# Part 1 Progress Report Instructions:

# Please complete the following Progress Report (the “Report”) 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 submitted, no later than fourteen (14) days after the completion of the particular Milestone, in accordance with the Milestone, Reporting & Payment Schedule for the Voucher Program (“Program”).

All capitalized words or terms which are not defined within this Progress Report have the respective meaning as set out in the Voucher Program Guide or Investment Agreement. In this Progress Report, the term “**you**”and “**Applicant**” are used interchangeably. You can [click here](https://albertainnovates.ca/funding-entrepreneurial-investments/alberta-innovation-voucher/) to view a copy of the Voucher Guide or the Investment Agreement on our website.

The completed Report must be signed by an authorized representative of the Applicant, and that of each Service Provider involved in the current Milestone,andmust be submitted by email to [inbox\_grants@albertainnovates.ca](mailto:inbox_grants@albertainnovates.ca) as a PDF, for Alberta Innovates’ consideration., 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.

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 and the Service Provider(s), and any Alberta Innovates Representative identified in the Application (i.e. TDA).

If the Report is approved, Alberta Innovates will pay the Investment 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 Progress Report, 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/>. Should you have any questions about the collection of this information, you may contact the Manager, Grants Management Team at 780-450-5551.

**Part 3 Publication of Non-Confidential and Aggregate Information by Alberta Innovates:**

Alberta Innovates may (1) publish and/or disseminate in the public domain certain information contained within this Progress Report as a way to promote success stories about innovation in the Province of Alberta and/or (2) use certain information contained within this Progress Report as a way to verify information contained in this Progress Report. On these bases, Alberta Innovates has indicated which information provided in the Progress Report has been deemed to be non-confidential and is subject to disclosure by Alberta Innovates in its sole discretion at any time:

In addition, Alberta Innovates may aggregate information within this Progress Report for the purposes of reporting or dissemination in the public domain. For clarity, ‘aggregate’ means removal of personal identifiers such as names, locations and addresses of the Applicant and employees, and combining such information with that of other Applicants.

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

**Record Number:** Add Text Here

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

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

**Project Title (Non-Confidential)**: Add Text Here

**SECTION I: CONTACT INFORMATION**

Applicant Information (Non-Confidential)

(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:

**First Service Provider Information (Non-Confidential**)

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:

**Second Service Provider Information (Non-Confidential)**

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:

**Third Service Provider, Information (Non-Confidential)**

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:

**SECTION II:** **CHANGES TO THE PROJECT**

Please indicate by check mark if you experienced any of the following changes in the scope of the Project. Check all that apply.

**Minor Changes:**

A decrease in the total Project Costs and the Investment, where the parties have made provisions for the adjustment and proportional return, where applicable, of the Contribution;

A company name change (Applicant or other Party), where no change of corporate control has taken place;

A minor change to the work plan which does not change the end goal of the Project;

An increase or decrease of the funding on one Milestone, where the Investment to the same Payee will be adjusted by the same increase or decrease at a later Milestone or Milestones with a new MRP;

Any one or more of the Expected Milestone Completion Dates is changed by less than 90 days, without changing the original (or legally amended) Project Completion Date by more than 90 days;

The Project Completion Date is delayed by less than 90 days;

A change to the contact person(s) in the Notices section of the Investment Agreement; or

Other

Note: Minor changes must be detailed in Section III.

**Major Changes:**

An increase of the Investment is requested where

i. such increase cannot exceed the maximum dollar value of the Program, and

ii. the purpose for such increase remains consistent with the overall intention of the Investment, and the parties have arranged for the provision of the Contribution, to the appropriate Party;

An increase or decrease of the funding on one Milestone, where the Investment will be adjusted by the same increase or decrease at a later Milestone to a different Payee;

A substantial change in the nature of the Project which changes the overall intention of the Investment, and which may or may not impact the Project Completion Date;

A change to a Milestone Completion Date longer than 90 days, whether or not it affects the Project Completion Date;

A change, or cumulative changes to the Project Completion Date resulting in the revised Project Completion Date being later than 90 days from the original date, whether due to delay or suspension;

A change of any Party to the Investment Agreement;

A Change of Control or name change of any Party (as applicable under a particular Program); or

Other

Note: Major Changes will require the execution of an amendment to the Investment Agreement. An Alberta Innovates representative will contact you if this is indicated above.

If any of these changes are as a result of a name change or Change of Control\*, complete the following:

**New Name:** Add text here

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

\*See the applicable Guide for a definition of Change of Control

**SECTION III: PROJECT SUMMARY TO DATE**

1. **Project Summary (Non-Confidential)**

Provide a non-confidential summary of the Project in its entirety.

Add text here

1. **If any of the information in SECTION I is different from Section 6.0 of the Investment Agreement, please identify the changes:**

Add text here

1. **Project Details**

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 Investment Agreement (as applicable);
* 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 IV: REQUIRED ATTACHMENTS

Detailed receipts for Eligible Expenses for the current Milestone.

SECTION V: 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 VI: 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 indicated (this is the Service Provider(s), unless previously approved); and
* Invoice dates must fit within the applicable Expected Milestone start date and end date being reported.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reconciliation of Invoices Provided for this Milestone** | | | | | | |
|  | **Name on Invoice** | **Invoice Number** | **Invoice Date** | **Invoice Total\* (in CAD)** | **Portion of Invoice to be paid by Alberta Innovates** | **\*\*Balance of Invoice to be paid by Applicant** |
| 1 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 2 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 3 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 4 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 5 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 6 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 7 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 8 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 9 | Add text here |  | Click here to enter a date. | $ | $ | $ |
| 10 | Add text here |  | Click here to enter a date. | $ | $ | $ |
|  | **Total** |  |  | **$** | **$** | **$** |

\*All amounts must be stated in Canadian dollars

\*\*This is the amount of Eligible Expense that is part of the Contribution and must account for the remainder of the Invoice.

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

Add text here

**SECTION VII – ACKNOWLEDGEMENTS**

**Note: Service Providers, if this is your final Progress Report under this Investment Agreement, please be advised Alberta Innovates will continue to send periodic updates relating to the Project; however, we will no longer request your consent to future Progress or Final Reports, or Amendments.**

|  |  |  |
| --- | --- | --- |
| **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 Investment 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 identified within 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 1st Service Provider:**  Add Text Here | | |
| I, as the representative of the First Service Provider as named in Section 6.0 of the Investment 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 identified within this Report. | | |
| **Name of Representative for and on behalf of the First Service Provider:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Name of the 2nd Service Provider** (*if applicable*):  Add Text Here | | |
| I, as the representative of the Second Service Provider as named in Section 6.0 of the Investment 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 identified within this Report. | | |
| **Name of Representative for and on behalf of the 3rd Service Provider:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Name of the 3rd Service Provider** (*if applicable*):  Add Text Here | | |
| I, as the representative of the Third Service Provider as named in Section 6.0 of the Investment 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 identified within this Report. | | |
| **Name of Representative for and on behalf of the 3rd Service Provider:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

SECTION ViII. FOR USE BY Alberta Innovates ONLY

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

Part 1 🞏 PROGRESS REPORT IS ACCEPTED

Alberta Innovates approves the Progress Report in support of a payment in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as indicated by the signature of the authorized representative of Alberta Innovates below.

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

Name

Signature

Part 2 🞏 PROGRESS REPORT IS DECLINED

Alberta Innovates hereby declines approval of the Report as indicated by the signature of the authorized representative of Alberta Innovates below. Information regarding the reasons for the decision and what if any remedy is available, are attached as Appendix A.

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

**ALBERTA INNOVATES**

Name

Signature