**Part 1 Progress Report Instructions:**

Please complete the following Progress Report (the “**Report**”) on behalf of the Applicants. As a reminder, “Applicants” refers collectively to the SME Applicant and Test Site Applicant who completed and submitted the Application. The completed Report must be signed by authorized representatives of the Applicants, and submitted, **no later than thirty (30) days** after the completion of the particular Milestone, in accordance with the Milestone, Reporting & Payment Schedule for the Accelerating Innovations into CarE (AICE) – Market Access Program (“**Program**”).

All capitalized words or terms which are not defined within this Progress Report have the respective meaning as set out in the AICE-Market Access ProgramGuide or Investment Agreement. In this Progress Report, the terms “**you,**” “**Applicant**” and “**Applicants**” are used interchangeably. You can [click here](https://albertainnovates.ca/funding-health-innovations/health-research-funding/aice-market-access/) to view a copy of the AICE-Market Access Program Guide or the Investment Agreement on our website.

The completed Report must be submitted by email to [inbox\_grants@albertainnovates.ca](mailto:inbox_grants@albertainnovates.ca) as a PDF, for Alberta Innovates’ consideration. If you require assistance in completing the Report, please email [graham.anderson@albertainnovates.ca](mailto:graham.anderson@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 the Applicant and any Alberta Innovates Representative identified in the Application.

**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 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 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 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: APPLICANT INFORMATION**

|  |  |
| --- | --- |
| **SME Applicant (Non-Confidential)**  Legal Name:  Trade Name (if applicable):  SME Applicant Representative’s Name:  Representative’s Email:  Phone:  Civic Address:  City:       Province:       Postal Code: | **Testing Site Applicant (Non-Confidential)**  Legal Name:  Trade Name (if applicable):  Test Site Applicant Representative’s Name:  Representative’s Email:  Phone:  Civic Address:  City:       Province:       Postal 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 since your last Report. Check all that apply.

**Minor Changes:**

A decrease in the total Project Costs and the Investment, where the Applicants have made provisions for the Contribution;

A company name change 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 in the Notices section of the Investment Agreement; or

Other:

Note: Minor changes must be detailed in Section III under Project Milestone Progress.

**Major Changes:**

An increase of the Investment is requested where

1. such increase cannot exceed the maximum dollar value of the Program, and
2. the purpose for such increase remains consistent with the overall intention of the Investment, and the Applicants 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 corporate control; 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 a result of a name change or Change of Control\*, complete the following:

|  |  |
| --- | --- |
| **SME Applicant (Non-Confidential)**  New Legal Name:  New Trade Name (if applicable):  Date of Sale/Transfer of Assets (if applicable): | **Testing Site Applicant (Non-Confidential)**  New Legal Name:  New Trade Name (if applicable):  Date of Sale/Transfer of Assets (if applicable): |

\**See the Investment Agreement for a definition of Change of Control*

**SECTION III: PROJECT SUMMARY TO DATE**

1. **Project Milestone Progress**

Provide a detailed description of progress on project Milestones over this period using the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Milestone and Related Deliverables | Current Progress, Outcomes Achieved, and Description of Changes to Milestone\*  (including % completion where applicable) | Originally Planned Completion Date (as per Investment Agreement) | Forecasted Completion Date or Date Completed |
|  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. | Click or tap to enter a date. |
| **\***Please explain any discrepancies between the Originally Planned Completion Date and Forecasted Completion Date, or Minor Changes as defined earlier in this form | | | |

1. **Risks and Mitigation**

Please identify any previously undisclosed potential or realised risks within the project, the impact on the project, and how the risk has been/will be mitigated. Risks include any circumstance that may impact Milestone completion or achievement of project objectives.

|  |  |  |
| --- | --- | --- |
| Risk | Potential Impact on outcomes and/or Milestones | Mitigation |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Successes and Opportunities (Non-confidential)**

Provide an overview of upcoming opportunities or project successes beyond achievement of project Milestones, that you may want highlighted to a broader audience. This could include details regarding:

* new strategic partnerships generated
* publications achieved
* progression towards regulatory approval
* improved understanding of health system market access and innovation
* new customers, procurement events or other evidence of customer traction
* evidence or data generated to date that will drive adoption
* new employees hired
* advancement of the commercialization of the innovation
* any other successes you would like to highlight

Add Text Here

1. **Governance and Partnership**

Provide evidence of well-functioning governance structures between the SME Applicant, Testing Site Applicant, and other partners. This includes, but is not limited to, the following:

* frequency of meetings between representatives of both sites
* types of communication channels being utilized to ensure transparency as it relates to project execution
* issues with agreements, transfer of funds between partners, budget or human resources
* overarching concerns that the group is addressing with regards to management, administration and governance
* any other partnership related triumphs or challenges that have become evident through working together on this project

Add Text Here

SECTION IV: FINANCIAL INFORMATION

Please report cumulative Project expenditures that have been incurred by partners to date. Note: please only report cash or in-kind resources that have been expended. For example, if the project received a lump sum payment from Alberta Innovates at project outset, please only report dollars that have actually been spent to date.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reconciliation of Project Expenses** | | | | | | |
| **Budget Line Item** | **Contributing Partners** | | | | **Total Cumulative Expenditure(2)** | **Budgeted Expense Total (3)** |
|  | **SME**  **Expenditure(1)** | **Testing Site**  **Expenditure(1)** | **Other Partner Expenditure(1)** | **Alberta Innovates Expenditure(1)** |  |  |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| Add text here | $ | $ | $ | $ | $ | $ |
| **Grand Total** | **$** | **$** | **$** | **$** | **$** | **$** |

1. Cumulative actual expenditures to date (cash and in-kind).
2. Sum of SME, Testing Site, Other Partners and Alberta Innovates cumulative expenditures to date.
3. As per original project budget.

**SECTION V – ACKNOWLEDGEMENTS**

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

|  |  |  |
| --- | --- | --- |
| **Name of the Testing Site Applicant:** Add Text Here | | |
| By signing below, I, as the representative of the Applicant as named in 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 Testing Site 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 VI: 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 as indicated by the signature of the authorized representative of Alberta Innovates below.  Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **ALBERTA INNOVATES**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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.  Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **ALBERTA INNOVATES**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature |