**Application Instructions:**

**It is essential that you read, and that you understand, the SRP Program Guide as well as the specific Call for Proposals you are applying to, before completing this Proposal. The SRP Program Guide and active Calls for Proposals are posted on the SRP program webpage at** [**albertainnovates.ca/SRP**](https://albertainnovates.ca/SRP). You should download and save a copy of the Guide and relevant Call document and consult them when preparing your Proposal.

Ensure that the Proposal is complete and accurate, with all required parts and attachments included before you submit it. Proposals are to be submitted via email to inbox\_grants@albertainnovates.ca as a pdf, with all required signatures.

**Submission Deadline for Proposals:**

**4:00 pm MST on November 13, 2018 via email to inbox\_****grants@albertainnovates.ca**

**LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.**

**A complete Proposal includes the Written Proposal, this Proposal Form, the Proposal Budget spreadsheet form, Common C.V.(s), and Letters of Support (optional). See below for details.**

Please use the following file naming convention when submitting your Proposal:

SRP-Proposal-(Lead Applicant Last name.First name)-(Submission Date YYYY-MM-DD)

Example: ***SRP-Proposal-Smart.Alex-2018-11-06***

**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 Proposal, 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/)

**Part I: Proposal Information**

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

### Proposal Title

SUMMARY OF PROPOSED PROJECT FOR PUBLIC RELEASE (Use Plain Language).

This plain language summary will be available to the public if your Proposal is funded.

**Applicant Contact Information**

# Proposed Project START Date (April 1, 2019 or later)

#  Click here to enter a date.

# Proposed Project END Date (March 31, 2022 or earlier)

 Click here to enter a date.

Salutation: Select from Dropdown

Name of Applicant

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

Department:

Faculty:

Institution:

Address line 1:

Address line 2 (if applicable):

City:       Province:       Country:       Postal Code:

Direct Business Phone Number:

Cell Phone Number:

Business Email Address:

Select the Call for Proposals to which you are applying:

Select from Dropdown

Identify the Applicant category in which you are applying:

Select from Dropdown

Identify the Emerging Technology Priority Area which the project will primarily address:

Select from Dropdown

Identify which, if any, Alberta Research and Innovation Framework (ARIF) 2030 Innovation Target Areas the project will primarily address:

Select from Dropdown

**Funding Amount**

**Total Amount Requested from Alberta Innovates by Fiscal Year**

**(A Project may be no longer than three (3) years)**

|  |  |  |
| --- | --- | --- |
| **Apr 1, 2019 to Mar 31, 2020** | **Apr 1, 2020- Mar 31, 2021** | **Apr 1, 2021- Mar 31, 2022** |
| **$**       | **$**      | **$**      |

**Part II -Milestone Table**

A project may have up to 10 milestones for the purpose of measuring progress during the term of the project. Milestones may overlap and any gaps in the timelines between milestones must be explained in the description.

Applicants are expected to set reasonable milestone start and completion dates, anticipating times in the Project where setbacks or unavoidable delays may be encountered, and achieving the milestones as set out in the Agreement.

For successful Proposals, all milestone activities and deliverables shall be reported upon in detail on the progress report and the final report, as the case may be.

*Tab through the table to insert your information.*

|  |
| --- |
| **Milestone Table** |
| **Milestone Number** | **Description of Milestone Activities and Deliverables** | **Milestone Start Date** | **Milestone Completion Date** |
| Milestone 1 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 2 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 3 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 4 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 5 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 6 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 7 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 8 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 9 |       | Click here to enter a date. | Click here to enter a date. |
| Milestone 10 |       | Click here to enter a date. | Click here to enter a date. |

**Part III: Suggestions for External Reviewers**

Alberta Innovates Strategic Research Project funding is awarded through a rigorous merit-based review process that includes external reviewers (see Program Guide). Suggest the names of five people competent to assess the technical aspects of the proposal. This list should include experts from the academic community, where possible the government sector and, for industrially-relevant research, an expert from the industrial sector. You may also request, in a separate cover letter, that some individuals or companies not be involved in the review of your application. Your request will be considered by Alberta Innovates. **Note**: This cover letter may be accessible to these individuals under the Freedom of Information and Privacy Act (FOIP).

