



The following is a template for the online application. This sample form is provided for reference only. When you are ready to submit your proposal, the application must be completed and submitted in the Alberta Innovates Bio Solutions (AI Bio) online application system. The online application is available at: <https://www.fundingconsortium.gov.ab.ca/aibio/account>.

Letter of Intent

1. Overview

Alberta Innovates Bio Solutions “Accelerating Food Innovation in Alberta – 2015/2016 Applied Research and Product Development Program” (AFI 2015/16)

Please refer to the Program Guidelines document on the Alberta Innovates Bio Solutions website to ensure that your project is within the objectives of the program. The program guidelines can be found at <http://bio.albertainnovates.ca/funding/2015-16-food-innovation/>

To apply on line please go to www.fundingconsortium.gov.ab.ca/aibio/account

The “Accelerating Food Innovation in Alberta – 2015/2016 Applied Research and Product Development Program” was launched on June 24, 2015. Its purpose is to provide funding for applied research and product development in the area of food, with a focus on the development of value added ingredients, food products, and/or beverages that are derived from Alberta crop or livestock commodities. The objective of this program is to support both the Alberta research community and Alberta food, beverage, and ingredient producers and processors in their efforts of increasing revenues from value-added food production.

Applicants to the program must first submit a **Letter of Intent (LOI)** through the on-line system.

September 3, 2015, 2:00 p.m. MDT - Deadline for Submission of Letter of Intent. Late submissions will not be accepted.

Applicants who submit LOI's that are of interest to AI Bio will then be invited to submit a full proposal.

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/>
- Please keep your answers brief. A box at the bottom of each section counts the number of characters (includes characters and spaces) that have been entered. It is your responsibility to keep answers within the number of characters for each section.
- Proposals that exceed the character count will be arbitrarily TRUNCATED or REJECTED.

If you are experiencing any trouble with the on-line system or have questions regarding the program, please feel free to contact Elizabeth Muir at 780-415-9820 or at Elizabeth.muir@albertainnovates.ca

2. Principle Investigator:

Help Box: The Principle Investigator (P.I.) must be a qualified researcher within academic institutions and/or provincial or federal research centres. The research must have a strong Alberta connection, with preference given to those projects that are led by an Alberta based principle investigator.

The qualified researcher must have a company co-applicant. The company co-applicant must be a food company that is a legal entity registered in Alberta or Canada, with offices in Canada.

The company co-applicant must make a cash contribution of 25 per cent of the total value of the project and be willing and capable of commercializing the newly created product.

Title (Dr./Mr./Ms./Mrs.), First name, Last name, Organization, Department, Position, Address, City, Province/State, Postal Code, Country, Telephone, Fax, Email

Principle Investigator Information:

Provide CV information relevant to the proposal. Maximum 3200 characters

Help Box:

CV to include:

- Degrees Certificates/Diplomas and Institution Received from, including year received
- Publications and Patents
- Other evidence of work experience and productivity
- Work experience, skills and productivity relevant to this proposal.
- Administrative, management, leadership roles, grants held, awards received, etc.

Company Co-Applicant Information:

Company and current product line information. Maximum 2000 characters

Help Box:

- Provide information on the company including number of years in operation, size, number of employees, and approximate yearly revenue.
- What company names have they operated under?
- Where are the offices located in Alberta? Where is the company registered?
- What facilities and resources are available for use on this project?
- What are the products that are currently being produced and sold by the company?
- What markets do they sell to? Do they sell locally, nationally, internationally?
- How long have their products been in the market?

Company Representatives Working on the Project:

Describe Roles and Responsibilities. Maximum 2000 characters

Help Box:

- Who will be participating in the project from the participating company?
- Describe the roles for these individuals and areas of expertise.
- Do they have any prior experience in research and innovation or collaboration?

Project Team Members:

- List other people and organizations involved in the project. Add rows as needed.

Title, First name, Last name, Organization

3. Project Details

Project Title

- Provide a clear, descriptive title for the proposed project. Max. 150 characters including spaces.

Help box: The project title **MUST** remain the same on the Letter of Intent and the Full Proposal Application (unless requested by the funders) otherwise the funding application will be automatically rejected.

Objectives, deliverable and background

Clearly describe the project objectives, the expected deliverables for the project, the anticipated outcomes, and the relevant background information including literature references. Maximum 2 pages, 6400 characters, including spaces.

Help Box:

Clearly describe:

- The project objective(s)
- The expected deliverables for this project. (E.g. the project will deliver information on..., will result in a new product, patent, etc.)
- The anticipated outcomes. Provide your plans for a clear path to commercialization. How does the project deliver a competitive solution? What is your target market and the opportunity available?
- The relevant background information (references to literature, supporting information.)

