

**Program Guidelines for
Alberta Bio Future**

**Strategic Priority Area:
Opportunities Sub-Program**

November 21, 2017

1.0 Purpose and Objectives

1.1 Purpose

Alberta Innovates, Bio Sector, (AI), has made significant investments with the goal of accelerating growth in the bioindustrial sector, in alignment with provincial priorities.

AI is building upon earlier provincial initiatives in the bioeconomy with **Alberta Bio Future (ABF) and its sub-programs**. This document outlines guidelines for the **Alberta Bio Future (ABF) Opportunities** sub-program, launched in November 2017.

Earlier provincial initiatives included: [Recommendations to Build Alberta's Bioeconomy \(BioE Initiative\)](#) (2013), [Alberta Forest Products Roadmap](#) (2011) and [Getting Value from Every Fibre \(Fibre Roadmap\)](#) (2007).

The Fibre Roadmap led to almost \$27 million in grant investments directed at new bioindustrial product development, conversion technologies and market readiness, feedstock development and primary processing. These grants succeeded in:

- Fostering collaborative research and development projects.
- Creating, commercializing or licensing new bioindustrial products and bioindustrial technologies.
- Creating companies and new jobs.
- Encouraging investment by industry.

Alberta Innovates, Bio Sector, and the Ministry of Economic Development and Trade jointly created the Alberta Bio Future program to build upon these earlier successes and take advantage of emerging opportunities. The ABF program will end in December 2020.

The Alberta Bio Future program has been designed to encourage and support collaborations and partnerships between industry, academia, research organizations and government, which focus on new and improved bioindustrial products and bioindustrial technologies.

In line with Government of Alberta and Alberta Innovates priorities, Alberta Bio Future and its sub-programs aim to increase the value derived from Alberta's abundant, renewable biomass resource, and to expand a competitive, sustainable and profitable bioindustrial sector (materials, chemicals and energy) through an integrated program with a strong industry focus. In addition to supporting the forest and agriculture sectors, the program represents a potentially significant opportunity to diversify the provincial economy.

This **ABF Opportunities** sub-program has a continuous intake process. It is designed for those instances when a unique and or exceptional opportunity (from research to product commercialization) would be missed if a project if not considered for funding in a timely fashion.

- The project must take advantage of an exceptional, time-sensitive opportunity and partnership that justify having the project considered.
- The projects may have already been reviewed, in whole or in part, by another agency.

- The project may have approval and financial support from other relevant agencies and require additional external funding.
- The ABF Opportunities sub-program 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 approved proposals will be established at a level appropriate for the project. Applicants are expected to contribute an appropriate portion of the total project costs, as per guiding principles and Section 3.2 in this document.
- There is a two-step, online application process - Letter of Intent and Full Proposal.

1.2 Objectives:

- Enhance the value of Alberta's renewable and sustainable biomass resources by generating discoveries and innovations that translate into new and/or improved competitive products and technologies for the Canadian and international marketplace.
- Attract greater investment in bioindustrial products and bioindustrial technology development and commercialization.
- Enhance Alberta's reputation as a bioindustrial innovation hub.
- Leverage existing funding and support.

Long-Term Outcome:

- Growth in revenue and jobs generated from Alberta-based companies producing new or enhanced biomaterials/bioproducts.
- Growth in international investment in Alberta-based companies producing new or enhanced biomaterials/bioproducts.

Nearer-Term Outcomes:

- Accelerate development and commercialization of new and improved bioindustrial products and bioindustrial technologies by research organizations and industry.
- Increase co-ordination and integration of organizations working to enhance bioindustrial products in Alberta.
- Increase ability of Alberta companies to access appropriate equipment, infrastructure and knowledge in Alberta to advance their bioindustrial innovations.

1.3 Guiding Principles

- **Value:** Projects must bring demonstrated value to Alberta and Albertans.
- **Rigour and Excellence:** Projects will be subject to rigorous evaluation.
- **Due Diligence:** Alberta Innovates will only invest in high-quality projects supported by a good business case.
- **Co-Funding:** Applicants are expected to contribute an appropriate portion of the total project costs commensurate with the development stage, partners, etc., of the project.
- **Collaboration:** Applicants must identify and pursue opportunities for collaboration

amongst government, academic and/or private-sector organizations to ensure effective use of resources and to maximize use of highly qualified personnel and infrastructure.

- **Leveraging:** Applicants should identify and pursue opportunities to maximize project financing through leveraging.
- **Multi-Sector Participation:** Alberta Innovates encourages cross-sector participation in the development of innovations. For example, projects involving agriculture, forestry, the oil and gas sectors, as well as downstream users of products, are encouraged.
- **Alignment:** Projects must be aligned with Government of Alberta priorities and the Alberta Innovates Business Plan (<http://albertainnovates.ca/publications/>).

