

**2017-18 Accelerating Food Innovation in Alberta – Application of
Research or Technology for New Product Development
SAMPLE FORM - online application**

The following is a template for the online application and includes information provided in the Help Box associated with each of the section. 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 online application system. The online application is available at: <https://www.fundingconsortium.gov.ab.ca/aibio/account>.

Full Proposal

1.0 Introduction

Call for Proposals:

Alberta Innovates, 2017-18 Accelerating Food Innovation in Alberta – Application of Research or Technology for New Product Development

Please refer to the Program Guidelines document on the Alberta Innovates 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/2017-18-food-innovation/> or contact Elizabeth.muir@albertainnovates.ca to receive a copy.

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

This program was launched on August 3, 2017, and is designed to provide funding for applied research and product development leading to new or improved food ingredients or bioactives, food products, beverages, supplemented foods, and/or natural health products (NHP's)/nutraceuticals that:

- Are competitive in the domestic and global marketplace.
- Respond to domestic and/or international consumer demand
- Add value to Alberta livestock and crop commodities
- Promote wellness and/or prevent or treat chronic diseases.

All submissions must be completed through this on-line system.

Deadline for Submission is: September 11-, 2017, 4:00 p.m. MDT. Late submissions will not be accepted.

Please refer to the (help) in each section as it provides important details about the information requested.

1. Please review the "General Instructions for Applicants" for the Research Funding Online Application System: <http://bio.albertainnovates.ca/funding/abf/>
2. 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.
3. 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.

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2.0 PROJECT OVERVIEW
2.1 Project Overview
<p>Project Title</p> <p>Provide a clear, descriptive title for the proposed project. (No more than 150 characters including spaces)</p>
<p>Abstract</p> <p>Provide a plain language overview of your proposed project and its benefits. (Max 1500 characters including spaces.)</p> <p>Help Box:</p> <ul style="list-style-type: none"> 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 partner participating in the project. If the proposal is successful, this summary may be used for communication purposes, such as a media release.
<p>Keywords</p> <p>Identify several key words that describe the content of your project. (Max 500 characters, including spaces.)</p> <p>Help Box:</p> <ul style="list-style-type: none"> 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.
<p>Applicant</p> <p>The main applicant can be from within a company, an academic institution and/or a provincial or federal research centre. All applicants must include an industry partner and a researcher.</p> <p>Help</p> <ul style="list-style-type: none"> The applicant is an individual and their associated organization that is responsible for the administration and reporting on the progress of the project. Only one organization can be responsible for the administration and reporting on the progress of the project. Additional organizations and team members participating in the project should be noted in the proposal. The project must have a qualified researcher. The project must have an industry applicant or partner who is able to provide a minimum cash contribution of 25% of the total cash funding request. <p>Title, First & Last Name of the Applicant: Organization Position, Department Street Address, Email, Phone Number:</p>
<p>Project Duration</p> <p>Indicate the start date on which the work is anticipated to begin.</p> <p>Help Box:</p> <ul style="list-style-type: none"> Indicate the estimated total project duration, in months.

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The project **must** be completed within 12 to 18 months 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 October 15, 2017.
- Allow 4 – 6 weeks for the grant agreements to be drawn up and signed. The grant agreement with AI and other potential funders will be with the main applicant only.
- Projects should be able to start after November 15, 2017.

- 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

The project must be completed within 12 to 18 months

Help Box:

- 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 Organizational Approval Forms

2.2a You must submit a form with your organizational approvals. Attach in Section 6. See “help” for detailed instructions.

Help Box:

Signatures approving the proposal must be obtained from the organizations participating on the project. **A PDF of the signed approval form(s) must be attached to Section 6. - Document Attachments.**

Company Applicants use the pdf form found at the top of the Preview screen, **Signatures and Employer's Approval form.**

For the purpose of completing the Signature Approval Forms, enter a project start date which is no earlier than November 15, 2017, and an end date that corresponds to the duration of the proposal.

The University of Alberta: Applicants should create a Proposal via their Researcher Home Page and use the resultant signature page to collect the required U of A signatures. Visit http://www.rso.ualberta.ca/~media/rso/Grants_3/RSO_ReferenceGuide.pdf.

The University of Calgary: use the Research Services Office, Research Funding Application Approvals web based signature approval form. Visit: <https://ucalgary.ca/research/files/research/160202-rfaa-grant-template-february-2016.pdf>

The University of Lethbridge: use the "[Research Proposal Form](#)" available from the U of L online portal.

2.2b Project Type

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

Provide additional detail in the text box below if your project is 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.

3.1 Project Background

Describe the project background and include related research.
(Maximum 1 ½ pages - 4800 characters including spaces).

