

*The following is a template for the online application. This sample form is provided for reference only.*

## **FULL Proposal**

<b>1. Introduction</b>
<p>The <i>Alberta Bio Future Opportunities</i> sub-program is designed for those instances when a unique and/or exceptional opportunity (from research to product commercialization) would be missed if a project is not considered for funding in a timely fashion:</p> <p align="center">Please review the full guidelines for this program on the Alberta Innovates website at: <a href="http://bio.albertainnovates.ca/funding/abf/">http://bio.albertainnovates.ca/funding/abf/</a>.</p> <p><b>Notes about the online application process:</b></p> <ul style="list-style-type: none"> <li>• While completing the online form, please refer to the (help) in each section as it provides <b>important details</b> about the information requested.</li> <li>• Please review the "General Instructions for Applicants" for the Research Funding Online Application System: <a href="http://bio.albertainnovates.ca/funding/abf/">http://bio.albertainnovates.ca/funding/abf/</a></li> <li>• Keep your answers brief and within the character count (includes characters and spaces) in each section. It is your responsibility to keep answers within the number of characters for each section.</li> <li>• Proposals that exceed the character count restrictions will be TRUNCATED at the specified character limit.</li> </ul>
<b>2. Project Overview</b>
<p><b>Project Title</b></p> <ul style="list-style-type: none"> <li>• Provide a clear, descriptive title for the proposed project.</li> <li>• The project title <b>MUST</b> remain the same as on the Letter of Intent (LOI) submission.</li> </ul> <p align="center">Max. 150 characters, including spaces.</p>
<p><b>Non-Confidential Summary</b></p> <ul style="list-style-type: none"> <li>• Provide a non-confidential summary of the project, written in layperson’s language. If the proposal is successful, this summary may be used for public distribution, such as a media release.</li> </ul> <p align="center">Max. 500 characters, including spaces.</p>
<p><b>Keywords</b></p> <ul style="list-style-type: none"> <li>• Identify several keywords that describe the content of the work. For example, the keywords for a straw biomass analysis may include: straw, biomass, characterization, cellulose, lignin, etc.</li> </ul> <p align="center">Max. 500 characters, including spaces.</p>
<p><b>Project Leader or Principal Investigator</b></p> <ul style="list-style-type: none"> <li>• This information must remain the same as in the Letter of Intent.</li> </ul>
<p><b>Project Duration</b></p>

<ul style="list-style-type: none"> <li>• Indicate the estimated total project duration, in years.</li> </ul>
<p><b>Project Start Date</b></p> <ul style="list-style-type: none"> <li>• Indicate a reasonable start date that would allow for the development of an agreement between the organizations.</li> </ul>
<p><b>Project Completion Date</b></p> <ul style="list-style-type: none"> <li>• The project must be completed by <b>December 31, 2020</b>.</li> <li>• Includes the submission of final reports, including financials.</li> </ul>
<p><b>Project Type</b></p> <ul style="list-style-type: none"> <li>• Please indicate if or how your project fits into a proposed "Program" or series of projects within the organization.</li> <li>• If available, please list the Project Title, Team Leader and Project ID Number.</li> </ul> <p align="center">Max. 1500 characters, including spaces.</p>
<b>3. Project Details</b>
<p><b>Background</b></p> <ul style="list-style-type: none"> <li>• Describe the project background and include related research, development, pilot and scale-up work that has been completed.</li> <li>• Describe the scientific advancement or commercial opportunity for the technology or product.</li> <li>• <b>**NOTE**</b> A Literature Cited section is located at <b>3.10</b> of the proposal.</li> </ul> <p align="center">Max. 3200 characters, including spaces.</p>
<p><b>Objectives, milestones and deliverables</b></p> <ul style="list-style-type: none"> <li>• This information has been loaded directly from the LOI, edit as required, while staying within the character count.</li> <li>• Clearly describe the project objectives.</li> <li>• Provide the project milestones, with specific and measurable information, complete with a timeline.</li> <li>• Clearly describe the project deliverables.</li> </ul> <p align="center">Max. 3200 characters, including spaces.</p>
<p><b>How does this project add specific knowledge to the area of research and innovation?</b></p> <ul style="list-style-type: none"> <li>• Describe specific knowledge that will be developed that will help to advance research, development or commercialization for the technology, the product, etc.</li> </ul> <p align="center">Max. 1500 characters, including spaces.</p>
<p><b>What is novel, innovative or unique about this project?</b></p> <ul style="list-style-type: none"> <li>• Describe the novel, innovative or unique aspects of the project.</li> <li>• How is this project different than other work that may have been completed previously in this field?</li> </ul> <p align="center">Max. 1500 characters, including spaces.</p>

**Project Design, Methodology, Challenges and Risks**

- Describe the project design, methods and activities (i.e. project workplan).
- Describe the challenges or risks (i.e. environmental impacts, availability of feedstock, qualified personnel, financing, marketing, energy, water, infrastructure availability, etc.) that may affect the successful completion of the project.
- Describe how the challenges or risks will be mitigated.
- Cite relevant literature where appropriate. There is a Literature Cited section at **3.10** of the proposal.

Max. 9600 characters, including spaces.

**Project Description**

- This information has been loaded directly from the LOI, edit as required, while staying within the character count.
- The only additional information required is an explanation of any changes or additions from the LOI to the Full Proposal.

Max. 3200 characters, including spaces.

