

Part 1

Project Plan Instructions

This Project Plan template is only made available to those applicants whose Applications (Stage Two) have been approved.

The 'Project' means the work product arising from the collaboration between the Applicant and the Industry Partner, which forms the basis of seeking funding under this Application.

Alberta Innovates will only provide copies of the Project Plan, including any attachments to the Applicant Representative, the Industry Partner Representative and the Challenge Sponsor if applicable. If the Project Plan is approved, it will form part of the Agreement. Accordingly, any change of the Applicant Representative or Industry Partner Representative should be to an individual who has the authority and permission to see the Application and any attachments.

All capitalized words or terms which are not defined within this Application have the respective meaning as set out in the Agreement. In this Application, the term "you" and "Applicant" are used interchangeably.

If you require assistance in completing your Project Plan, please email inbox_grants@albertainnovates.ca

Please submit only two files:

- **A completed Project Plan (template provided, including any attachments) as a searchable PDF document.**
- **Milestone Reporting and Payment Schedule as a word document.**

Email your completed Project Plan to inbox_grants@albertainnovates.ca.

Responsibility

It is the responsibility of the Applicant to ensure that the fully executed Project Plan along with the Milestone Reporting and Payment Schedule is received by Alberta Innovates before the deadline in the format that has been requested.

Review Criteria

In addition to this submission, teams may be required to present and answer questions on the Project to an oversight committee. Projects will be evaluated using the following evaluation matrix:

Criteria	% of overall
Project Team	15
Project Plan and Budget	70
Risk Assessment and Mitigation	15
Total Score	100

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/>.

Part 3

Alberta Innovates may (1) publish and/or disseminate in the public domain certain information contained within this Project Plan as a way to promote success stories about innovation in the Province of Alberta and/or (2) use certain information contained within this Project Plan as a way to verify information contained in this Project Plan. On these bases, Alberta Innovates deems any information provided in *Section 2.0. Project Plan Summary*, to be non-confidential and subject to disclosure by Alberta Innovates in its sole discretion at any time.

1.0 CONSENT AND DECLARATION

By adding our signatures below, we, in our capacity as the authorized representative of the Applicant and the Industry Partner, respectively, legally represent for and on behalf of the Applicant and the Industry Partner that:

1. the Applicant and Industry Partner provide their explicit consent to the disclosure of the information identified in Part 3 above by Alberta Innovates in its sole discretion;
2. the Applicant Representative and Industry Partner Representative are legally authorized to submit this Project Plan for and on behalf of the Applicant and Industry Partner and has the requisite power to legally bind the Applicant and Industry Partner;
3. the Applicant Representative and Industry Partner Representative have read and understand the Program Guide for the Alberta Small Business Innovation and Research Initiative;
4. the Applicant understands the Guide;
5. the Applicant and Industry Partner agree and consent to Alberta Innovates contacting the individual(s) or company(s) listed as Sub-Contractors in this Project Plan as part of Alberta Innovates' evaluation of the Application;
6. all information contained in this Project Plan including but not limited to the Project and supporting documentation, is true and accurate;
7. the Applicant and Industry Partner acknowledge that failure to provide true and accurate information in this Project Plan will result in automatic rejection of the Project Plan;
8. submission of this Project Plan 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
9. if this Project Plan is approved, Alberta Innovates, the Applicant, the Industry Partner, and the Challenge Sponsor, if applicable, must execute an Alberta Small Business Innovation and Research Initiative 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

Click here to enter a date.

Applicant Representative Name

Applicant Representative Signature

Date

Click here to enter a date.

Industry Partner Representative Name

Industry Partner Representative Signature

Date

2.0 PROJECT PLAN SUMMARY

Project Title

Project Overview

Subject background and project objectives, activities and expected results should be summarized in a non-confidential manner.

Applicant Contact Information

Legal Name of Applicant:

Trade Name of Applicant (if applicable):

Division involved with the Project (if applicable):

Department involved with the Project (if applicable):

If the address of the Applicant has changes from the original Application, insert the address of the Applicant's physical presence below. 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):

Applicant Representative Information

First Name: Middle Name (if applicable): Last Name:

Position within the Applicant's Organization:

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:

Industry Partner Information

Legal Name of Industry Partner:

Trade Name of Industry Partner (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/Zipcode:

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

Industry Partner's Office Phone Number:

Industry Partner's Website (if applicable):
Industry Partner Representative Information

 First Name: Middle Name (if applicable): Last Name:

 Position within the Applicant's Organization:

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:
Project Term (months)

Project Budget (\$CAD)

Alberta Innovates Funding Request (\$CAD)

Proposed Project Start Date:

Proposed Project Completion Date:

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 at least 90 days from the Project Plan submission date and within 180 days of Project funding approval, if approved.

3.0 PROJECT DETAILS

Project Team

Provide details on the project team. At minimum, the project team must consist of two (2) individuals from the Applicant, two (2) individuals from the Industry Partner, and one (1) Alberta Innovates representative. These may differ from the Applicant Representative and the Industry Partner Representative.

Applicant	Applicant Primary Project Contact	Applicant Secondary Project Contact
Name		
Phone Number		
Email		
Roles and Responsibilities		
Industry Partner	Industry Partner Primary Project Contact	Industry Partner Secondary Project Contact
Name		

Phone Number		
Email		
Roles and Responsibilities		
Alberta Innovates	Alberta Innovates Project Contact	
Name		
Phone Number		
Email		
Roles and Responsibilities		

Project Plan

Attach a Work Plan to this Project Plan that describes in detail the activities to be carried out related to the successful implementation of this novel technology solution in an operational setting. Be sure to include specific objectives & expected outcomes and how you will achieve them, milestones and deliverables that can be used as indicators of progress, and expected timelines.

Budget Justification

Please provide justification for the value of any in-kind contributions and attach any quotes that support the Project Costs.

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Sub-Contractors

Unless otherwise indicated in this section, it is assumed that there will be no outsourcing of any activities, and all funds dispersed will be utilized directly by the Applicant. Use this section to clearly identify activities and associated costs that will be carried out by a Sub-contractor. Append any quotes as necessary.

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Milestone, Reporting & Payment Schedule. *You must complete and attach the mandatory "Milestone, Reporting & Payment Schedule".* A Project may have no more than nine (9) Milestones cannot exceed three (3) years.

4.0 RISK MANAGEMENT
Risks and Mitigation

Identify key project risks and provide a risk management plan.

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If applicable, attach the following attachments: *External Cost Quote (if applicable), Letter(s) of Support* from a Strategic business or Technical Collaboration Partner, ***Graphs or Images, Licensing Agreements***