



ALBERTA-CHINA

ZHEJIANG INTERNATIONAL TECHNOLOGY PARTNERSHIP (ITP) PROGRAM

PROJECT APPLICATION



PROGRAM STATEMENT

The Alberta – China (Zhejiang) International Technology Partnership (ITP) Program is a competitive program intended to provide opportunities for Alberta, Canada and Zhejiang, China to collaborate in research and technology development leading to future educational, labour and commercialization opportunities that will enhance relations and trade between and provide mutual benefit to both regions.

APPLICATION GUIDELINES

Submissions will be reviewed by the Program Steering Committee and evaluated on merit through a competitive peer-review process.

Alberta Applicants apply to Alberta Innovates. Zhejiang Applicants must apply to Zhejiang Provincial Science and Technology Exchange Centre with Foreign Countries (ZSTEC).

Round 3 Key Dates:

Application Deadline **June 30, 2019**

Application Decisions estimated **October 31, 2019**

Please e-mail the joint application, including any optional supporting documents to:

ChinaITP@albertainnovates.ca .

Note: Your Zhejiang Project Partners must follow the guidelines by our China Funding Partner. Zhejiang Project Partner must complete an eligibility check with Zhejiang Provincial Science and Technology Exchange Center With Foreign Countries (ZSTEC) prior to June 1, 2019 and once approved, are eligible to submit an online application June 1-30, 2019.

CONTACT INFORMATION

Applicants are free to contact either Alberta Innovates and/or Zhejiang Provincial Science and Technology Exchange Center With Foreign Countries (ZSTEC) for advice and information regarding the preparation of the project submission

Program Director
ALBERTA – CHINA INTERNATIONAL TECHNOLOGY
PARTNERSHIP (ITP) PROGRAM

c/o Alberta Innovates
250 Karl Clark Road
Edmonton, Alberta
T6N 1E4

Tel: 780-450-5550
email: chinaitp@albertainnovates.ca

Program Director
ZHEJIANG PROVINCIAL S&T DEPARTMENT
ZHEJIANG PROVINCIAL SCIENCE AND
TECHNOLOGY EXCHANGE CENTER WITH FOREIGN
COUNTRIES (ZSTEC)

4th Floor, Gaoxin Mansion
212 Wener Road
Hangzhou, China

Tel:86-571-87978953
Fax:86-571-87987413

Please note that sections marked with an asterisk () are not considered confidential and may be released publicly*

PROJECT TITLE*

PROJECT INFORMATION*			
Please provide a brief project abstract (max 100 words)			
Total Cost of Project		Total Amount Requested from Alberta – China (Zhejiang) International Technology Partnership (ITP) Program	
Project Start Date			
Project End Date			
Project Technology Scope	<input type="checkbox"/> Clean Energy (Energy-saving and Renewable Energy Technologies etc.) <input type="checkbox"/> Environmental Technologies <input type="checkbox"/> Life Sciences (Bio, Pharmaceutical and Medical Products etc.) <input type="checkbox"/> Platform Technologies (Information and Communications Technologies, Mobile, Sensor, Advanced Analytics, Artificial Technologies, and Advanced Manufacturing and Materials (Nano) etc.)		

ORGANIZATION CRITERIA

- All projects must include Applicant from both Alberta and Zhejiang;
- Each project must have a minimum of one Industry Partner from each jurisdiction with an interest in commercializing the technology;
- Projects may include academic research organizations such as universities as participants in the application.
- Projects must demonstrate “state-of-the-art” technology.
- Projects advance technology development for commercialization

ALBERTA APPLICANT ORGANIZATION*

Organization					
Type	Corporation <input type="checkbox"/>		Business Number:		
	Number of Employees: Annual Revenue:		Incorporation Date:		
Contact Title		First Name		Surname	
Position					
Department					
Address					
City			Province/State		
Country			Postal Code		
Phone #			E-Mail		
Cell #					