Note: For an applied research project – background information should include references to literature. For Product Development projects provide background information that supports the project (market analysis, feasibility studies, business plans, etc.).

Project Description

Provide an overview of the proposed activities including major steps and timelines, and when and where they will take place, and ‘methodology’ (1500 characters or less, including spaces)

Help Box:

- Provide a **brief** overview of the proposed activities including major steps and timelines, and when and where they will take place, and ‘methodology’ – what methods or processes will you use to reach your deliverables?

Note: Those projects that are invited to submit a full proposal will be asked for a detailed description of the methodology.

Benefits of the Project

Describe the potential benefits (economic, social, and environmental) of the project. (1500 characters or less, including spaces)

Help Box:

- Describe the potential benefits of the project in developing Alberta’s agri-food industry.
- Quantity the potential economic contribution to Alberta’s economy.

- Describe the potential social or environmental benefits.

Project Start Date

Applicants will be notified of funding decisions by January 12, 2016. Projects should commence by March 1, 2016

Help Box: Click on the calendar icon above to open a calendar to select your desired year, month and day. Using the calendar, select the month using the arrow buttons or by clicking the month to display a list of available months.

The year can be selected by clicking the year in the calendar to display a list of available years.

Project End Date

The project must be completed within 2 years of the start date of the project.

Help Box: Click on the calendar icon above to open a calendar to select your desired year, month and day. Using the calendar, select the month using the arrow buttons or by clicking the month to display a list of available months.

The year can be selected by clicking the year in the calendar to display a list of available years.

Funding Request

See Program Guidelines and Help for guidance on eligible expenses, etc.

Help Box:

NOTE

- Maximum of **\$150,000** being allotted to any one project.
- Provide a reasonable estimate of the cost of the project, including all the anticipated costs over the life of the project.
- Identify all other funding sources and contributions.
- **The company co-applicant must make a contribution of 25 per cent of the total value of the project in cash.** The 25 per cent cash contribution must be for activities that are within scope of the program.
- Overhead is not an eligible expense.

Definitions:

- **The Funding Agency Cash** is the amount that you are requesting from the funders of this call (Alberta Innovates Bio Solutions).
- The **Government Cash** is any money that you have already been able to obtain from the government or your academic/research institution for this project.
- **Government In-Kind** is support in-kind such as staff time of project members from government or academic/research institutions.
- **Industry Cash** is the amount of cash that the company co-applicant or its partners are bringing to the project.
- **Industry In-Kind** is support in-kind such as the company’s staff time of project members, or use of facilities, use of supplies, raw ingredients, etc. Any in-kind is in addition to the 25% cash contribution.

Budget Commentary

(Max. 3200 characters, including spaces)

Help Box:



Provide a brief description:

- Of the company contribution to the project, cash and auditable in-kind.
- Of the project costs (i.e. personnel, travel, materials and supplies, capital equipment, communication, dissemination and linkages etc.)
- Describe the industry and government 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 - the company co-applicant must contribute 25 per cent of the total project cost in cash. These funds may come from the company and other private sources (partner companies, investors, private foundations and others). Any auditable in-kind is in addition to the cash contribution.

4. Suggested reviewers

Help Box:

Please suggest reviewers:

- With relevant experience and background.
- Who are not connected to this project.
- Who have not worked with you or the team members in the last two years.
- Who are not related to you or the project team members.

5. Review and Submit

- Review the letter of intent carefully before submitting.
- Please save and print a copy of your proposal.
- You will receive a confirmation email from rfoas@gov.ab.ca upon submission of your letter of intent.
- If you do not receive the confirmation email within one day, please contact AI Bio:

Elizabeth.muir@albertainnovates.ca 780-415-9820

FULL Proposal (This is by invitation only – and is the 2nd step in the process)

1. Introduction

Alberta Innovates Bio Solutions “Accelerating Food Innovation in Alberta – 2015/2016 Applied Research and Product Development Program” (AFI 2015/16)

By Invitation Only!

To apply on line please go to www.fundingconsortium.gov.ab.ca/aibio/account

Please review the Program Guidelines document on the Alberta Innovates Bio Solutions website which can be found at <http://bio.albertainnovates.ca/funding/2015-16-food-innovation/>

November 17, 2015, 2:00 p.m. MST - Deadline for Submission of Full Proposals. Late submissions will not be accepted.

- 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/>
- Please keep your answers brief. A box at the bottom of each section counts the number of characters (includes characters and spaces) that have been entered. It is your responsibility to keep answers within the number of characters for each section.
- Proposals exceeding the character count will be arbitrarily TRUNCATED or REJECTED.

