All capitalized words or terms which are not defined within this Progress Report Form (the “**Report**”) have the respective meaning as set out in the Agreement. 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 Progress Report Instructions:

# Pursuant to the Agreement, please complete the following Report, including Appendix B on behalf of the Applicant. As a reminder, “Applicant” means the company or entity that completed and submitted the Application. The completed Report must be signed by an authorized representative of the Applicant and the Industry Partner, and submitted, no later than fourteen (14) days after the completion of the particular Milestone, in accordance with the Milestone, Reporting & Payment Schedule for the [Alberta](http://www.albertatechfutures.ca/Portals/0/Business%20and%20Industry%20Support/Program%20Guide%20Voucher%20PDP.pdf) Small Business Innovation and Research Initiative Program (“ASBIRI).

The completed Report must be signed by an authorized representative of the Applicant and the Industry Partner,andmust be submitted by email to [inbox\_grants@albertainnovates.ca](mailto:inbox_grants@albertainnovates.ca) as a PDF, for consideration by the Funders. 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 including bankruptcy and insolvency records, corporate and litigation searches. The Funders may approve, request specific changes, or decline approval of this Report as determined in their sole discretion, and the Funders’ decision is binding on all parties. Upon review by the Funders, Alberta Innovates will indicate the 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 and the Industry Partner, and any Alberta Innovates Representative identified in the Application (i.e. TDA).

If the Report is approved by both Alberta Innovates and the Challenge Sponsor (if applicable), Alberta Innovates will pay the Investment, or will continue to pay the Investment, as the case may be, within forty-five (45) days after date indicated in Section VIII.

**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 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 Legal Name, Trade Name, Representative’s Name

Section I: Contact Information – Partner Legal Name, Trade Name, Representative’s Name

Section II: Project Summary to Date - Non-Confidential Summary

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

**Record Number:** Add Text Here

**Progress/Milestone Period:** **From:** Click here to enter a date.

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

**Project Title**: Add Text Here

**SECTION I: CONTACT INFORMATION**

Applicant Information

(Applicant means the company or entity that submitted the Application)

Legal Name:

Trade Name (if applicable)

Applicant Representative’s Name:       Title:

Representative’s email:       phone:

Civic Address line 1:

Civic Address line 2 (if applicable):

City:       Province:       Postal Code:

**Industry Partner Information**

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:

If any of the information in SECTION I is different from the ASBIRI Investment Agreement (the “Agreement”), please identify the changes:

Add text here

If any of these changes are as a result of a name change or Change of Control as defined in the Agreement, complete the following:

**New Name:** Add text here

**Date of Sale/Transfer of Assets if Applicable:** Add text here

**SECTION II: PROJECT SUMMARY TO DATE**

1. **Non-Confidential Summary**

Provide a non-confidential summary of the progress of the Project to date.

Add text here

1. **Confidential**

Did the Project proceed as expected during this period? Please Select

Provide a more detailed description of the progress to date. Provide details regarding the following:

* current outcomes against the Milestones described in the Agreement;
* 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; and
* any other details you think will help Alberta Innovates assess your progress and support the continuation of the Investment.

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 to date. If you have had contact with a TDA, 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: REQUIRED ATTACHMENTS

Provide detailed receipts for Eligible Expenses as stated in the Agreement MUST be attached to this Report.

SECTION IV: NEXT STEPS

If activities during this Milestone period have affected changes to any of the ensuing milestones, a new Milestone, Reporting and Payment Schedule MUST be attached to this Report and an explanation provided in the text box below.

Add text here

SECTION V: FINANCIAL INFORMATION

All invoices below must be for Eligible Expenses and the total of all invoices must agree with the total indicated on the Milestone, Reporting and Payment Schedule for this Milestone period.

* If there are Ineligible Expenses indicated, mark the invoice and reduce the Invoice total below;
* Manually number all invoices to correspond with the numbering below;
* Recipient of Alberta Innovates Investment must be the Applicant;
* Invoice start and end dates must fit within the applicable Expected Milestone start date and end date being reported; and
* In lieu of invoices, In-kind contributions must be supported with work records or other supporting documentation.

You must complete the Reconciliation of Invoices Provided for this Milestone table (Appendix “A”) attached to the end of this Progress Report using the guidelines above.

Explain any discrepancy between the total indicated above and the total indicated on the Milestone, Reporting & Payment Schedule attached to the Agreement.

