**Accelerating Innovations into CarE (AICE) – Market Access Program**

*Application Aid*

**Note: This is a copy of the online Application form and is provided as an aid in writing your Application. This Application form will NOT be accepted for review. Please create an account and submit your Application for review via our** [**Online Application Portal.**](https://albertainnovates.smartsimple.ca/s_Login.jsp?lang=1&prole=0) Disclaimers and information regarding the Freedom of Information and Protection of Privacy Act (Alberta) (“FOIP”) can be found in Appendix A.

Introduction

The following Application form has been developed as part of the Accelerating Innovations into CarE – Market Access Program. It is essential that you have read, and that you understand, the AICE-Market Access Program Guide **(‘the Guide’)** before completing this form. If you require assistance in completing your Application, please contact: [graham.anderson@albertainnovates.ca](mailto:graham.anderson@albertainnovates.ca)

Throughout the Application, be sure to highlight your underlying assumptions and cite any relevant sources of information.

Applicant Information

applicant

**Note:** This information will be Pre-populated from information provided at time of registration in Online Portal.

* Applicant Legal Name:
* Applicant Trade Name (if applicable):
* Applicant Civic Address line 1:
* Applicant City:
* Applicant Province/State:
* Applicant Country:
* Applicant Postal Code/Zip Code:
* Website:
* Corporate Access Number:
* Primary Sector (dropdown menu):

If the above address is not in the province of Alberta (e.g., a head office), please provide the address of the Applicant’s physical presence in Alberta (if applicable) and describe the nature of the physical presence in Alberta:

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| Click or tap here to enter text. |

Relationship with Alberta Innovates

With regards to this Application or Project, have you had contact with and/or received guidance from an Alberta Innovates representative? This includes Project Advisors, Technology Development Advisors, etc.

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| Yes / No |

Please provide Alberta Innovates representative name(s):

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| Click or tap here to enter text. |

Are there any real, potential or perceived conflict(s) of interest between the Applicant (under its

current or any other name) and/or any of its directors, employees or shareholders with Alberta

Innovates, its subsidiaries or the Government of Alberta, including the Ministry of Jobs, Economy and

Innovation? For a description/definition of conflict of interest, [click here](https://albertainnovates.smartsimple.ca/files/646815/f125423/Conflict_of_Interest_Definition.pdf).

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| Yes / No |

Provide details:

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| Click or tap here to enter text. |

Has the Applicant previously applied for an Investment under a different name?

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| Yes / No |

Provide the previous Applicant name:

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| Click or tap here to enter text. |

Is this a Re-Application?

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| Yes / No |

If you are submitting a Re-Application, it is on a one-time basis, resulting from the Applicant being

declined previously for the same Investment under the same Program. Provide details as to when the

original Application was submitted and what changes and/or revisions have been made in this

Application:

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| Click or tap here to enter text. |