ZHEJIANG APPLICANT ORGANIZATION*

Organization					
Type	Corporation <input type="checkbox"/>		Other (<i>describe below</i>) <input type="checkbox"/>		
	Research Institution <input type="checkbox"/>				
Contact Title		First Name		Surname	
Position					
Department					
Address					
City			Province/State		
Country			Postal Code		
Phone #			E-Mail		
Fax #					

ADDITIONAL PARTNER ORGANIZATION					
Organization					
Jurisdiction	Zhejiang <input type="checkbox"/>	Alberta <input type="checkbox"/>	Other <input type="checkbox"/>		
Type	Corporation <input type="checkbox"/>		Other (<i>describe below</i>) <input type="checkbox"/>		
	Research Institution <input type="checkbox"/>				
Contact Title		First Name		Surname	
Position					
Department					
Address					
City				Province/State	
Country				Postal Code	
Phone #			E-Mail		
Fax #					

ADDITIONAL PARTNER ORGANIZATION					
Organization					
Jurisdiction	Zhejiang <input type="checkbox"/>	Alberta <input type="checkbox"/>	Other <input type="checkbox"/>		
Type	Corporation <input type="checkbox"/>		Other (<i>describe below</i>) <input type="checkbox"/>		
	Research Institution <input type="checkbox"/>				
Contact Title		First Name		Surname	
Position					
Department					
Address					
City				Province/State	
Country				Postal Code	
Phone #			E-Mail		
Fax #					

For more than four (4) Applicants, additional Applicant(s) information may be attached as an appendix

PROJECT SELF-EVALUATION INSTRUCTIONS
<p>Notes:</p> <ul style="list-style-type: none"> ➤ Please highlight the activity and technology statement which best describes the project for each criterion. ➤ The maximum length per criterion is two pages. Comments in excess of two pages may not be reviewed. ➤ Please provide a concise explanation of how the project addresses each criterion. A reviewer should be able to form an opinion about each criterion based solely on supplied comments. Reviewers may optionally evaluate additional information that may have been attached (e.g., business plan, work plan, etc.)

PROJECT SCOPE

- | | |
|---|---|
| <ul style="list-style-type: none">• The project's Technology scope must address at least one of the following technology areas:<ul style="list-style-type: none">○ Clean Energy (Energy-saving and Renewable Energy Technologies etc.)○ Environmental Technologies○ Life Sciences (Bio, Pharmaceutical and Medical Products etc.)○ Platform Technologies (Information and Communications Technologies, Mobile, Sensor, Advanced Analytics, Artificial Technologies, and Advanced Manufacturing and Materials (Nano) etc.) | <ul style="list-style-type: none">• The project's Activity scope, leading to commercialization, must address at least one of the following:<ul style="list-style-type: none">○ Industry supported R&D to further proof of concept, assessment or evaluation○ Industry driven patent leading to commercialization○ Industry advancement of product design for prototype○ Innovative technology development for product demonstration |
|---|---|

PROJECT EXECUTIVE SUMMARY

Please provide an executive summary for the project (*three pages max*). Demonstrate the technology is "state-of-the-art" within the executive summary.

COMMERCIAL POTENTIAL AND ECONOMIC BENEFITS *

- Projects must clearly articulate economic benefits (qualitative and quantitative) for both Alberta and Zhejiang in the context of this program by:
 1. Clearly identifying commercialization goals and strategies;
 2. Demonstrating commercial potential driven by a validated customer need
 - engaging a potential first customer/user of the technology validates the need
 3. Identifying target market, segments and approximate size for each region;
 4. Including business / technological competitive assessment;

Commercial potential is the creation of critical support for identified sector(s) with significant and imminent high growth against real market needs delivering a reasonable expectation of a return on investment. Economic benefits have broad impact on regional prosperity, contribute to industry diversification in priority sectors, development of globally competitive industry, support and enhance clusters, create high tech employment, and add value to other economic sectors.