Help Box:

- Describe the project background and include related research (references to literature, market analysis, business case analysis, business plans), product development, pilot and scale-up work that has already been completed to date by your team and/or others.
- Describe how the proposed project and resulting product 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.
- Describe your target market. Describe the size of the market potential. Describe how the project deliver a competitive solution. Is there export potential? Are there opportunities for job creation and economic growth?
- Ensure that the commercial opportunity is clearly highlighted.

****NOTE**** A Literature Cited section is located at 3.10 of the proposal.

Applicants may also include as an attachment - tables, charts or images to include as a part of your proposal. Figures and diagram must be of sufficient size to be easily legible. If an attachment is added to support a section, reference the attachment in that section.

General Instructions regarding Scientific Characters:

•The on-line system will reformat scientific nomenclature which uses subscripts, superscripts, bold and italic formats. If a section of the proposal requires specialized formatting of text (bold, italic, subscript and superscript), tables, charts or images, you may add the section as a word or pdf. document to Section 6 Document Attachments as an appendix.

3.2 Objectives, Deliverables and Outcomes:

Clearly describe the project objective(s), deliverables and anticipated outcomes.
(Maximum 1 page, 3200 characters, including spaces)

Help Box:

- What are your project objectives or goals?
- Clearly describe the project deliverables? What will be achieved?
- What are the anticipated outcomes from the project?

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Project Risks/Mitigation Strategies

(Maximum 3/4 page, 2400 characters, including spaces)

Help Box:

- Describe the challenges or risks (i.e. environmental impacts, availability of feedstock, qualified personnel/potential staff issues, financing, marketing, energy, water, access to facilities, etc.) that may affect the successful completion of the project.
- Describe how the challenges or risks will be mitigated in the project.
- A full disclosure regarding Freedom to Operate will be required upon acceptance of the full proposal.

3.3 Project Activities, Milestones and Methodology:

Describe in detail the project activities, major steps, timelines, methodology and analysis for the project. Attach a Gantt chart. (Maximum 3 pages, 6400 characters, including spaces)

Help Box:

- Clearly describe the proposed activities including major steps and timelines, and when and where they will take place. Who will be responsible for the work?
- Provide a clear description of the processes, methods and analysis you will use to reach your deliverables.
- Provide sufficient detail that a reviewer can determine the validity of the proposed work.
- Clearly describe the project milestones – be specific, measurable and assign specific dates for completion.
- Cite relevant literature where appropriate. There is a Literature Cited section located at 3.10 of the proposal.
- Include a Gantt chart as an attachment in section 6.

Gantt charts should indicate intervals of six months at the least. Refer to https://en.wikipedia.org/wiki/Gantt_chart for a description of a Gantt chart.

3.4 Knowledge, Innovation and Uniqueness**Describe all novel, innovative or unique aspects of the project?**

(Max ½ page, 1600 characters, including spaces)

Help Box:

- How does this project add specific knowledge and/or result in a new product?
- 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.
- Is this work a game changer for your company?

3.5 Project Benefits

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

(Maximum 1 page, 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? Quantify the potential economic contribution to Alberta's economy. Job creation? Diversification?
- How will the project benefit the company applicant or partner?
- What is the potential for commercial success of the resulting product? Market size? Export potential?
- Describe the potential social or environmental benefits. Does the resulting product provide health benefits? Does the resulting product utilize a more sustainable process (e.g. lowered carbon footprint, fewer emissions, recycling water, etc.)?

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3.6 Industry Utilization – Commercialization Plans

Including IP strategies

(Max 1 ½ pages, 4800 characters including spaces)

Help Box:

- Describe how the proposed work will be utilized by the industry applicant or partner.
- Provide your plans for a clear path to commercialization.
- Outline the strategies and plans that will be used to commercialize the new product.
- Describe the company's capabilities to commercialize.
- Provide a sense of timing for the product to reach the market place.
- Describe the strategy for management and protection of intellectual property, as well as the plans for handling of any new intellectual property that may arise as the result of the sponsored research.
- If the project uses pre-existing IP, please indicate the licensing or other arrangements that provide freedom to operate.

3.7 Project Team

Describe the role of team members and access to facilities and resources.

(Max 6400 characters, including spaces.)

Help Box:

- Describe the team (expertise, how it will function, leadership, collaboration).
- Describe the project team's experience relevant to the project.
- 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?
- Describe why this team will be able to achieve the stated objectives/deliverables and outcomes for the proposed work.
- Describe the management and technical capacity of the project team, and the organization to successfully implement the project, including 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.
- 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 Company Information:

Company and current product line information. (Maximum 3200 characters, including spaces)

Help Box:

- Provide information on the company including number of years in operation, size, number of employees, and yearly revenue, etc.
- Attach the company's most recent annual financial statements in Section 6.
- 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?

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- How long have their products been in the market?
- What sales channels do they use?

3.9 Certificates and Approvals

Where applicable, attach in Section 6.0 any certificates and approvals to carry out the research (example; Animal Care Certificate and Human Ethics Approval).

