# Part 1 Final Report Instructions:

# Please complete the following Final 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 Service Provider and submitted no later than fourteen (14) days after the completion of the Project.

All capitalized words or terms which are not defined within this Final Report have the respective meaning as set out in the Export Readiness Micro-Voucher Program Guide (the “Guide”) or Investment Agreement. In this Final Report, the term “**you**”and “**Applicant**” are used interchangeably. You can view a copy of the [Guide](https://albertainnovates.ca/wp-content/uploads/2020/06/Export-Readiness-Micro-Voucher-Program-Guide-June-2020.pdf) or the [Investment Agreement](https://albertainnovates.ca/wp-content/uploads/2020/06/Export-Readiness-Micro-Voucher-Agreement-June-2020.pdf).

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 [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. Technology Development Advisor (TDA)).

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

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

**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**

Applicant Information

(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:

**Service Provider**

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;

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

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 parties have arranged for the provision of the Contribution, to the appropriate Party;

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, 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 the information in SECTION I is different from Article 6.0 of the Export Readiness Micro-Voucher Agreement, please identify the changes (Non-Confidential):

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**

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

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

Add text here

1. **Project Details**

Did the Project proceed as expected? Please Select

Provide a more detailed description of the Project. Provide details regarding the following:

* final outcomes against the expected outcomes stated in the Application;
* key deliverables;
* 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;
* growth of the company in relation to the Project ie. New hires, revenue, etc.; and
* any other details you think will help Alberta Innovates assess the outcomes of your Project.

Add text here

1. **Next Steps**

What happens now? What are the future plans to export of your product or services?

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 during the Project. If you have had contact with a Global Partnerships Advisor, 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

1. **Comments to Economic Development, Trade and Tourism**

To assist EDTT 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 during the Project. (How has the Project benefited you in expanding exports? Would you like to see more Global or Export programs? Are there any ways we can improve the Program?)

Add text here

SECTION IV: REQUIRED ATTACHMENTS

Detailed receipts for Eligible Expenses as approved in the Agreement, MUST be attached to this Report.

SECTION V: FINANCIAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **As listed in the Agreement** | **Actual Amount** | **Difference (if applicable)** |
| Alberta Innovates Investment Requested | $ | $ | $ |
| 25% Contribution (Part One) | $ | $ | $ |
| 25% Contribution (Part Two if applicable) | $ | $ | $ |
| Other Project Costs | $ | $ | $ |
| Total Project Costs (Quote vs. Actual) **(Non-Confidential)** | $ | $ | $ |

**SECTION VI – ACKNOWLEDGEMENTS**

|  |  |  |
| --- | --- | --- |
| **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 Agreement, legally represent for and on behalf of the Applicant 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. I further confirm that all required attachments are included 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 Service Provider:**  Add Text Here | | |
| I, as the representative of the Service Provider as named in the Investment Agreement, confirm that all information contained in this 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 Service Provider:**  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 VII. FOR USE BY Alberta Innovates ONLY

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

Part 1 🞏 FINAL REPORT IS ACCEPTED

Alberta Innovates approves the Report as indicated by the signature of the authorized representative of Alberta Innovates below.

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

Name

Signature

Part 2 🞏 FINAL 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