted by Alberta Innovates. The Report may be executed in counterparts and all counterparts together shall constitute one and the same Report. Delivery by a party of an executed copy of this Report by electronic means constitutes effective delivery and the parties accept any signatures received electronically as original signatures of the Parties.

The review process of the Report may include due diligence searches of various public registries, in accordance with Section 5.1 of the Guide. 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 indicate its decision to approve or decline the Report at the bottom of this document and will provide a scanned copy of this completed Report by email to each of the Applicant, Service or Product Provider(s), and the BDA.

If the Report is approved, Alberta Innovates will pay the Investment within forty-five (45) days after date indicated in Section VI.

**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 Section 7.5 of the Guide, 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 Legal Name, Trade Name

Section I: Contact Information - Service or Product Provider’s Legal Name, Trade Name, Representative’s Name

Section I: Contact Information – BDA’s Legal Name

Section II: Project Summary – Non-Confidential Summary

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

**Record 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:

Applicant’s email:       phone:

Civic Address line 1:

Civic Address line 2 (if applicable):

City:       Province:       Postal Code:

**Service or Product Provider**

Legal Name:

Trade Name (if applicable)

Representative’s Name:

Representative’s email:       phone:

Civic Address line 1:

Civic Address line 2 (if applicable):

City:       Province:       Country:       Postal Code/Zip code:

**2nd Service or Product Provider (if applicable)**

Legal Name:

Trade Name (if applicable)

Representative’s Name:

Representative’s email:       phone:

Civic Address line 1:

Civic Address line 2 (if applicable):

City:       Province:       Country:       Postal Code/Zip code:

Business Development Advisor (BDA) Information

Name:

Incubator Name:

BDA’s email:       phone:

Civic Address line 1:

Civic Address line 2 (if applicable):

City:       Province:       Postal Code:

If any of the information in SECTION I is different from Section 5.0 of the Entrepreneurship Incubator Voucher 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 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;
* new customers or strategic partnerships;
* advancement of the Intellectual Property protection of this technology;
* advancement of the commercialization of this technology;
* growth of the company in relation to the Project ie. New hires, revenue, etc.; and
* 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 the future plans for the advancement, both technologically and commercially, of the technology?

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. If you have had contact with a BDA, a Program Associate, or someone else from Alberta Innovates, please let us know who that was and provide any feedback you would like.

Add text here

SECTION III: BDA Feedback

1. **Confidential**

* Provide your opinion of the progression of the Project. Did the Entrepreneur achieve his or her goals? Are there obvious next steps that the Entrepreneur is ready and willing to pursue? If you required the Entrepreneur to complete courses or received other training outside of one-on-one mentoring, what were they, and what was the outcome?

Add text here

SECTION IV: REQUIRED ATTACHMENTS

Detailed receipts for Eligible Expenses as approved in the Agreement, MUST be attached to this Report.

SECTION V: FINANCIAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **As listed in the Agreement** | **Actual Amount** | **Difference (if applicable)** |
| Alberta Innovates Investment Requested | $ | $ | $ |
| Other Project Costs | $ | $ | $ |
| Total Project Costs (Quote vs. Actual) | $ | $ | $ |

**SECTION VI – ACKNOWLEDGEMENTS**

|  |  |  |
| --- | --- | --- |
| **Name of the Applicant:** Add Text Here | | |
| By signing below, I, as the representative of the Applicant as named in Section 6.0 of the Agreement, legally represent for and on behalf of the Applicant that all information contained in 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. I further confirm that all required attachments are included with 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 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 Service or Product Provider:**  Add Text Here | | |
| I, as the representative of the Service or Product Provider as named in Section 6.0 of the Agreement, confirm that all information contained in 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. | | |
| **Name of Representative for and on behalf of the Service or Product Provider:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Name of the 2nd Service or Product Provider (if applicable):**  Add Text Here | | |
| I, as the representative of the Service or Product Provider as named in Section 6.0 of the Agreement, confirm that all information contained in 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. | | |
| **Name of Representative for and on behalf of the Service or Product Provider:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

SECTION VII. FOR USE BY Alberta Innovates ONLY

**Either Part 1 or Part 2 of this SECTION VII will be completed by Alberta Innovates. The completed section below indicates Alberta Innovates’ final determination regarding the Final Report.**

🞏 One signature is required in accordance with Appendix One of the Commercialization Programs Process Document

🞏 Two authorized signatures are required in accordance with Appendix One of the Commercialization Programs Process Document and CG-STD1\_AI - Financial Delegation of Authority.

Part 1 🞏 FINAL REPORT IS ACCEPTED

Alberta Innovates approves the Final Report in support of a payment in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as indicated by the signature(s) of the authorized representative(s) of Alberta Innovates below. A deposit of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was paid forty-five (45) days after execution of the agreement.

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

|  |  |  |
| --- | --- | --- |
| **ALBERTA INNOVATES** | | |
| Name of Team Lead |  | Name of Authorized Signatory |
| Signature |  | Signature |
|  |  | Name of Authorized Signatory |
|  |  | 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.

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

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

cc: any Alberta Innovates Representative identified in the Application (i.e. Technology Development Advisor)

**APPENDIX “A”**

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

**AS ATTACHED**

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