2. Project Overview

2.1 Project Overview

Project Title

The project title **MUST** be identical to the title on your LOI application. (Max 150 characters, including spaces.)

Help Box:

****NOTE**** the project title **MUST** remain the same on the Letter of Intent and the Full Proposal Application (unless requested by the funders).

Abstract

Provide a plain language overview of your proposed project and its benefits. To be used for communication purposes. (Max 1500 characters including spaces.)

Help Box:

- Using lay person’s language, provide a non-confidential summary of the project.



- The summary should include a plain language overview of your proposed applied research and/or product development project and should discuss the overall benefits of the project to Alberta’s agri-food sector, and in particular to the company co-applicant.
- If the proposal is successful, this summary may be used for public distribution, such as a media release.

Keywords

Identify several key words that describe the content of your project. (Max 500 characters, including spaces.)

Help Box:

- Identify several key words that describe the content of your research. For example, the key words for development of a new value added food product study may include: peas, flour, gluten, extrusion, extraction, value added.

Principal Investigator

First Name, Last Name, Organization

This information should be loaded directly from the Letter of Intent.

Project Duration

Help Box:

- Indicate the estimated total project duration, in months.
- The project **must** be completed within two years from the start of the project.

Project Start Date

Help Box:

- Indicate the start date on which the work is anticipated to begin.
- Applicants will be notified of funding decisions by January 12, 2016.
- Allow time for the grant agreements to be drawn up and signed. The grant agreement with AI Bio and other potential funders will be with the main applicant only.
- Work must start before April 1, 2016.

- Click on the calendar icon above to open a calendar to select your desired year, month and day.
- Select the month using the arrow buttons or by clicking the month to display a list of available months.
- The year can be selected by clicking the year in the calendar to display a list of available years.

Project Completion Date

Help Box:

- The project must be completed within two years.
- Click on the calendar icon above to open a calendar to select your desired year, month and day.
- Select the month using the arrow buttons or by clicking the month to display a list of available months.
- The year can be selected by clicking the year in the calendar to display a list of available years.

2.2 Project Type

Is your project a stand-alone project or part of a larger existing program/application?



Provide additional detail in text box below if project part of a larger program. (Max 1500 characters, including spaces).

Help Box:

If your project is part of a larger existing program – please describe the following:

- How does your project fit into the larger program?
- Who are the other participants?
- List the other Project Titles, Team Leaders and Project ID Numbers or series of projects within the program.

3. Project Details

3.1 Background

Max 1 page - 3200 characters including spaces. You may copy and paste information from the LOI and supplement with new information or additional detail. Identify new information separately.

Help Box:

- Provide any additional information that you may have missed in the LOI.
- Describe the project background and include related research (including market analysis, business case analysis), development, pilot and scale-up work that has already been completed to date by your team, the company co-applicant, and/or others.
- Ensure that the commercial opportunity is clearly highlighted including target market.
- Describe the commercial opportunity for the resulting product.
- ****NOTE**** A Literature Cited section is located at 3.10 of the proposal.

3.2 Objectives, milestones and deliverables

- Clearly describe the project objectives.
- Clearly describe the project milestones – be specific, measurable and assign specific dates for completion.
- Clearly describe the project deliverables (for example, the project will result in the development of a new food ingredient).
- Max. 3200 characters, including spaces.

Describe all novel, innovative or unique aspects of the project?

(Max 1500 characters, including spaces)

3.3 Methodology

Describe in detail the project design, methodology and methods of analysis for the project.

(Max 9600 characters, including spaces)

Help Box:

- Describe the project design, methods and activities.
- Provide a work plan that is specific, measureable, and has a timeline.
- Provide sufficient detail that a reviewer can determine the validity of the proposed work.
- Provide a clear description of the processes to be employed, including where and by whom the work will be completed.
- Cite relevant literature where appropriate. There is a Literature Cited section located at 3.10 of the proposal.

3.4 Project Description

Knowledge

How does this project add specific knowledge and/or result in a new product?

(Max 3200 characters, including spaces.)

Help Box:

- Please add any additional information required or an explanation of any changes or additions from the LOI to the Full Proposal.
- Describe the new knowledge that will be generated from this work and indicate how the innovation and uniqueness in the proposed project differentiates it from other past or current work being done in this field or through your company.

3.5 Benefits of the Project/Market Opportunity

Describe benefits of project (economic, social and environmental).

(Max 3200 characters including spaces.)

