

2015 Alberta Bio Future, Equipment Utilization program
Sample form - online application
Updated July 6, 2015

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>.

1. Introduction

Alberta Innovates Bio Solutions - Alberta Bio Future, Equipment Utilization program

Please review the full guidelines for this program on the AI Bio website at:
<http://bio.albertainnovates.ca/funding/abf/>.

- 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. The instructions can be found on the AI Bio website at:
<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 you have entered. It is your responsibility to keep answers within the maximum number of characters for each section.
- Proposals, attached CVs or resumes that exceed the character count will be arbitrarily TRUNCATED or REJECTED when being reviewed by the funders.

This Alberta Bio Future program has a total of \$2.5 M in available funding.

- Alberta Bio Future is the name of the overarching program. It provides funding in three strategic priority areas. This call for proposals is for **Equipment Utilization**.
- The focus of this program is on the **scale-up and pilot development** of bioindustrial products and bioindustrial technologies **requiring the use of publicly funded equipment and supporting technical expertise** in Alberta.
- Use of ABDC equipment for biomass processing and primary conversion is eligible for funding support. The ABDC equipment list can be viewed at:
- <http://www.albertatechfutures.ca/RDSupport/BioandIndustrialTechnologies/BioIndustrialTechnologiesandServices.aspx>
- <http://www1.agric.gov.ab.ca/Department/deptdocs.nsf/all/bt15028>

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1. For this program, the service provider must be at a public institution such as: Alberta Innovates Technology Futures, Agri-Food Discovery Place, etc.
2. The online application must describe the project, and must clearly define the scope of the work to be undertaken by the service provider and why it is important to the company.
3. The quote provided by the service provider must be attached to the proposal.
 - 3.1. The quote from the service provider should be developed in close consultation with the company.
 - 3.2. A price list from the service provider is not sufficient. The quote must clearly describe the full scope of work that the service provider will undertake, the total cost of the work, and the unit cost of different activities.
 - 3.3. It must indicate what equipment is being used, and related services provided.
 - 3.4. It must clearly describe the details of the product or technology being provided; e.g., the fibre length, quality factors, volume required, etc. and the report that will be provided.
 - 3.5. The quote for the work must be signed by both parties.
4. Applications must come from the company or sole proprietor for whom the service provider is undertaking work.

2. Project Overview
2.1 Project Overview
Project Title <ul style="list-style-type: none"> • Provide a clear, descriptive title for the proposed project. • (Max 150 characters including spaces)
Abstract (help) <ul style="list-style-type: none"> • The abstract should include a brief overview of your proposed research and should also discuss the overall benefits of the research project to the company. • (Max 1500 characters including spaces)
Keywords (help) <ul style="list-style-type: none"> • Identify several key words that describe the content of the work. • For example, the key words for a straw biomass analysis may include: straw, biomass, characterization, cellulose, lignin, etc. • (Max 500 characters including spaces.)
Team Leader
Team Leader's organization
Project Duration <ul style="list-style-type: none"> • Indicate the estimated total project duration, in months. • Projects cannot exceed 12 months in length.

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<p>Project Start Date (help)</p> <ul style="list-style-type: none"> • Choose a start date at least eight weeks after the close of submissions. • 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.
<p>Project Completion Date (help)</p> <ul style="list-style-type: none"> • The project must be completed within 12 months. • 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.
<p>2.2 Project Type (help)</p> <ul style="list-style-type: none"> • Please indicate in the text box below whether your project is part of a larger, existing program or a new, stand-alone initiative. • If available, please list the Project Title, Team Leader and Project ID Number. • (Max 1500 characters including spaces.)
<p>3. Project Details</p>
<p>3.1 Background</p> <ul style="list-style-type: none"> • Describe the project background and include related research, development, pilot and scale-up work that has been completed. • **NOTE** A Literature Cited section is located at 3.10 of the proposal. • (Max 3200 characters including spaces.)
<p>3.2 Objectives, milestones and deliverables</p> <ul style="list-style-type: none"> • Clearly describe the project objectives. • Clearly describe the project milestones. • Clearly describe the project deliverables (for example, the project will scale up a new process or technology, etc.). • (Max 3200 characters including spaces.)
<ul style="list-style-type: none"> • Describe specific knowledge that will be developed for processing, biomass characterization, scale-up, etc. • (Max 1500 characters including spaces.)
<ul style="list-style-type: none"> • Describe all novel, innovative or unique aspects of the project. • (Max 1500 characters including spaces.)

