



R&D Application Checklist:

- Completed application (this form)
- Curriculum Vitae of applicant(s)
- Copy of funding proposal(s) for other agencies (if applicable)

## Research and Innovation Fund Application

*Memorial applications are to be submitted through the Office of the Vice-President (Research).  
CNA applications are to be submitted through the Office of Applied Research.*

### SECTION 1: Applicant Details

**Primary Applicant:**

First name:	<input type="text"/>	Position title:	<input type="text"/>
Last name:	<input type="text"/>	<input type="radio"/> Full time	
	<input type="radio"/> Dr. <input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Mrs.	<input type="radio"/> Part time	
		<input type="radio"/> Other	Please specify: <input type="text"/>

**Secondary Applicant:**

First name:	<input type="text"/>	Position title:	<input type="text"/>
Last name:	<input type="text"/>		
	<input type="radio"/> Dr. <input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Mrs.		

**To be completed by the primary applicant:**

Education/Research Institution:	<input type="text"/>		
Date of first time employment with Institution:	<input type="text"/>		
Faculty/Department/Division:	<input type="text"/>		
Mailing Address:	Phone Number:	<input type="text"/>	
<input type="text"/>	Fax Number:	<input type="text"/>	
	Alternate Phone Number:	<input type="text"/>	
	Email Address:	<input type="text"/>	

## SECTION 2: Project Details

R&D Project Title:

Discipline:

Project Sector Focus (Choose up to 3 sectors that relate to your project. At least one sector is required).

Sector Focus (1st): \*

Sector Focus (2nd):

Sector Focus (3rd):

## SECTION 3: Research Team

Core Research Team and confirmed collaborators (including industry and other education/research institutes):

	Name	Position	Organization	Project Role	Time Commitment (Total hours or average weekly hours)
+	-				<input style="width: 100%; height: 20px;" type="text"/>

Other potential collaborators

	Name	Position	Organization	Project Role
+	-			

## SECTION 4: Project Planning Details

Planned Start Date:

Planned Completion Date:

Have you applied to or been approved by other funding sources?

If Yes, please provide details and attach a copy to this application.

Have you made any financial or legal commitments for the project?

If Yes, please provide details and attach a copy to this application.

Have any independent, scientific/technical or expert peer reviews been completed or anticipated within the next 12 months, on all or a portion of this project proposal?

If Yes, please provide details and attach a copy to this application.

If No, please suggest the preferred academic/professional background of independent scientific/technical reviewers to assess your project proposal. This information will help facilitate the project evaluation process.

Also, please name two (2) individuals who could provide a peer review of your project proposal and are not in **conflict of interest**.\*

Suggested reviewers may be from Canada (preferably from outside Newfoundland and Labrador) or another country, and should be able to evaluate the proposal in the language in which it is written.

The NL Innovation Council reserves the right to select from this or its own list of reviewers.

### List of Reviewers

#### 1.

First name:  Last name:

Institution/Company:

Department:

Mailing Address:

Email Address:  Phone Number:

Area(s) of Expertise:

#### 2.

First name:  Last name:

Institution/Company:

Department:

Mailing Address:

Email Address:  Phone Number:

Area(s) of Expertise:

**\*To avoid conflict of interest, an individual should not:**

- Be from the same institution as the applicant or any of the co-applicants;
- Have been a research supervisor or graduate student of the applicant or any of the co-applicants, within the past six years;
- Be providing letters of supports for the application;
- Have collaborated with the applicant or any of the co-applicants, within the past six years, or have plans to collaborate with them in the immediate future;
- Be an employee of a non-academic organization with which the applicant or any of the co-applicants, has had collaboration within the past six years;
- Be in any other potential conflict of interest (e.g. personal, financial).