Co-Applicant

**Note:** you will be asked to enter similar demographic information for the Co-Applicant

Detailed Applicant Information

**Note:** this section applies specifically to the SME-Applicant.

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| ***Applicant Current Development Stage***  What statement best reflects the Applicant’s current company development stage?  Dropdown Menu (choose one): *Discovering, Ideating, Concepting, Committing, Validating, Scaling, Establishing, Leading*  For a description of development stages, [click here](https://albertainnovates.smartsimple.ca/files/646815/f125423/DevelopmentStageDefinitions.pdf). | | | |
| ***Health Innovation Cycle Checklist***  The objective of this section is to characterize the current state of the health innovation. Please check all milestones completed to date.  Please [click here](https://albertainnovates.smartsimple.ca/files/646815/f125423/AI_Health_Innovation_-_Intake_Checklist.docx) to download the Health Innovation Cycle Checklist. Please check all  milestones completed to date and attach it in the Attachments section of the Application. | | | |
| Indicate the number of T4 employees currently employed by the Applicant (in Alberta):  T4 Full-Time: Click or tap here to enter text.  T4 Part-Time: Click or tap here to enter text.  Non-T4 Contract: Click or tap here to enter text. | | | |
| Identify the key members of the management team, board members, and advisory board, including their respective roles, relevant experience, and qualifications:  Click or tap here to enter text. | | | |
| **Source of Applicant Funding:** In the Online Portal, please fill out this table to indicate historical investments into the business. | | | |
| **Source of Financing** | **Type of Financing** | **Name of Financing Source** | **Total Amount Raised and Confirmed (CAD)** |
| *Dropdown Menu (e.g. family and friends, venture capitalist or angel investor, strategic investor, Federal Government etc.)* | *Dropdown Menu (e.g. grant funding, equity, convertible debt, debt, reinvestment of cash)* |  |  |
| ***Alberta Innovates may contact the Financing Source listed for verification of information, without further notice. A shareholder list may be requested during the review process.*** | | | |
| **Financial Statements** *(Attach at End of Application in Online Portal)*  In the attachments section, attach the last 3 fiscal year end financial statements (or all years if the  organization was founded less than 3 years ago) including the most recent quarter as prepared on an  audited, or review engagement, or notice to reader basis. If such audited financial statements do not  exist, then un-audited internally prepared financial statements for the same period must be attached.  In your submission, please include income statements, balance sheets, and cash flow statements for  each period.  If applicable, discuss historical revenue, expense and capital expenditure trends or events that  positively or negatively impacted the aforementioned:  Click or tap here to enter text. | | | |
| **Financial Projections** *(Attach at End of Application in Online Portal)*  At a minimum, the statement should include capital investment requirements leading up to revenue  generation and 3 years post-revenue; and forecasts for revenue and all operating costs. State all  assumptions used to build the model including but not limited to financing sources, pricing and sales  strategy, product costing and growth expectations. Alberta Innovates accepts that the complexity of pro-forma financial statements will be in line with the stage of development of the Innovation.  Alberta Innovates accepts that the complexity of pro forma financial statements will be in line with the stage of development of the Innovation**.**  **What research has been used to validate the assumptions in the pro forma statement?**  Click or tap here to enter text. | | | |
| **Business Plan** *(Attach at End of Application in Online Portal)*  In the Attachments section, attach your most current business plan.  A business plan is the company’s roadmap for the next 3 to 5 years. At a minimum, the business plan should include an executive summary, company description, market analysis, competitive analysis, bios of management team and advisors including previous successes, operation plans, marketing and sales plans and financial plan (financials and proformas are attached separately). Standard business plan templates can be found on the web.  Alberta Innovates accepts that the complexity of the business plan will be in line with the stage of development of the Innovation. | | | |

Representative Information

applicant representative

**Note:** This information will be Pre-populated from information provided at time of registration in Online Portal.

The Applicant Representative is the individual who is authorized to submit this Application on behalf of the Applicant, confirming that the organization is fully committed to the success of the Project. Alberta Innovates will only communicate with the Applicant Representative. Accordingly, any change of the Applicant Representative should be to an individual who has the authority and permission to see the Application and any attachments. If the individual listed below is not the Applicant Representative as described above, you will need to register a new account with the individual intended to be the Applicant Representative.

* Name:
* Title:
* Designations:
* Email:
* Work Phone:
* Department/Faculty:
* Address:
* City:
* Province / State:
* Country:
* Postal Code / Zip Code:

If any of the above information is incorrect, please make corrections here:

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| Click or tap here to enter text. |

co-applicant representative

**Note:** you will be asked to enter similar demographic information for the Co-Applicant Representative

Non-Confidential Summary

**Project Title:**

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| Click or tap here to enter text. |

**Project Summary**

This is a brief, non-confidential summary of the opportunity, the activities to be performed during the term of a possible investment and the anticipated outcomes. Do not include information which may be considered confidential as this summary may be published by Alberta Innovates. Confidential information can be provided in the remaining sections of the Application. ***(limit 300 words)****:*

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| Click or tap here to enter text. |

Innovation Opportunity

In this section describe the proposed Innovation related to this Application.