Add text here

**SECTION VI – ACKNOWLEDGEMENTS**

|  |  |  |
| --- | --- | --- |
| **Name of the Applicant:** Add Text Here | | |
| By signing below, I, as the representative of the Applicant as named in the ASBIRI 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 outlined in Part 3 of this Report. I further confirm that all required attachments are provided with this report. | | |
| **Name of Representative for and on behalf of the Applicant:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Name of the Industry Partner:**  Add Text Here | | |
| I, as the representative of the Industry Partner as named in the ASBIRI Agreement, confirm 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 outlined in Part 3 of this Report. | | |
| **Name of Representative for and on behalf of the Industry Partner:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

SECTION VII. FOR USE BY THE CHALLENGE SPONSOR ONLY

**Either Part 1 or Part 2 of this SECTION VII will be completed by the Challenge Sponsor. The completed section below indicates the Challenge Sponsor’s final determination regarding the Progress Report.**

Part 1 🞏 PROGRESS REPORT IS ACCEPTED

The Challenge Sponsor approves the Progress Report and authorizes the continuation of the Project, as indicated by the signature of the authorized representative of the Challenge Sponsor below.

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

|  |  |  |
| --- | --- | --- |
| **NAME OF CHALLENGE SPONSOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Name of Authorized Signatory |  |
| Signature |  |
|  |  |
|  |  |

Part 2 🞏 PROGRESS REPORT IS DECLINED

The Challenge Sponsor hereby declines approval of the Report as indicated by the signature(s) of the authorized representative of the Challenge Sponsor below.

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

|  |  |  |
| --- | --- | --- |
| **NAME OF CHALLENGE SPONSOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Name of Authorized Signatory |  |
| Signature |  |

SECTION VIII. FOR USE BY Alberta Innovates ONLY

**Either Part 1 or Part 2 of this SECTION VIII will be completed by Alberta Innovates. The completed section below indicates Alberta Innovates’ final determination regarding the Progress 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 🞏 PROGRESS REPORT IS ACCEPTED

Alberta Innovates approves the Progress Report and authorizes the continuation of the Project, as indicated by the signature(s) of the authorized representative(s) of Alberta Innovates below.

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

|  |  |  |
| --- | --- | --- |
| **ALBERTA INNOVATES** | | |
| Name of Authorized Signatory for one signature |  | Name of Authorized Signatory for two signatures |
| Signature |  | Signature |
|  |  | Name of Authorized Signatory for two signatures |
|  |  | Signature |

Part 2 🞏 PROGRESS REPORT IS DECLINED

Alberta Innovates hereby declines approval of the Report as indicated by the signature(s) of the authorized representative(s) of Alberta Innovates below.

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

|  |  |  |
| --- | --- | --- |
| **ALBERTA INNOVATES** | | |
| Name of Authorized Signatory for one signature |  | Name of Authorized Signatory for two signatures |
| Signature |  | Signature |
|  |  | Name of Authorized Signatory for two signatures |
|  |  | Signature |

cc: all parties named in the Agreement, and any Alberta Innovates Representative identified in the Application (i.e. Technology Development Advisor)

**APPENDIX “A”**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reconciliation of Invoices Provided for this Milestone** | | | | | | | | | | |  |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** |
|  | **Name on Invoice** | **Invoice Number** | **Invoice Start Date** | **Invoice End Date** | **Invoice Total\*** | Portion of Invoice paid with AI payment upon execution\*\* | Portion of Invoice to be paid by Industry Partner | Portion of Invoice to be paid by Challenge Sponsor | Portion of Invoice paid with Applicant Cash Contribution | Portion of Invoice paid with Applicant In-Kind Contribution | Portion of Invoice paid by Alberta Innovates |
| 1 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** | $ | $ | $ | $ | $ | $ |
| 2 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
| 3 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
| 4 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
| 5 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
| 6 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
| 7 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
| 8 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
| 9 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
| 10 | Add text here |  | Click here to enter a date. | Click here to enter a date. | **$** |  | $ | $ | $ | $ | $ |
|  |  |  |  | **Totals:** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |

**\*Column F is the total of Columns G, H, I, J, K, L**

**\*\*This column is only to be used with the first milestone report. Alberta Innovates will not make a payment if the initial payment upon execution has not been used and reported on in full.**