(Self-Assessment) The activities in this application will:

A	Potentially provide support for an identified sector.
B	Provides tangible support for identified sector(s) that address a market need and company growth.
C	Create critical support for identified sector(s) with significant and imminent high growth and real market needs, while demonstrating the potential for economic growth in Zhejiang and Alberta.
D	... AND <u>accelerates high technology innovation products or services</u> with high market demand and the creation of significant economic growth, within Alberta and Zhejiang and globally through export opportunities.

Justification:

INTELLECTUAL PROPERTY (IP)

- **Projects are expected to show real potential to deliver IP which will deliver sustainable economic benefit to both regions**
- **IP projections must be able to be validated by subject matter experts in this area**

Please provide details of any anticipated IP arising for the proposed project and how ownership of such intellectual property will be managed during the course of the project and beyond amongst all project applicants. *(for example: licensing, royalties and/or sharing ownership.)*

STRATEGIC FIT*

- Submissions must demonstrate a clear alignment of the program’s strategic objectives
 1. Demonstrating clear alignment of project objectives;
 2. Demonstrating how they address needs of both Alberta and Zhejiang;
 3. Outlining the collaboration between Alberta and Zhejiang participants to fulfill the mandates of the program;
 4. References tangible societal benefits that may result as a direct result of the implementation of this venture or technology;

Strategic Fit means alignment with Alberta’s/ Zhejiang’s priorities (Government of Alberta/Government of Zhejiang) and capacity.

(Self-Assessment) The application:

A	Includes a limited awareness of Alberta’s/ Zhejiang’s strategic priorities and provides an opportunity for promotion of Alberta’s/ Zhejiang’s investments.
B	Describes the <u>relevance of the project</u> to Alberta’s/ Zhejiang’s strategic priorities and provides a unique contribution to Alberta’s/ Zhejiang’s investments and an opportunity for promotion of these investments.
C	Demonstrates alignment with and provides direct contribution(s) to Alberta’s/ Zhejiang’s <u>strategic priorities and presents a significant opportunity for promotion</u> of Alberta’s/ Zhejiang’s investments ...
D	... AND builds on, complements and strengthens previous investments and momentum.

Justification:

SOCIETAL BENEFITS*

- **Alberta Need:** To expand Alberta’s prospects internationally in the context of access to global markets and skilled resources for Alberta companies
- **Zhejiang Need:** To build Zhejiang’s capability and drive economic growth through access to global infrastructure and best in class technology
- **Proposal must articulate how the project will enhance Alberta’s and Zhejiang’s strengths on an international stage both independently and collectively;**
- **The Project must clearly demonstrate the development of long-term innovation.**

Societal benefits may include: improved quality of life (including enhanced wellness), an entrepreneurial culture, additional innovation capacity, and positive environmental impacts such as a clean environment.

(Self-Assessment) The application:

A	Indirectly links its objectives with the delivery of societal benefits to Alberta/ Zhejiang residents.
B	Will contribute to <u>societal benefits</u> for Alberta/ Zhejiang residents.
C	Will <u>tangibly</u> deliver societal benefits to Alberta/ Zhejiang residents, as demonstrated by specific, measurable outcomes of the project ...
D	... AND the deliveries of these benefits have been demonstrated through a pilot or comparable project.

Justification:

THE TEAM

- Each project participant will indicate their respective human resource expertise contribution(s) to the project (management, technical and operational).
- The Proposal will outline how the joint team will be managed

The team should include all the capabilities required to achieve the project outcome, including a motivated, experienced project manager/champion and a specific collaboration methodology.

(Self-Assessment) The team for the proposed project has:

A	Some experience in this technology, but not with projects of this size and scope. A manager has been identified.
B	Manager and the team have most of the skills required to successfully complete the project and a process is in place to acquire the missing skills.
C	An experienced, committed leader/champion and supporting project team members with all the skills and resources required to successfully complete the project on schedule and on budget ...
D	... AND a proven track record in the successful delivery of comparable projects.