Help Box:

- Provide a description of the benefits that will result from this work.
- What impact it will have on the agri-food industry and the Alberta economy as a whole?
- How will the project benefit the company co-applicant?
- Describe how it addresses a key consumer market or market opportunity, and how the benefits of this work compare to the amount of funding requested to do the work.
- Identify any environment and social benefits.

3.6 Industry Utilization

Knowledge/Technology Transfer Plan/Commercialization

(Max 3200 characters including spaces)

Help Box:

- Describe how the proposed work will be utilized by the industry applicant.
- Outline the strategies, plans, and timelines that will be used to commercialize the new product.
- Describe the company and/or partners capabilities to commercialize.
- Provide a sense of timing for the product to reach the market place.

3.7 Team

(Max 3200 characters, including spaces.)

Help Box:

- Describe the management and technical capacity of the project team, and the organization to successfully implement the project, including resources and infrastructure.
- Describe project team experience relevant to the project.
- Describe the team (expertise, how it will function, leadership, collaboration).
- Describe why this team will be able to achieve the stated objectives/deliverables and outcomes for the proposed work.
- In Section 5, Team Data, the team member names and organizations are added to the proposal.
- Attach a [SHORT resume or curriculum vitae \(CV\) \(one to three pages\)](#) for each team member, providing information relevant to this proposal, in Section 6, Document Attachments.

3.8 Ability to Complete

Describe access to facilities and resources, IP, and risk mitigation.

(Max. 3200 characters, including spaces)

Help Box:

- Describe the access that the team has to the required facilities, equipment and resources both to complete this work in the lab and to take this work to the commercial stage.
- 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.
- Describe the challenges or risks (i.e. environmental impacts, availability of feedstock, qualified personnel, financing, marketing, energy, water, etc.) that may affect the successful completion of the project.
- Describe how the challenges or risks will be mitigated in the project.
- ****NOTE**** A full disclosure regarding Freedom to Operate will be required upon acceptance of the full proposal.

3.9 Screening

Help Box:

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

3.10 Literature Cited

(Max. 1 page, 3200 characters, including spaces.)

Help Box:

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

4. Budget

4.1 Yearly Budget by Source

Help Box:

- Clearly indicate contributors to the project by name.
- Cash and in-kind.
- The company co-applicant must contribute 25 per cent of the project costs in cash. Any auditable in-kind is in addition to any cash contributions.
- Industry cash (including the company co-applicant) and in-kind may include funds from private sources (companies, investors, private foundations and others).
- Government cash and in-kind may include institutions (government, colleges, universities, research institutions, other public sources).

Suggested Budget Amounts From LOI

Help Box:

- This will be automatically loaded from the LOI.
- This field cannot be changed.

4.2 Industry Sources

Name (no abbreviations)	Amount Cash	Amount In-Kind	Confirmed (Y/N)
--------------------------------	--------------------	-----------------------	------------------------

4.3 Budget Commentary

(Max. 3200 characters, including spaces.)

Help Box:

- Please refer to the Program Guidelines for eligible expenses.
- Describe the project costs for personnel, travel, capital assets/equipment, supplies, CDL (communication, dissemination and linkages), other, work associated with product development, etc.
- Requests for capital equipment require an explanation of the needs for the equipment, and may not exceed 15% of the overall project costs.
- 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. Incremental administrative expenses, directly required to achieve the project outcomes are eligible.

5. R & D Team

This information is automatically loaded from the LOI, including the Company Co-applicant information.

Team Data

First Name

Last Name

Department

Help Box:

- Please provide names and all contact information within the online application for all team members.
- Instead of filling out the 3 sections on the Team members’, their data can be provided **using a short resume or CV (one to three pages, 9600 characters)**, attached in Section 6, Documents Attachments.

Team Members

Help Box:

- List other team members involved in this project and the organizations they represent.
- Team members’ data can be provided using a **short resume or CV (one to three pages, 9600 characters max.)**, attached in Section 6, Document Attachments.

6. Document Attachments

Help Box:

- All files should be clearly named before being attached.
- 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

Help Box:

- Review proposal carefully before submitting. Print and save a copy of your proposal.
- Upon submission of your proposal you will receive an email from rfoas@gov.ab.ca.
- If you do not receive an email please contact AI Bio: elizabeth.muir@albertainnovates.ca
- Submit a signed hard copy of your proposal to the address below. This hard copy to include a signature page with signatures from the principle investigator, the company co-applicant designate, and all team members.

*Ms. Elizabeth Muir, Director
Alberta Innovates Bio Solutions
18th Floor, Phipps-McKinnon Building
10020 – 101 A Avenue
Edmonton, Alberta
T5J 3G2*