# Part 1 Final Report Instructions:

Pursuant to ARTICLE 5.2 of the Agreement, you, the Mentor Company, must submit this Final Report Form (the “Report”) no later than fourteen (14) days after the completion of the Project. For questions about completing the Final Report Form, and to submit the completed and signed Report, please email inbox\_grants@albertainnovates.ca. An incomplete Report will not be accepted by Alberta Innovates. 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 notify you and your BDA by email of its decision to approve or decline the Report. This report will become part of the Final Report provided by the Applicant and reviewed by Alberta Innovates. It will not be shared with the Applicant; however, the BDA will have access to the complete 2-part Final Report.

All capitalized words or terms which are not defined within this Report have the respective meaning as set out in the Entrepreneurial Internship Agreement. In this Report, the term “**you**”and “**Mentor Company**” are used interchangeably. As a reminder, “**Project**” means the activities that were performed over the term of the Investment.

**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 Schedule A.12 of 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 Name,

Section I: Contact Information - Mentor Company’s Legal Name, Trade Name, Representative’s Name

Section I: Contact Information – BDA’s Name, Incubator’s Name

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

**Agreement Number:** Add Text Here

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

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

**Project Title**: Add Text Here

**SECTION I: CONTACT INFORMATION**

**Mentor Company**

Company Name: Add text here

Representative’s Name: Add text here

email address: Add text here

phone number: Add text here

If any of the information in SECTION I is different from ARTICLE 7of the Entrepreneurial Internship Agreement, please identify the changes:

Add text here

**SECTION II: PROJECT SUMMARY**

1. Name the Applicant (Intern/Entrepreneur named in the Agreement)

 Add text here

1. Please tell us the results of this internship. Did your company gain from this experience? Are there identifiable benefits for the Applicant? Did you encounter any issues and if so, is there a lesson to be learned from those issues? Please provide relevant information that will help us refine our programs.

Add text here

**SECTION VI – ACKNOWLEDGEMENTS**

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| --- |
| **Name of the Mentor Company:** Add Text Here |
| By signing below, I, as the representative of the Mentor Company, as named in ARTICLE 7 of the Agreement, legally represent for and on behalf of the Mentor Company that all information contained in this Final 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 Applicant:** Add Text Here |
| **Signature:** | **Date:** | Click here to enter a date. |