**Benefit of the Project**

- Provide a brief description of the benefits that will result from this work, for advancing research, for the company, and for industry in Alberta.
- Describe the economic, social, environmental and technical benefits of the projects.
- Describe how this project may address a key issue or problem faced by Alberta or industry.

Max. 3200 characters, including spaces.

**Knowledge/Technology Transfer Plan/Commercialization**

- Describe the strategies, plans and timelines for knowledge dissemination, technology transfer and/or commercializing the research, product or technology.

Max. 3200 characters, including spaces.

**Team**

- Describe the management, technical capacity and/or research skills and capacity of the project team to successfully implement the project, including resources and infrastructure.
- Describe the project team (relevant expertise, how it will function, leadership, collaboration).
- Describe why this team will be able to achieve the proposal's stated objectives and deliverables.
- In **Section 5**, Team Data, the team member names and organizations are added to the proposal.
- Instead of filling out the three sections in the online form for each of the team members, their data can be provided in a short resume or CV (one to three pages, 9600 characters max.), attached in **Section 6**, Document Attachments. Either method is acceptable.

Max. 3200 characters, including spaces.

**Ability to Complete**

- Describe the strategy for management and protection of intellectual property (IP) including new IP developed during the project.
- If the project uses pre-existing IP, please indicate the licensing or other arrangements that provide freedom to operate.
- **\*\*NOTE\*\*** A full disclosure regarding Freedom to Operate will be required.

Max. 3200 characters, including spaces.

**Screening**

- Check the appropriate boxes.
- If additional screening is required, and is not listed, please check the other box.

**Literature Cited**

- Provide complete references for all literature cited throughout the proposal.

Max. 3200 characters, including spaces.

**4. Budget**

**LOI Budget Totals are an important part of the approved LOI. The full application should not exceed this by more than 10% without prior authorization.**

**Yearly Budget**

- CDL\* – Communication, Dissemination, Linkages.
- Other\*\* – May include the following:
  - Services – incremental administrative expenses that are directly required to achieve project outcomes are eligible.
  - Overhead is not an eligible expense.
- Applicants are expected to contribute an appropriate portion of the total project costs commensurate with the development stage, partners, etc. of the project (i.e. cash and auditable in-kind).
- Government cash and in-kind may include funds from institutions (colleges, universities, research institutions, other public sources).
- Industry cash and in-kind will include company funds and may include funds from other private sources (companies, investors, private foundations and others).
- When you have finished entering your budget information, please ensure you click the “Calculate and Save Totals” link below the data entry areas to save your information.

**LOI Budget Totals are an important part of the approved LOI. The full application should not exceed this by more than 10% without prior authorization.**

**Yearly Budget by Source**

- Clearly indicate contributors to the project by name for both cash and in-kind.
- Applicants must contribute an **appropriate amount** to the project costs (i.e. cash and auditable in-kind).

- Government cash and in-kind may include funds from institutions (government, colleges, universities, research institutions, other public sources).
- Industry cash and in-kind may include funds from private sources (companies, investors, private foundations and others).

**Budget Commentary**

- This information has been loaded directly from the LOI, edit as required, while staying within the character count.
- Describe the project costs for personnel, travel, capital assets, materials and supplies, CDL (communication, dissemination and linkages) and other, etc.
- Requests for capital equipment require an explanation of the specific needs for the equipment for the project.
- Describe the applicant contribution to the project, cash and in-kind, i.e. personnel, travel, materials and supplies, etc.
- Describe the industry (companies, investors, private foundations, etc.) and government (universities, colleges, research institutions, other public institutions) financial support secured or anticipated.
- Overhead is not an eligible expense.

Max. 3200 characters, including spaces.

**5. Team Data**

**Team Data**

- Please provide names and all contact information within the online application for all team members.

Include expertise/experience information directly related to the proposal

- Degrees/Certificates/Diplomas, the institution received from, including year received
- And/or details of work experience.
- Max 3200 characters including spaces

Publications and Patents

- # of refereed papers, relevant patents obtained, conference proceedings, other relevant publications from the last five years
- Max 3200 characters including spaces

Other evidence of work experience and productivity related to this proposals

- Work experience, skills and productivity;
- Administrative, management, leadership roles, grants held, and awards received, etc.
- Max 3200 characters including spaces

- Instead of filling out the three sections in the online form for each of the team members, their data can be provided in a short resume or CV (one to three pages, **9600 characters max.**), attached in Section 6, Document Attachments. Either method is acceptable.

**Team Members**

- List other team members involved in this project and the organizations they represent.
- Instead of filling out the three sections in the online form for each of the team members, their data can be provided in a short resume or CV (one to three pages, **9600 characters max.**), attached in Section 6, Document Attachments. Either method is acceptable.

#### 6. Document Attachments

- All files should be clearly named before being attached. For example, with the project number in the name, eg. EXA0106\_Bob\_CV.
- Team members' data can be included as a short resume or CV (one to three pages, **9600 characters max.**), attached in this section.
- You may attach letters of support or other important documents directly related to this project.

#### 7. Review and Submit

- Review your proposal carefully before submitting.
- You will receive a confirmation email from [rfoas@gov.ab.ca](mailto:rfoas@gov.ab.ca) upon submission of your proposal.
- If you do not receive the confirmation email within one day, please contact AI Bio:
  - Christine Murray, [christine.murray@albertainnovates.ca](mailto:christine.murray@albertainnovates.ca) 403-382-7188
  - Fulton Smyl, [fulton.smyl@albertainnovates.ca](mailto:fulton.smyl@albertainnovates.ca) 780-450-5332