

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

Letter of Intent (LOI)

1. Overview

The *Alberta Bio Future Opportunities* 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:

- The project must take advantage of an exceptional and time-sensitive opportunity and partnership that justifies support outside of a specific call for proposals.
- The projects may have already been reviewed, in whole or in part, by another agency.
- The project may have the approval and financial support from other relevant agencies for the funding of the opportunity and require additional external funding.
- Alberta Innovates may be the first funder for the project proponents to build a larger funding pool for the project.
- Projects must be completed by **Dec. 31, 2020**
- Funding for individual proposals, where approved, will be established at a level appropriate for the project
- Two step process - Letter of Intent and Full Proposal

Please review the full guidelines for this program on the Alberta Innovates website at:

<http://bio.albertainnovates.ca/funding/abf/>.

Notes about the online application process:

- While completing the online form, please refer to the (help) in each section as it provides **important details** about the information requested.
- Please review the "General Instructions for Applicants" for the Research Funding Online Application System: <http://bio.albertainnovates.ca/funding/abf/>
- 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.
- Proposals that exceed the character count restrictions will be TRUNCATED at the specified character limit.

Project Lead

- Include expertise/experience information directly related to the subject area of this proposal:
 - 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

<ul style="list-style-type: none"> • Other evidence of work experience and productivity related to this proposal <ul style="list-style-type: none"> ○ Work experience, skills and productivity; ○ Administrative, management, leadership roles, grants held, and awards received, etc. <p style="text-align: center;">Max 3200 characters, including spaces</p>
<p>Project Team members - List others involved in the project delivery (i.e. other staff members, researchers, consultants, etc. and the organizations they represent).</p>
<p>2. Project Details</p>
<p>Project Title</p> <ul style="list-style-type: none"> • Provide a clear, descriptive title for the proposed project. • NOTE - The project title MUST remain the same on the Letter of Intent and the Full Proposal (if a full proposal is requested) <p style="text-align: center;">Max 150 characters, including spaces</p>
<p>Objectives, deliverable and background - clearly describe:</p> <ul style="list-style-type: none"> • The background of the project; • The objectives of the project; • The deliverables from the project, including: <ul style="list-style-type: none"> ○ new processes/technologies developed, ○ new processes/technologies commercialized, ○ patents, journal articles, and information that will advance the bioindustrial sector, etc. <p style="text-align: center;">Max 3200 characters, including spaces</p>
<p>Project Description</p> <ul style="list-style-type: none"> • Briefly describe the proposed work, activities and methodology; • Include major steps and timelines; • Describe where and when the project will be undertaken. <p style="text-align: center;">Max 1500 characters, including spaces</p>
<p>Benefits of the Project - provide a brief description of the benefits that will result from this work, such as:</p> <ul style="list-style-type: none"> • Development of a new and innovative conversion process. • Development of a new product. • Economic, environmental and social benefits to Alberta. • How the project delivers a competitive solution, or a jurisdictional advantage. • Benefit of the project to advancing research, a company or to the Alberta industry. <p style="text-align: center;">Max 1500 characters, including spaces</p>
<p>Project Start Date</p> <ul style="list-style-type: none"> • Include a realistic anticipated project start date if project receives support from this sub-program.
<p>Project End Date</p> <ul style="list-style-type: none"> • The project must be completed by December 31, 2020. • Includes the submission of final reports, including financial.

Funding Request (the ask)

- Provide a reasonable estimate of all the anticipated costs over the life of the project.
- Identify all other funding sources and contributions (i.e. applied for and/or received, cash or in-kind).
- 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).
- Overhead is not an eligible expense.
- Government cash and in-kind may include the institutional in-kind (colleges, universities, research institutions, other public sources).
- Industry cash and in-kind may include funds from the company and may also include funds from private sources (companies, investors, private foundations and others).

Budget Commentary (the project fiscal plan) - provide a brief description:

- Of the applicant’s contribution to the project, cash and auditable in-kind, (if applicable);
- Of the project costs (i.e. personnel, travel, materials and supplies, capital equipment, communication, dissemination and linkages etc.);
- Describe the government and industry financial support secured or anticipated:
 - Government cash and in-kind may include the institutional in-kind (colleges, universities, research institutions, other public sources);
 - Industry cash and in-kind will include funds from the company and may also include funds from private sources (companies, investors, private foundations and others).

Max 3200 characters, including spaces.

3. Suggested reviewers

Please provide list of potential, unrelated, technical reviewers that may be contacted to discuss the merits of the project. They must:

- Have relevant experience and background;
- Not be connected to the project;
- Have not worked with you or your team members within the last two years; and
- Are not related to you or your team members.

4. Review and Submit

- Ensure that you review the letter of intent carefully before submitting.
- You will receive a confirmation email from **rfoas@gov.ab.ca** upon submission.
- If you do not receive the confirmation email within one day, please contact Alberta Innovates:
 - Christine Murray, christine.murray@albertainnovates.ca 403-382-7188
 - Fulton Smyl, fulton.smyl@albertainnovates.ca 780-450-5332