# PROGRESS REPORT INSTRUCTIONS:

# 

# Please complete the following Progress Report (the “Report”) on behalf of the Alberta Applicant. As a reminder, “Alberta Applicant” means the company or entity that completed and submitted the Application. The completed Report must be signed by an authorized representative of the Alberta 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 Alberta-China ITP Program (“Program”).

The completed Report must be signed and submitted by email to [ChinaITP@albertainnovates.ca](mailto:ChinaITP@albertainnovates.ca) as a PDF. If you require assistance in completing the Report, please email [ChinaITP@albertainnovates.ca](mailto:ChinaITP@albertainnovates.ca). An incomplete Report, or a Report that is not in the current standard form provided by Alberta Innovates, will not be accepted. 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 the Alberta Applicant and any Alberta Innovates Representative identified in the Application (i.e. GP Advisor).

If the Report is approved, Alberta Innovates will pay the Investment within forty-five (45) days after date indicated in Section VIII.

**GENERAL PROJECT INFORMATION:**

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

**Record Number:** Add Text Here

**Project Title:** Add Text Here

**Milestone Deliverable:** Add Text Here

|  |  |
| --- | --- |
| **Round #:** | **Milestone #:** |
| **Milestone Start Date:** Click here to enter a date. | **Milestone Completion Date:** Click here to enter a date. |
| **Milestone Cash Contribution:** $Add Text Here | **Milestone In-Kind Contribution:** $Add Text Here |
| **Expected Milestone Payment:** $Add Text Here | |

**SECTION I: CONTACT INFORMATION**

Alberta Applicant Information (Non-Confidential)

Legal Name:

Trade Name (if applicable)

Alberta Applicant Representative’s Name:       Title:

Representative’s email:       phone:

Civic Address line 1:

Civic Address line 2 (if applicable):

City:       Province:       Postal Code:

**China Industry Partner (Non-Confidential)**

Legal Name:

Trade Name (if applicable)      

If any of the information above is different from the Notices section of the Investment Agreement, please identify the changes:

Add Text Here

**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 since your last Report. 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 (Alberta 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:**

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 Investment Agreement 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 to date:

Add text here

1. **Project Details (Confidential)**

Did you deliver on the Milestone as per your Agreement with Alberta Innovates (AI)? Please Select

Please explain the variance between original Agreement and Milestone (time, results, changes, etc.):

Add text here

*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.*

1. **Project Team (Confidential)**

Describe the activities of your China Industry Partner in the Project deliverables in order for you to meet this Milestone?

Please provide details:

Add text here

1. **Project Collaboration (Confidential)**

Describe the communication and collaboration with your China Industry Partner, including number of project meetings, verbal communications sessions and other relevant collaboration:

Add text here

1. **Project Management (Confidential)**

Provide a summary and status of the Milestone, including any variances from planned to actual:

Add text here or attach a separate document (1-2 pages)

Please provide supporting evidence regarding your Milestone, including, pictures, screenshots, etc.:

Add text here and/or attach a separate document

Provide project plan elements and degree of completeness for this Milestone. A detailed project plan may be attached for clarification:

|  |  |  |  |
| --- | --- | --- | --- |
| **YTD Project Milestone Items** | **% Done** | **Date Due** | **Notes** |
| Add text here |  | Click or tap to enter a date. | Add text here |
| Add text here |  | Click or tap to enter a date. | Add text here |
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| Add text here |  | Click or tap to enter a date. | Add text here |

1. **Conclusions (Confidential)**

Provide your conclusions regarding the Milestone, including, but not limited to; unforeseen outcomes, lessons learned, impact and management of any setbacks, challenges encountered, new customers or partnerships, IP development, or other:

Add text here

Do you need further support from AI with the China Industry Partner or any other support from AI related to this Project or Milestone? Please Select

Please provide details:

Add text here

1. **Additional Information (Confidential)**

Any additional information you wish to provide for clarification or information to AI regarding your Milestone or the Program:

Add text here

1. **Comments to Alberta Innovates (Confidential)**

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:

Add text here

SECTION IV: PERFORMANCE METRICS

1. Number of new jobs (in Alberta) created as a result of this Project:

Add text here

1. Describe your commercialization activities or revenue projections:

Add text here

1. As a result of this Project, have you updated your sales and marketing plan, or export plan?

Add text here

SECTION V: REQUIRED ATTACHMENTS

Detailed receipts or other supporting documents (cash or in-kind) for Eligible Expenses for the current Milestone.