Justification:

COLLABORATION

- **Projects must incorporate collaboration between the Alberta and Zhejiang organizations to fulfill the mandates of the program**
 - **Describe the contributions of each partner in the project**

“Collaboration” denotes a tangible commitment to achieve desirable synergy for all parties involved, including significant industry leadership, buy-in from key stakeholders, synergistic leverage of existing resources in the province, and partnerships valuable to Alberta and Zhejiang.

(Self-Assessment) The proposed project:

A	Identifies opportunities for: collaboration with stakeholders, utilization of resources existing in the respective jurisdictions, and attraction of industry participation.
B	Demonstrates a collaborative approach with tangible industry participation, including some of the other elements of “Collaboration”.
C	Demonstrates a solid collaborative approach with all elements of “Collaboration” in place ...
D	... AND establishes significant partnership(s) with a new entity(s), OR takes an existing partnership(s) to a new higher level.

Justification:

PROJECT MANAGEMENT

- Each project is required to have a project plan which includes elements such as:
 - Activity timelines
 - Milestones
 - Resource requirements
 - Costing estimates
 - Mitigation and risk management

The Project shall have a statement of a viable plan of activities to achieve desired outcomes/deliverables and should address the project's objectives, the why, the how and sustainability of the project, long-term or exit strategy, and should include milestones, address risk management and identify the required resources.

- Describe the project in enough detail so the evaluators understand the project
- Project plan, with roles and duties of both partners
- Do the project completion stages meet with milestones

(Self-Assessment) The project application includes:

A	A general description of the required elements with some elements well-developed.
B	A detailed description of the required elements with most elements well-developed.
C	A comprehensive statement of a viable plan of activities with all the required elements of a well-defined business model ...
D	... AND the model has been proven through a pilot, comparable project or has been validated by an independent, expert third party.

Justification:

INFRASTRUCTURE

- The necessary infrastructure (space, equipment, IT, etc.) for execution of the project will be identified and secured for the use of project
- No funding will be granted for duplication of infrastructure in either Alberta or Zhejiang for the purpose of conducting a project

Infrastructure includes access to facilities, equipment and services necessary to successfully complete the project.
(Self-Assessment) For the proposed project:

A	Infrastructure needs have been explored.
B	Infrastructure needs have been identified but not secured.
C	The needed infrastructure has been identified and access has been secured ...
D	... AND new infrastructure with strategic significance to Alberta/Zhejiang will be created or acquired as a result of the project.

Justification:

INNOVATION *

- **The Project shall clearly demonstrate the development of long-term innovation as an outcome of participating in this program.**

Innovation includes: processes, services, infrastructure, intellectual property, highly qualified people, access to capital, access to internationally recognized expertise, networks, and other elements that enhance the ability of Alberta and Zhejiang companies and/or entrepreneurs to innovate towards technology excellence. Identify technology “state of the art.”

(Self-Assessment) The proposed project:

A	Explores an opportunity to increase understanding or to raise awareness of an innovation support need or new commercialization opportunity.
B	Provides a specific service or function that supports Innovation and assists commercialization of technology by Alberta/Zhejiang companies and/or entrepreneurs.
C	Fills critical ongoing needs for innovation support, involving several elements of Innovation that encourage successful commercialization of technology by Alberta/Zhejiang companies.
D	... AND provides a key leadership and integrative community role in accelerating innovation activity and encouraging growth of emerging identified sector(s).