Canadian Environmental Assessment Act

Yes No N/A

Alberta Environment Act

Yes No N/A

Human Ethics Approval

Yes No N/A

Animal Care Approval

Yes No N/A

Transgenic Crop

Yes No N/A

Other

Yes No N/A

3.10 Literature Cited

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

Help Box:

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

4.0 Budget

4.1 Yearly Budget by Source

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

Help Box:

When you have finished entering your budget information, ensure you click the "Calculate and Save Totals" below the entry areas to save your data.

- Maximum of \$100,000 is 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. Examples:
 - If the project requires the maximum eligible amount of \$100,000, then the industry partner will be required to provide \$33,333 for a total project cash value of \$133,333.
 - If the total cash value of the project is \$100,000, AI's portion will be \$75,000 and the industry partner will be required to contribute the remaining \$25,000 in cash.
- Overhead is not an eligible expense.
- Industry cash and in-kind may include funds from private sources (companies, investors, private foundations and others).

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- Government cash and in-kind may include institutions (government, colleges, universities, research institutions, other public sources).
- A detailed budget can be attached as an excel spreadsheet (in Section 6).

Definitions:

- The Funding Agency Cash is the amount that you are requesting from the funders of this call (Alberta Innovates).
- 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 is bringing to the project.
- Industry In-Kind is support in-kind such as the company’s staff time of project members, or use of industry owned facilities, use of supplies, raw ingredients, etc. Any in-kind contributions are in addition to the 25 per cent cash contribution.

4.2 Industry Sources

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

Budget Justification & Commentary
(Maximum 1 page, 3800 characters, including spaces). Refer to “help” for section details.

Help Box:

Please refer to the Program Guidelines for eligible expenses for applied research and product development, including sensory evaluation.

Provide a brief description:

- Of the company contribution to the project, cash and auditable in-kind.
- Describe the project costs for personnel, travel, capital assets/equipment, supplies, CDL (communication, dissemination and linkages), other (facility fees).
- 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.
- Sales and marketing activities are not eligible.
- Industry cash - the company applicant or partner must contribute 25 per cent of the total cash value of the project. **See example provided in Help box for “Yearly Budget by Source”**. 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.

R & D Team Data:

Principle Researcher Information:

Provide CV information as an attachment. See Section 6. See help above for additional information.

Help Box:

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- If the Qualified Researcher is the main applicant, this will be a duplication of the information provided in the Project Overview Section.
- If the industry partner is the main applicant, this will be new information and will provide essential information on the qualified researcher who will conduct the research identified in the project proposal.
- Information on additional research team members will be requested in the section below, and in Section 3.7 and Section 5.0.

Title:

(Qualified Researcher’s designation (Dr. Mr. Ms., etc.)

First Name, Last Name (of the qualified researcher):

Department

Organization

Position

Address

City

Province

Postal Code

Country

Telephone

Fax

Email

Degrees Certificates/Diplomas and Institution Received from, including year received

If this information is included in the CV, you may leave this box blank

Publication and Patents

of refereed papers, relevant patents obtained, conference proceedings, other relevant publications from the last five years. If this information is included in the C.V. you may leave this box blank

Other evidence of work experience and productivity

Administrative roles, grants held, awards received, etc. If this information is included in the C.V. you may leave this box blank.

Project Team Members:

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

Title, First name, Last name, Organization

Help Box:

- Please provide names and all contact information within the online application for all team members.
- 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.
- Additional Background information can be provided (figures, tables charts, or images, etc.)
- Institutional approval forms.

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- Team members' data can be included as a **short resume or CV (one to three pages, 9600 characters max.)**, attached in this section.
- Gantt Chart for your project deliverables including timelines, roles and responsibilities.
- Company financials (which will be kept in confidence).
- Letters of support or other important documents directly related to this project.

7. Review and Submit

Help Box:

- Review the full proposal carefully before submitting. Please save and print a copy of your proposal.
- Applicants may suggest a **list of three Canadian and/or foreign reviewers** that you think have the expertise to review your application. Alberta Innovates reserves the right to make the final selection of the peer reviewers.
 - 1. You should not suggest reviewers who are in conflict of interest with your proposal.
 - 2. Your recommended reviewer list must include the reviewer's name, mailing address, telephone number and email address. Identify your proposal by the proposal number and project title.
 - 3. Forward your list of three suggested reviewers to Elizabeth Muir, by email at **Elizabeth.muir@albertainnovates.ca**.
- **DO NOT APPEND** suggested reviewers to this application form.
- **Do Not** send paper originals of the full proposal to Alberta Innovates.
- When you have completed your proposal click the "Submit" button on the final page. Once the proposal has been submitted you will receive a confirmation e-mail. The e-mail message will provide you with a confirmation Application Number.
- If you do not receive a confirmation receipt message or need to make changes to a submitted proposal contact Elizabeth Muir by calling (780) 415-9820 or by e-mail Elizabeth.muir@albertainnovates.ca.