**Please suggest External Reviewers that, to your knowledge, will not be in a real or perceived conflict of interest to review your Proposal.** A conflict can exist if the reviewer:

* is a relative or close friend, or have a personal relationship with the applicant(s);
* is in a position to gain or lose financially/materially from the funding of the grant proposal;
* has had long-standing scientific or personal differences with the applicant(s);
* is currently affiliated with the applicants’ institutions, organizations or companies
* is professionally affiliated with the applicant(s), as a result of having in the last six years:
	+ frequent and regular interactions with the applicant(s) in the course of their duties at their department, institution, organization or company;
	+ been a supervisor or a trainee of the applicant(s);
	+ collaborated, published or shared funding with the applicant(s), or have plans to do so in the immediate future; or,
	+ been employed by the institution, when an institution is the applicant

**Give the name, position title, mailing address, telephone number, email address and the area(s) of expertise of potential external reviewers.** External reviewers should be able to review the proposal in the language in which it is written.

|  |  |
| --- | --- |
| **Suggested External Reviewer** | **Area(s) of Expertise** |
| **1**      |       |
| **2**      |       |
| **3**      |       |
| **4**      |       |
| **5**      |       |

**Part IV - Proposal Requirements**

The following documents must be submitted with a Proposal:

* This Proposal Form, complete with all required signatures
* Proposal Budget Spreadsheet Form
* Written Proposal describing the research project
* Common C.V.
* Optional – Support letter from Institutional Vice President(Research) or Dean of Faculty

## Proposal Budget

A Proposal budget spreadsheet form must be attached to the Proposal - the form is available at [**albertainnovates.ca/SRP**](https://albertainnovates.ca/SRP).

**Written Proposal**

A free-form written Proposal must be attached to the Proposal and of no more than 15 pages should be submitted outlining the research project. The written proposal should demonstrate alignment to the Priority Areas of the Call and the Assessment Criteria listed in the Program Guide available at [**albertainnovates.ca/SRP**](https://albertainnovates.ca/SRP).

The written proposal must include the following:

1. An Executive Summary (2 pages or less)
	* 1. Subject background and project objectives, activities and expected results should be summarized. The executive summary must also include statements addressing the project’s:
			1. Intellectual merit and broader impacts;
			2. Potential applications of research; and
			3. Potential impacts for the Province of Alberta.
2. A Project Description
	* 1. Include a subject background and a project plan. The project plan must identify objectives, methods and activities, and expected results (deliverables).
3. A Budget Justification
	* 1. Provide overview of funding and explain planned expenditures.
4. Additional sections can be organized as desired to address assessment criteria detailed in the Guide. The Proposal should demonstrate as strongly as possible:
	1. Alignment to the Strategic Priority Areas and Desired Outcomes of the Call;
	2. Research excellence;
	3. Potential impact for the Province of Alberta;
	4. Levering, networking and partnerships;
	5. Development of HQP;
	6. Knowledge translation, technology transfer and commercialization;
	7. Institutional support and strength;
	8. Leadership;
	9. Resource management; and
	10. See assessment criteria for more details.

Common C.V. of the Researcher

A Common C.V. of the researcher and/or proposed research team members must be included with the Proposal. Common C.V template can be found at [www.ccv-cvc.ca](http://www.ccv-cvc.ca). Generic, NSERC Researcher or CIHR Academic C.V. types are acceptable.

Optional – support letter from Vice President (Research) or Dean of Faculty

Letters of support from Institution leadership are welcome.

**Part V: Institutional Support Signatures: Proposal for Alberta Innovates Strategic Research Projects**

**Applicant**

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter a date. |
| Applicant Name | Applicant Signature | Date |

**Supporting Department Head**

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter a date. |
| Name | Signature | Date |

**Supporting Faculty Dean**

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter a date. |
| Name | Signature | Date |

**Vice President (Research) (Institutional Support of Application)**

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter a date. |
| Name | Signature | Date |

# COUNTERPARTS

This Proposal may be signed in counterparts and all counterparts together shall constitute one and the same Proposal.