Justification:

FUNDING

- Applicants have examined and identified all project funding requirements, and demonstrate their financial capacity and commitment to contributing their portion of the project funding
 - All funding sources must be disclosed
 - Describe how the grant funding be used to support the project (capital expenditures, new hires, material and in-kind dollars)
- Project funding includes the extent to which the proposal is industry driven, sufficiently funded, has a detailed and justified budget and is adequately leveraged.
(Self-Assessment) The proposed project budget:

A	Identifies the proposed funding parties' contributions.
B	Identifies the funding parties and their proposed contributions, including an industry partner(s); PROGRAM funds are leveraged.
C	Is detailed and justified with tangible industry contributions and sufficient leverage of PROGRAM funding. There is a realistic plan in place for securing all required funding ...
D	... WITH confirmed contributions by all funding parties, and this funding includes significant industry cash contributions.

Justification:

FUNDING PARTNERS (For the Totals: Right click and Update Fields)

Organization(s)*	Cash	In-Kind	Total	Confirmed (Y/N)
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.

Total				Choose an item.
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PROJECT EXPENSES (For the Totals: Right click and Update Fields)

The Financial Plan must contain all eligible expenses relevant to the project, using the format shown below. Under the "Type" heading, please indicate whether the funding is "cash" or "in-kind." If Projects are receiving both types of funding from a partner, please list them twice, once for each type. Please insert additional rows as required. (For the Totals: Right click and Update Fields)

YEAR ONE						
Source	Type	Personnel	Training/ Travel	Operations	Equipment	Year
	Choose					\$ 0.00
	Choose					\$ 0.00
	Choose					\$ 0.00
	Choose					\$ 0.00
	Choose					\$ 0.00
	Choose					\$ 0.00
TOTAL YEAR ONE						\$ 0.00

YEAR TWO						
Source	Type	Personnel	Training/ Travel	Operations	Equipment	Year
	Choose					\$ 0.00
	Choose					\$ 0.00
	Choose					\$ 0.00
	Choose					\$ 0.00
	Choose					\$ 0.00
	Choose					\$ 0.00
TOTAL YEAR TWO						\$ 0.00

SUBMISSION CHECKLIST

	All Sections have been completed; Activity and technology statements clearly identified and highlighted, criterion commentary entered.
	Respective Self Evaluation A/B/C/D item is marked in each section as accurate as possible.
	The application has been signed and dated by the Lead Applicant.
	An electronic version of the application has been submitted via e-mail (address below).
	A one page company profile has been attached for each of the funding partners.
	A submission letter from each applicant has been attached to the application.
	The supporting documentation have been attached. *List below
	<p>Applicant Business Plan Applicant Financial Statements Evidence of an Intellectual Property Agreement with Zhejiang Applicant Zhejiang Applicant Letter of Confirmation (evidence of your China Applicant partner) Milestone, Reporting and Payment Schedule</p> <p>Key Dates</p> <ul style="list-style-type: none">- Alberta Application Deadline: June 30, 2019- Application Decision estimated: October 31, 2018- Projects may not start until final project approval <p>Please e-mail the application, including any optional supporting documents to: ChinalTP@albertainnovates.ca</p> <p>Please note that additional supporting documents (if any) may optionally be reviewed by the Steering Committee and /or reviewers.</p> <p>Note: Your Zhejiang Project Partners must follow the guidelines by our China Funding Partner. Zhejiang Project Partner must complete an eligibility check with Zhejiang Provincial Science and Technology Exchange Center With Foreign Countries (ZSTEC) prior to June 1, 2019 and once approved, are eligible to submit an online application June 1-30, 2019.</p>

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/>.