Add text here

**SECTION VI: FINANCIAL INFORMATION**

Under the Alberta-China ITP Program, detailed statements of internal costs and/or invoices for Eligible Expenses as stated in Schedule B of the Agreement are to be attached to this Report.

* All statements of internal costs and/or invoices below must be for Eligible Expenses (excluding rent) and the total of all statements of internal costs and/or 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 statement of internal costs and/or invoice and reduce the Statement of Internal Costs and/or Invoice Total below;
* Manually number all statements of internal costs and/or invoices to correspond with the numbering below;
* Statement of internal costs and/or Invoice start and end dates must fit within the applicable Expected Milestone start date and end date being reported.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reconciliation of Expenses Provided for this Milestone** | | | | | | | | | |
| **Item #** | **Eligible expenses by category**  **(ex. Human Resources, Contract, Capital Expenditures, Travel, etc.)** | **Alberta Applicant Minimum 25% Cash Contribution ($)** | **Alberta Applicant Minimum 25%**  **In-Kind Contribution ($)** | **Alberta Innovates Investment Disbursement ($)** | **Contract Planned Costs ($)** | **Actual Project Costs ($)** | **Variance ($)** | **Invoice/**  **Reference** | **Notes** |
| **1** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **2** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **3** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **4** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **5** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **6** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **7** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **8** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **9** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **10** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **11** | Add text here |  |  |  |  |  |  | Add text here | Add text here |
| **Total** |  |  |  |  |  |  |  |  | |

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

Add text here

**SECTION VII: ACKNOWLEDGMENTS**

**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 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 Sandra Candie (780-450-5550).

**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 Report as a way to promote success stories about innovation in the Province of Alberta and/or (2) use certain information contained within this Report as a way to verify information contained in this Report. On these bases, Alberta Innovates has indicated which information provided in the 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 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 Alberta Applicant and employees, and combining such information with that of other Applicants.

|  |  |  |
| --- | --- | --- |
| **Name of the Alberta Applicant:** Add Text Here | | |
| By signing below, I, as the representative of the Applicant as named in 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 Alberta Applicant:**  Add Text Here | | |
| **Signature:** | **Date:** | Click here to enter a date. |

**REPORT DISCLAIMER**

This Report was prepared by the author pursuant to a grant it received from Alberta Innovates (“AI”). Al is a provincial agency of the Government of Alberta. This Report is provided for information purposes only. It is intended solely to provide general information on topics that may be of personal interest to the reader who accepts the report “as is” and assumes all risk of loss arising from its use or reliance on the Report, or any information contained therein. Neither the author, nor Her Majesty the Queen in Right of Alberta (“Alberta”), nor AI, nor any of their respective employees, officers, directors, or agents makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, reliability, completeness, or usefulness of any information, apparatus, product, or process disclosed in the Report, and there are no express or implied warranties of merchantability or fitness for a particular purpose, or that the use of the Report will not infringe any patent, copyright, trademark or other right of any third party.

Reference in the Report to any specific commercial product, process or service by trade name, trademark, manufacturer or otherwise does not constitute or imply its endorsement, recommendation or favoring by AI or Alberta. The views and opinions of the authors expressed in this report do not necessarily reflect those of AI or Alberta.

**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 Report.**

Part 1 🞏 REPORT IS ACCEPTED

Alberta Innovates approves the Report in support of a payment as indicated by the signature of the authorized representative of Alberta Innovates below.

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

Name

Signature

Part 2 🞏 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