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| **Problem/Challenge to be Addressed:**  Explain and quantify the problem that this Innovation aims to address ***(limit 600 words)***:  Explain the seriousness of the problem from a customer/end user perspective. Describe any current actions/initiatives currently addressing the problem.  Click or tap here to enter text. | | | |
| **Description of the Innovation**  Provide a detailed description of the Innovation and how it may resolve the problem stated above ***(limit 2,500 words)***:  Include results from literature reviews, previous studies and previous use of the Innovation to support its viability as a solution, along with a description of its current status. Provide an explanation of the novelty or uniqueness of the Innovation, what it does, and where it could be applied. If applicable, include any images to help support your discussion of the Innovation Opportunity. These images can be attached in the Attachments section  Click or tap here to enter text. | | | |
| Identify the Technology Readiness Level (TRL) of the Innovation:  For a description of TRL levels, [click here](https://albertainnovates.smartsimple.ca/files/646815/f125423/Technology-Readiness-Levels.pdf).  Current State**:** *Dropdown Menu in Online Form (1-9)*  At Project Completion**:** *Dropdown Menu in Online Form (1-9)* | | | |
| **Intellectual Property**  Intellectual property (IP) types in this section include patents, trademarks, trade secrets, copyright and data.  In the Existing Intellectual Property table below, describe the existing intellectual property relating to  this Innovation: | | | |
| **Identify specific intellectual property relating to this Innovation (add rows as needed):** | | | |
| **IP Type** | **Number** | **Legal Owner (may not be the same as the inventor)** | **Title/Description** |
|  |  |  |  |
| Describe the Applicant’s use rights if the Applicant is not the owner of the existing IP ***(limit 150 words)***:  Click or tap here to enter text. | | | |
| Describe any IP that may compromise the Applicant’s freedom to operate, or why other IP is not an issue ***(limit 150 words)***:  Click or tap here to enter text. | | | |
| Describe the strategy for management and protection of the new IP expected to be generated from the Project ***(limit 150 words)***:  Click or tap here to enter text. | | | |

Market Opportunity

For the following questions, be sure provide supporting assumptions and/or calculations to qualify and quantify the information provided.

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| **Application Question** | **Special Guidance for AICE-Market Access** |
| Describe the target market (e.g., customer type, geographic regions, etc.) for the Innovation, including possible secondary market opportunities ***(limit 800 words)***:  The market should be measurable, reachable and sufficiently large but focused. Quantify the scope and scale of the market you are targeting; indicate the portion of the market that you can realistically compete in.  Click or tap here to enter text. | Be sure to differentiate between total addressable market, serviceable available market, and serviceable obtainable markets. |
| Describe, compare, and contrast your closest direct and indirect competitors (e.g., technology, business, etc.) and provide a competitive analysis: ***(limit 1500 words)***:  *Consider comparing your Innovation and/or business with your competitors. If appropriate, attach a competitive analysis table. This table can be uploaded at the end of the Application.*  Click or tap here to enter text. | No AICE-specific guidance at this time. |
| Describe the Innovation’s value proposition ***(limit 500 words)***:  Consider the value proposition for the paying customer, early adopters and other end-users. (E.g. saves time; better quality; easier to use; more convenient; minimizes risk; reduces pain; highly credible; socially responsible; saves money; etc).  Click or tap here to enter text. | Be sure to provide value propositions from the perspective of all individuals relevant to adoption, which may include patients, clinicians, payers, purchasers, and investors. |
| Describe how you have validated interest to pay for and/or adopt the Innovation by potential customers/end-users ***(limit 500 words)***:  Click or tap here to enter text. | The best evidence is paying customers. Other potential validation methods could include interviews, surveys, and obtaining strong letters of intent to purchase. Analysis of the value chain with identification of price-taking opportunities will also support in answering this question. |