CONSENT AND DECLARATION OF ALBERTA APPLICANT

By submitting this Application, including any supporting documentation, I, in my capacity as the authorized representative of the Alberta Applicant, legally represent for and on behalf of the Alberta Applicant that:

1. the Applicant has attended relative information or workshops in Alberta/Zhejiang or has a China Industry Partner approved by Zhejiang Provincial Science and Technology Exchange Center With Foreign Countries (ZSTEC).
2. the Alberta Applicant provides its explicit consent to the disclosure of the information identified in sections marked with an asterisk (*) by AI in its sole discretion;
3. Alberta Innovates will only provide copies of the Application, including any attachments to the Applicant Representative. Accordingly, any change of the Applicant Representative should be to an individual who has the authority and permission to see the Application and any attachments.
4. the Alberta Applicant representative is legally authorized to submit this Application for and on behalf of the Alberta Applicant and has the requisite power to legally bind the Alberta Applicant;
5. the Alberta Applicant representative has read, understands and meets all the eligibility requirements the Program Guide for the Alberta – China International Technology Partnership Program at www.albertainnovates.ca ;
6. all information contained in this Application including but not limited to the Project and supporting documentation, is true and accurate;
7. any person who has been lobbying on behalf of the Applicant Organization to obtain a contribution as a result of this application is registered pursuant to the Lobbyists Registration Act and was registered pursuant to that Act at the time the lobbying occurred;
8. the Applicant has not, nor have any other person, corporation or organization, directly or indirectly paid or agreed to pay any person to solicit a contribution arising as a result of this application for a commission, contingency fee or any other consideration dependent on the execution of an Agreement or the payment of any contribution arising as a result of this application;
9. if the financial statements attached to this Application are unaudited internally prepared financial statements, the Alberta Applicant certifies that financial statements prepared on an audited or review engagement basis were never prepared for the period ended as at the immediately prior fiscal year end of the Applicant:

CONSENT AND DECLARATION OF ALBERTA APPLICANT

10. all Investment determinations made by Alberta Innovates (including declining an Investment) are final, non-appealable and binding on the Alberta Applicant. Notwithstanding the Applicant and the Project meeting the minimum requirements or eligibility criteria, or the results of any evaluation or recommendation or the involvement of an agent of Alberta Innovates, Alberta Innovates retains sole and absolute discretion regarding Investment determinations. Such determinations include whether to invest, the amount of the Investment (if any), and the terms and conditions of such Investment. Further, Alberta Innovates, in its sole and absolute discretion, has the right to decline any Application at any stage of the review process for any reason and does not owe a duty of reasonableness to the Applicant in making its Investment determination. The Applicants acknowledges that Alberta Innovates has no obligation to the Applicants during the course of receiving and reviewing the Application or in making its Investment determination.
11. Alberta Innovates will use its reasonable commercial efforts to inform the Applicant of the Investment determination made in respect of an Application in a timely fashion. Any failure to inform the Applicant of the Investment determination regarding an Application will not result in any obligation or liability of Alberta Innovates to the Applicant or any other interested party.
12. the Application is reviewed by internal and external reviewers of Alberta Innovates. These experts will provide their recommendations to Alberta Innovates, and may also voluntarily provide constructive feedback meant for the Applicant. Alberta Innovates will make the final determination regarding approval of Applications.
13. Alberta Innovates may also, in its sole and absolute discretion, forward to the Applicant the constructive feedback, but will not provide any information regarding an expert’s personal information. Applicants are not entitled to access any information regarding the experts, including personal information, nor are they entitled to access or review the expert’s recommendation.
14. Alberta Innovates has the right, as determined in its sole and absolute discretion, to impose a life-time limit on the number of Applications an Applicant may submit.
15. if this Application is approved, AI and the Alberta Applicant must execute an Alberta – Zhejiang Global Partnership Investment Agreement which provides additional contractual terms and conditions governing the Investment made by AI to the Project before AI will advance funds; and
16. I have attached the following mandatory documents:
 - Applicant Business Plan
 - Applicant Financial Statements
 - Evidence of an Intellectual Property Agreement with Zhejiang Applicant
 - Zhejiang Applicant Letter of Confirmation
 - Milestone, Reporting and Payment Schedule

Click here to enter a date.

Alberta Applicant Representative Name

Alberta Applicant Representative Signature

Date

Click here to enter a date.

China Industry Partner Name

China Industry Partner Signature

Date