1.4 Eligibility

Projects must:

- **Be completed by December 31, 2020.**
- Be submitted by:
 - Researchers based in Alberta, and researchers elsewhere conducting projects with a benefit to Alberta, or
 - Operating companies or industry groups based in Alberta.
- Have the project work carried out primarily in Alberta.
- Have a direct application to the bioindustrial sector. (**Note:** Bioindustrial products exclude food, feed or pharma products in this sub-program.)
- Develop bioindustrial products and bioindustrial technologies that use renewable, sustainable biomass, with a focus on agriculture and forestry biomass, produced or available in Alberta.
- Focus on developments leading to a competitive advantage for Alberta companies or other direct benefit to Alberta.
- Engage a project team with demonstrated competence, experience and the organizational capacity to successfully complete the project.

2.0 Guidelines for Project Submission

2.1 Process and Deadlines

Proposals are invited from eligible applicants wishing to participate in the **ABF Opportunities** sub-program. Each proposal must be submitted through the [online application system](https://www.fundingconsortium.gov.ab.ca/aibio/Account) (<https://www.fundingconsortium.gov.ab.ca/aibio/Account>).

The **ABF Opportunities** sub-program has a continuous intake process.

Proposals will be reviewed and assessed by the Alberta Innovates Selection Committee (which may include external reviewers) for alignment with sub-program purpose and objectives and the evaluation criteria identified in Section 4.0.

AI may request additional documents from the applicant to evaluate the project, such as a

business plan, operational plan, proposals submitted to other agencies, etc.

All applicants who submit a proposal will be notified of the decision to fund or not to fund their proposal.

2.2 Submission of Proposal

- **Application:** The proposal form can be found in the AI [online application system](#), under **Alberta Bio Future (ABF) Opportunities**.
- AI will maintain the confidentiality of the information submitted.

3.0 Project Information

3.1 Eligible Expenses

Category	Eligible Expenses
Personnel – Project Team	<ul style="list-style-type: none"> • Time for specific activities on the project, prorated at usual annual salary rates. • Time for specific activities for project team members may be acceptable as in-kind contribution.
Personnel – Consultants	<ul style="list-style-type: none"> • Outside consultants essential to the project.
Travel	<ul style="list-style-type: none"> • Travel to project sites. • Travel to give presentations to, or discuss project with stakeholders.
Equipment	<ul style="list-style-type: none"> • Costs for equipment or the use of equipment directly required for the project.
Supplies	<ul style="list-style-type: none"> • Cost of supplies directly required for the project.
Supplemental costs	<ul style="list-style-type: none"> • Supplemental costs required to deliver the project are eligible. Overhead costs are not eligible.

3.2 Funding Sources

Applicants are expected to contribute an appropriate portion of the total project costs commensurate with the development stage, partners, etc., of the project. The applicant contribution may be in the form of cash or an auditable in-kind contribution.

AI will require written confirmation of other funding sources and contributions at the full proposal stage. The applicant must provide confirmation of receipt of partner contributions, including details of the contribution at the agreement stage.

3.3 Progress Reports and Financial Reporting

AI requires successful applicants to submit one progress report and one financial report, at

minimum, in **each 12-month period**, as per the schedule contained in the agreement. A final report and a final financial report will be required **within three months** of project completion.

3.4 Intellectual Property Principles

Intellectual property owned by the applicant must be managed by the applicant or the applicant’s organization. Applicants must ensure that they have sufficient right to intellectual property to be able to implement the project. Ownership of intellectual property arising from projects will be vested with the project applicant.

Information on biomass characterization developed in the project will be made publicly available to advance the bioindustrial sector.

3.5 Confidentiality

Alberta Innovates is committed to protecting the confidentiality of application details. External experts who act as reviewers must sign a confidentiality agreement.

As a provincial corporation, Alberta Innovates is subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. Personal information is collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy Act as it relates to and is necessary for the sub-program. Should you have any questions about the collection of this information, you may contact Ms. Joan Unger, AI, Director of Operations, at 780-450-5081.

4.0 Evaluation Criteria

Each proposal will be evaluated using the following mandatory administrative criteria. If it does not meet all the following criteria, no further evaluation will be conducted.

Mandatory Administrative Criteria	Yes	No
Proposal is complete as per the online template.		
Proposal is submitted by an eligible applicant.		
The project fits within the sub-program objectives as outlined in these guidelines.		
The project utilizes Alberta’s biomass as outlined in these guidelines.		

Proposals meeting all the mandatory criteria will then be evaluated in the following categories:

No.	Desired Criteria
1	Project Overview
2	Objectives, Milestone and Deliverables
3	Benefits
4	Budget
5	Project Team
	Total Score (Maximum 100)

Contacts:

To inquire about the **Alberta Bio Future Opportunities** sub-program, please contact:

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