3.3 Project Design and Methodology

- Provide a clear description.
 - Who is the service provider?
 - Describe the full scope of work the service provider is doing, i.e., the project.
 - Indicate what equipment is being used, and related services provided.
 - Clearly describe the details of the product or technology being provided
- Provide a work plan that is specific, measureable and has a timeline.
- An itemized quote, for the work the service provider will complete, is required. Please attach in Section 6, Document Attachments.
- Cite relevant literature where appropriate.
- (Max 9600 characters including spaces.)

3.4 Project Description

- .Skip this section

3.5 Benefits

Benefit of the Project (help)

- Describe the benefits for your company that will result from this work.
 - How will the company use the results of this work, the information, the product, the material?
 - How will this information advance the company?
- Describe how the work addresses a key issue/problem that the company is facing.
- Describe the economic, environmental and social benefits of the project.
- (Max 1500 characters including spaces.)

3.6 Industry Utilization

Knowledge/Technology Transfer Plan/Commercialization (help)

- Information on biomass characterization developed in the project will be made publicly available to advance the bioindustrial sector.
- Describe the strategies, plans and timelines for using the information:
 - For developing a product or technology.
 - For commercializing a product or technology.
 - For disseminating the knowledge gained through this project.
- (Max 3200 characters, including spaces.)

3.7 Team (help)

- 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.

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<ul style="list-style-type: none"> • In Section 5, Team Data, the team member names and organizations are added to the proposal. • Attach a SHORT resume or curriculum vitae (CV) (1-3 pages) for each team member in Section 6, Document Attachments. • (Max 3200 characters including spaces.)
<p>3.8 Ability to Complete (help)</p> <ul style="list-style-type: none"> • Describe the access that the team has to the required facilities, equipment and resources. • Describe in detail the access the team has to the required intellectual property, licences, patents, trade secrets, both to complete this work and to take this work to the commercial stage (if appropriate). • A full disclosure regarding Freedom to Operate will be required. • (Max 3200 characters including spaces.)
<p>3.9 Screening</p> <ul style="list-style-type: none"> • Check the appropriate boxes. • If additional screening is required that is not listed, please check the 'Other' box.
<p>3.10 Literature Cited</p> <ul style="list-style-type: none"> • Provide complete references for all literature cited throughout the proposal. • (Max 3200 characters including spaces.)
<p>4. Budget</p>
<p>4.1 Budget (help)</p> <p>Yearly Budget</p> <ul style="list-style-type: none"> • Use only Year 1 of the budget. (Projects in the Equipment Utilization program can be no more than 12 months long.) • An itemized, signed quote from service provider must be attached to the proposal in the document attachments. • Capital equipment purchases are not eligible expenses. (This standardized form is used for more than one program and the capital line does not apply to the Equipment Utilization program.) • CDL* - Communication, Dissemination, Linkages • Other** - May include the following: -Services – incremental administrative expenses, directly required to achieve project outcomes, are eligible. • When you have finished entering your budget information, please ensure you click the "Calculate and Save Totals" link below the entry areas to save your data.

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<p>4.2 Yearly Budget by Source (help)</p> <ul style="list-style-type: none"> Clearly indicate contributors to the project, both cash and in-kind, and both public and private sources.
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<p>4.3 Commentary (help)</p> <ul style="list-style-type: none"> Describe the project costs for personnel, materials and supplies, travel, etc. Describe the private and public financial support secured or anticipated. See Equipment Utilization Program Guidelines for eligible expenses. (Max 3200 characters including spaces.)
<p>5. Team Data (help)</p> <ul style="list-style-type: none"> The applicant may update her/his resume or curriculum vitae (CV) on the Edit Profile option in the upper-right corner of the Home Screen. Team members' data can be provided using a short resume or CV (1-3 pages, 9600 characters), attached in Section 6, Documents Attachments.
<p>Team Members (help)</p> <ul style="list-style-type: none"> 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 (1-3 pages, 9600 characters maximum), attached in Section 6, Document Attachments.
<p>6. Document Attachments</p> <ul style="list-style-type: none"> Attach an itemized, signed quote from the service provider. Team members' data can be included as a short resume or CV (1-3 pages, 9600 characters maximum), attached in this section. You may attach letters of support or other important documents.
<p>7. Review and Submit.</p> <p>Upon submission of your proposal you will receive an email from rfoas@gov.ab.ca.</p> <p>If you do not receive the confirmation email please contact AI Bio – christine.murray@albertainnovates.ca 780-422-6570 or steve.price@albertainnovates.ca 780-427-2567.</p>