Proposed Commercialization Pathway

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| Describe the pathway needed to advance the Innovation opportunity to achieve market readiness and/or adoption, including the estimated timeframe and what research and/or development remains to be completed ***(limit 600 words)***:  Describe the roadmap to commercialization including the technical, clinical, business, financial, and regulatory paths needed to bring the innovation to market.  Click or tap here to enter text. |
| Describe the major business, financial and technical risks that could arise along the commercialization pathway and what, if anything, can be done to mitigate the risks ***(limit 800 words)***:  This includes barriers to commercialization or adoption. Consider any legal, regulatory, development, market, and/or business model risks.  Click or tap here to enter text. |
| Describe the resources needed to achieve the pathway and discuss why they are critical ***(limit 300 words***:  Consider the skillsets or operating capabilities (e.g., physical, intellectual and human inputs; infrastructure; equipment; information technology; etc.) currently possessed within your organization, and those that are currently missing but are needed to make the Innovation a success.  Click or tap here to enter text. |
| **Regulatory Readiness** – with regards to Health Canada, FDA or equivalent, the innovation:  ☐ has secured all necessary regulatory approvals to sell the innovation on the market\*  ☐ has secured an ITA, IND, or equivalent\*  ☐ is not classified as a medical device, pharmaceutical or natural health product\*  ☐ other\*  \*Please explain your selection, including any determinations regarding regulatory classification, the innovation’s intended use statement, and justification for such classification (limit 300 words).  Click or tap here to enter text.  If applicable, please append evidence supporting the Innovation’s regulatory status. This could include correspondence with regulatory agencies or regulatory consultants. |

Project Overview

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| **Application Question** | **Special Guidance for AICE-Market Access** |
| Provide an overview of the Project, including the main objectives, deliverables and anticipated outcomes ***(limit 2,800 words).*** The Project is the scope of work presented in this Application, to be delivered by the Applicant. Include a detailed description of the methodology, references (if applicable), timelines, and location of the work, if it will not be at the Applicants’ premises.  Click or tap here to enter text. | *What metrics have been identified by decision makers as critical in assessing the innovation. This could include regulatory, investment, clinical, operations, purchasing and/or reimbursement decision makers. Demonstrate at least one clear hypothesis that will be tested during the Project to accelerate market adoption. Objectives and deliverables should address key metrics required by decision makers and be closely aligned with the Commercialization Pathway characterized earlier.* |
| Describe how the project fits within the Applicant’s business strategy ***(200 words)***:  Click or tap here to enter text. | What specific hurdles will this Project enable you to overcome? Without this AICE Project, how would your business be impacted? |
| Provide a detailed description of the methodology, references if applicable, and timelines ***(limit 2000 words)***:  Click or tap here to enter text. | *It may be important to include a sample size calculation based on expected effect sizes, description of experimental design or guidelines, inclusion and exclusion criteria for subjects, and protocol for collecting data.* |
| **Project Summary Table:**  Complete this in the Online Portal.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Project Summary** | | | | | | | | **Proposed Project Start Date** | **Proposed Project Completion Date** | **Project Term** (in months) | **Funding Requested From Alberta Innovates** | **Contribution From Applicant** (cash and in-kind) | **Contribution From Other Sources** (cash and in-kind) | **Total Project Costs** (cash in-kind) | | *Calendar* | *Calendar* |  |  |  |  |  | |  |  | **% Total Project Costs** | % auto-calculated | % auto-calculated | % auto-calculated |  | | |

Project Workplan, Budget and Team

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| **Workbook**  *(Attach at End of Application in Online Portal)*  Please [click here](https://albertainnovates.smartsimple.ca/files/646815/f125423/AI_Application_-_Part_C_-_Work_Plan__Budget_and_Team_Workbook.xlsx) to download theWorkbook(Microsoft Excel)**.** Complete the following tabs of the spreadsheet and attach it in the Attachments section of the Application.:   * **Work Plan:** provide specific milestones and associated tasks, deliverables, timelines and costs to complete the proposed Project. * **Budget Forecast:** provide a detailed budget forecast for the proposed Project. * **Revenue Forecast:** identify any Project partners and if their contributions (cash and in-kind) to the Project have been confirmed. |
| Provide an explanation/justification of the project budget expenditures ***(Limit 600 words)***:  *Provide clear justification for each budget line. Provide details on how in-kind contributions are calculated.*  Click or tap here to enter text. |
| **Team**  In the Team table below, identify the key members of the Project team including their respective role(s), relevant experience/expertise (including technical capabilities, qualifications, etc.), responsibilities and projected time commitment to the Project.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Team Member** | **Organization** | **Title** | **Relevant Experience / Expertise** | **Project Role & Responsibility** | **Project Time Commitment (%)** | |  |  |  |  |  |  | |
| Identify the facilities/infrastructure, equipment, and other resources that will be utilized to complete  the Project. Discuss how the resources will contribute to the Project success, and highlight any unique  features: ***(Limit 600 words)***:  Click or tap here to enter text. |
| Describe the governance structures that will be used to manage the Project, including decision-making  processes, communication channels and project oversight. Discuss how these structures will ensure  the Project objectives and deliverables are achieved in a successful and timely manner ***(Limit 300 words):***  *If appropriate, include a governance structure image in the Support Documents field of the Attachments*  *section.*  Click or tap here to enter text. |
| Describe how the Project partners are supporting this project: ***(Limit 300 words):***  *Consider the partner(s) who are supporting the project through activities such as co-funding, co-leading,*  *advising, hosting a pilot on-site, contributing labor/materials/expenses, etc.*  Click or tap here to enter text. |

Project Risk Analysis and Mitigation

In the Risk Analysis table below, identify the key Project risks that have the potential to adversely

affect the Project achievability:

These are Project risks, not commercialization risks described earlier.

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| **Key Project Risks\*** | **Describe the Risk** | **Probability\*\***  **(H-M-L)** | **Impact\*\***  **(H-M-L)** | **Mitigation Strategy** |
| *Dropdown Menu (e.g. technical, project plan and timelines, budget and cost uncertainties, etc.)* |  |  |  |  |

\*\*Rate the probability and impact of the risk using the scale (probability of occurrence over the project term):

* **Probability:** High (H) (>80%), Medium (M) (30-80%) or Low (L) (0-29%).
* **Impact:** High (H) (Project will not meet desired objectives), Medium (M) (Project outcomes would require modification or reduced scope) or Low (L) (All endpoints would still be met, with minor adjustments to methodology)

Impacts

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| **Economic Impacts:** Describe the direct and indirect economic impacts to Alberta as a result of this Project and those reasonably expected from successful commercial deployment of the Innovation ***(limit 300 words)***:  Consider areas such as jobs (i.e., new jobs, retraining, development of highly skilled qualified personnel, etc.), sales, improved efficiencies, development of new commercial opportunities, new industrial infrastructure or new economic sectors, attraction of new investment, and increased exports.  Click or tap here to enter text. |
| **Estimate the number of full-time equivalent jobs created within Alberta:**   * During the term of the Project: Click or tap here to enter text. * Five years after the completion of the Project: Click or tap here to enter text. * Reasonably expected five years after commercial deployment: Click or tap here to enter text. |
| **Health Impacts:** Identify how this Opportunity and its outcomes will impact the health and well-being of Albertans. Information provided should be specific, quantitative, and attached to expected timelines and projections: *(limit 300 words)*:  This should include specific identification of the population and/or the clinical setting(s) that will be impacted. From the operational perspective, this could include improved efficiencies, economics or occupational health and safety factors. For populations, outcomes could include improvement in quality adjusted life years or any other metrics relating to the health concern being addressed.  Click or tap here to enter text. |

Recommended Reviewers

List up to three external reviewers for consideration by Alberta Innovates who are not any of the following: a person that you closely collaborated with in the last three years, currently employed at the same institution, a close friend, relative, mentor or mentee. Alberta Innovates may contact reviewers not suggested by the Applicant. Please provide the names of any people you do not wish us to contact.

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| --- | --- | --- | --- | --- | --- | --- |
| **Reviewer Name** | **Current Affiliation** | **Email** | **Phone Number** | **Education Background** | **Work Background** | **Relevant Area(s) of Expertise** |
|  |  |  |  |  |  |  |

Attachments

Please Note: the only files that can be uploaded are of the PDF file format. Please convert your files to PDF before uploading.

**Supporting Documents Referenced in the Application**

Documents referenced in the Application can be uploaded in the Attachments section of the Online Portal.