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| IM APPLICATION CHECKLIST |
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| **General Information** |
| * Make sure to use the most recent copy of the application located on the portal.
 |
| * Total IM Project Cost – both Springboard IM Cash Contribution and Matching Cash Contribution – use “Total IM Project Cost” box on the application when calculating share contributions.
 |
| * Signature of IEP/Researcher.
 |
| * Make sure all “tick boxes” are marked correctly.
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| * Include all budget details – including quotes for services contracted attached.
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| * The application form should be mainly filled out by the IEP, showing clearly recognizable contribution/input/assessment and not just be applied for by faculty.
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| **What the Committee will be looking for: Tips to help with application approval** |
| **Industry Engagement** |
| * For an event, the application needs a good mix of industry and academia and the event supports collaboration, formation of new ventures and/or research relationships or advancement of existing research relationships (ie: not an academic or student-only event).
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| * For industry meetings and travel to events outside the region, listing the meetings (the actual companies targeted and booked), goals and expected outcomes is expected.
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| * Identify those travelling – IEP should be the lead, however it could be a consultant; if the travel is led by a faulty member without the IEP, the application needs to prove there is sufficient experience for the faculty to engage properly, conducting project scoping and budgeting, and the application must be supported by the IEP.
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| * For a travel to events the funding needs to be applied for prior to the event taking place.
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| * IE applications for member hosted or sponsored events need to be submitted two months in advance of anticipated event date.
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| * Applications will require more detailed and anticipated tangible outcomes stated.
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| * IE applications are capped to a total length of 6 pages. Relevant information, like lengthy agendas, budgets, quotes can be supplied as an appendix.
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| * IE applications need to provide a detailed budget justification if the space in the table is not sufficient:
	+ Food costs for total event costs above $2,000 need to be broken out or a detailed quote needs to be submitted with the application.
	+ Promotional material costs and other event costs need to be itemized in the justification.
	+ Other or Miscellaneous costs need to be itemized in the justification.
	+ Names of the travellers and their itemized travel costs need to be listed in the budget table and any extra relevant information needs to be added in the justification.
	+ General consideration – more budget information and quotes are appreciated.
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| **PoC/PnL/MV Applications - Include** |
| **1. Potential for Commercial Development** |
| * Creation of commercially viable IP – Explain what is seen as the commercial opportunity.
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| * Potential for licensing, spin off or creation of industry R&D partnership.
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| * Identification and evaluation of potential markets and market applications – Give as much detail as possible including market size and potentially relevant segments.
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| * Identification of competition and explanation of the value/benefit of this new technology.
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| * Anticipated benefits for Atlantic Canada or improved quality of life.
 |
| * Have a commercialization plan
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| * Potential to leverage additional funding sources (IRAP, NSERC, etc) to fund continued development.
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| **2. Intellectual Property** |
| * Can the IP be protected via patent/copyright/design/trademark , etc.?
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| * Are there IP filings or registrations or plans to do so?
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| * Is there an IP strategy? Where do you see this project going?
 |
| * Has the IP positioning been analysed appropriately for the stage of the project?
 |
| * Has the IP been assigned? **The IP must be assigned or in the process of being assigned to be eligible to apply.**
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| **3. Scientific/Technical Merit** |
| * Scientific/technical basis is sound for the expected commercial application
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| * Project objectives are clear and focused
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| * Project is feasible - technical complexity, technical risk
 |
| * Merit of project to reach a measurable outcome or milestone – state a rationale
 |
| * Realistic project goals
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| **4. Team Expertise, Project Management and Partners**  |
| * Appendix 2 in application is filled out
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| * Adequacy of personnel and material resources allocated
 |
| * Do the applicants have a background in the area of the proposed project?
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| * Are there arrangements to secure requisite experience for commercialization (if needed)?
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| * Is the research team experienced in the commercialization process? If not can the IEP provide the expertise?
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| * Are research or commercial partners identified?
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| * Does the project involve more than one institution?
 |
| **5. Budget** |
| * Make sure budget details are included and explained
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| * Quotes are necessary if contracting services, reasonable ranges of costs are acceptable for legal services.
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| **6. General – Length of Application** |
| * The answers need to adhere to the recommended page length stated with each question plus a maximum of 20% overage if required (the question/sub-question will not be counted towards the recommended length of the answer).
* Extra needed technical information can be included in Appendix 3;
* Researcher CV’s are not needed, but can be included in Appendix 3 if maximum allowable space is not exceeded; and
* References do not need to be included in the application.
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