## SECTION 5: Project Description and Statement of Work

Project Background and Rationale:

Description of Major Activities:

		Activity Title	Description of Activity	Technical Challenges	Required Resources
+	-				

Project Location(s):

Milestones:

*A milestone is a scheduled event signifying the completion of a major deliverable or a set of related deliverables and/or activities. Each milestone will be a decision point for the project, and is a key indicator of how the project is progressing. Milestones must be measurable.*

		Project Milestone (label each as M1, M2, M3, etc.)	Indicator of Achievement	Date of Completion
+	-			

Project Schedule:

		Activity Title (as described above)	Associated Milestones (ex. M1, M2, or M3)	Start Date	End date
+	-				

Technical Considerations:

*Technical feasibility, space and facility requirements, environmental and regulatory considerations, etc.*

Project Management:

*Management structure, collaborators track records, provision for results monitoring, etc.*

Anticipated Outcomes:

*Industry relevance, economic relevance, increased private sector investment in R&D, and internationalization.*

Project Description: \*(Please cover the following to complete your description. 1. Current situation/background; 2. Description of the work to be done; 3. Challenge/issue your project will address; 4. The goal or anticipated outcomes; 5. Additional benefits if applicable.)

## Confidentiality

The Department of Industry, Energy and Technology has the right to protect client confidential information, unless disclosed in agreement with the applicant, or required or authorized by law.

The personal information collected or provided as part of the application process will only be used for purposes relating to the operation of the relevant funding programs and for statistical reports. All information will be kept confidential and handled as required by the *Access to Information and Protection of Privacy Act*. Any questions or comments can be directed to the Access to Information and Protection of Privacy Coordinator, Department of Industry, Energy and Technology,

Department of Industry, Energy and Technology external scientific/technical reviewers are required to sign confidentiality agreements regarding all information provided as well as the results of the review.

## Declaration

This is to confirm that the information in this project proposal is accurate, complies with the applicable institution's policies and procedures, as well as federal and provincial environmental and other regulations, and to authorize the Department of Industry, Energy and Technology, if necessary, to contact those named in the proposal for further clarification and to undertake an independent scientific/technical review of all or part of the project proposal as part of the evaluation process.

Please note that all approved Department of Industry, Energy and Technology applications are subject to annual results monitoring. Proponents must complete the Results Monitoring Template at the time of Letter of Offer and annually thereafter, as required by the Department of Industry, Energy and Technology. The Results Monitoring Template gathers project indicators relevant to the strategic direction of the Department of Industry, Energy and Technology and the program objectives. Proponents will be expected to provide results on such indicators as R&D expenditure levels, people, and infrastructure.

**SECTION 7: Detailed Project Cost**

Capital Costs

		Cost Category	Description	Amount	RIF Amount
+	-				

Total Capital Cost:

Wages and Salaries

		Description	Amount	RIF Amount	Notes
+	-				

Total Wages and Salaries:

Operating Expenses

		Cost Category	Description	Amount	RIF Amount
+	-				

Total Operating Expenses:

**TOTAL PROJECT COST:**

Comments:

**SECTION 8: Project Cash Flow Forecast**

Please provide a summary of estimated project costs in the tables below. Only include the RIF costs. (CY refers to current year)

<b>Fiscal Year</b> (April 1 - March 31)					
<b>Cost Category</b>	<b>CY</b>	<b>CY +1</b>	<b>CY +2</b>	<b>CY +3</b>	<b>CY +4</b>
Capital Costs					
Wages & Salaries					
Operating Expenses					
<b>Total cost per year</b>					

Total RIF costs



**SECTION 9: Detailed Project Financing**

RIF Financing Request

Amount Requested	% of Total Financing	Details

Other Financing Sources

	Source	Date secured	Amount	% of Total Financing	Spent to Date	Details (Please note any changes or restrictions on funding, re-profiling, and matching requirements)
+	-					

Total Financing from non-RIF sources

**TOTAL FINANCING:**

Additional details related to project costs and financing and use of RIF funds by category *(for projects requesting multi-year funding, annual cost and financing details are required such as major equipment or infrastructure costs on financing sources and wages and salaries)*: