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| **I - PROJECT IDENTIFICATION SHEET** |

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| Please note that the information given in the identification sheet section as well as the amount of the grant are public data and may be used by the MEIE and PRIMA Québec for promotional purposes. |

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| **Project Title:**  **(IN FRENCH)** |  | |
| **Principal Investigator** | Name:  Phone:  Email: | Establishment:  Research Unit: |
| **Names, signatures and dates** |  |  |
| Signature  Main academic | Print Name and Signature  Vice-rectorate or research office |

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| **Academic Partners or Public Research Center**  Add as many lines as necessary | | | |
| **Contact Details** | | **Establishment** | **Main Activity** |
| 1 | Name:  E-mail:  Phone:  Research Unit: | Nom :  Type: Choisissez un élément. |  |
| 2 | Name:  E-mail:  Phone:  Research Unit: | Nom :  Type : Choisissez un élément. |  |
| 3 | Name:  E-mail:  Phone:  Research Unit: | Nom :  Type : Choisissez un élément. |  |

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| **Business Partners**  Add as many tables as there are partners | | | | |
| **Company 1** | | | | |
| **General Information** | | | | |
| Business Number (NEQ): | | | Company legal name: | |
| Website in French[[1]](#footnote-2): | | | | |
| Is the applicant a subsidiary of a parent company? If yes, specify the legal name of the parent company.  Yes Name:  No | | | | |
| Please describe the type of ownership of the company or organization: | | | | |
| For a Quebec company owned by one or more companies at 50% or more, the total number of employees must be less than 250 to be recognized as an SME.  SME  Large Company | | | | |
| Number of global employees ((including the number of employees of the parent company when majority-owned (>50%)): | Number of employees in Québec[[2]](#footnote-3): | | | Number of R&D employees in Québec: |
| Description of the company and its activities:  Production and/or R&D in Québec:  Yes No | | | | |
| **Main Contact Information** | | | | |
| Name: | | | | Function: |
| Phone: | | Email: | | |

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| **Project Indicators** | | |
| **Thematic focus for PRIMA**  (see instruction guide**)** | New or improved advanced materials  Formulated materials or finished or semi-finished products incorporating advanced materials  Processes, surface treatment, scaling  Additive manufacturing | Printable electronics  Characterization technique and instruments  Simulation  Quantum technologies or materials  Use of artificial intelligence  Critical and Strategic Minerals |
| **Application sectors**  (several possible choices) | Transportation/Infrastructure  Energy  Environment  Textile | Chemistry  Microelectronics/telecommunication  Health  Other (specify): |
| **INITIAL TRL LEVEL:**  1  2  3  4  5  6  7  8  9 | **FINAL TRL LEVEL:**  1  2  3  4  5  6  7  8  9 | **Duration of the project:**  12 Months  24 Months  36 Months |
| **People involved in the project** | | |
| **Researchers:** number of researchers involved in the project, including the principal applicant (professors, institutional researchers) | |  |
| **Employees of research centers:** number of employees of the centers involved and whose salaries are partially paid by the project (eligible expenses) (assistants, associates, research agent, technicians) | |  |
| **Employees of partner companies:** number of company employees **involved** in the project. Their contribution is, for example, recorded as a contribution in kind. | |  |
| **Students:** number of students receiving a scholarship or doing an internship. (DCS, ACS, Bachelor, Master, PhD, PDF) | |  |

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| **Executive summary in everyday language** (IN FRENCH) |
| * “What it is” in one sentence (clearly indicate what is developed without preambles): * “What it gives” in a sentence or two (expected results, names of companies, impact on them and Québec): |

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| **Non-confidential summary of the project, in everyday language.** (IN FRENCH - 250 words maximum)  In a few simple and popular sentences, describe:   * + - 1. Why is this project necessary (what is the problem)?       2. What does this project want to achieve and what are the expected results?       3. What will be the spinoffs for industrial partners and for Québec? |
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| **II – PROJECT CONTEXT** |

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| Describe the general context of the project. If this project is the result of previous projects, describe its history or if this project is part of a larger project, describe the major project and the importance of the latter in the project submitted to PRIMA. (**max. one page, you can use up to two pages to describe the results obtained during the first 3 years of a 5-year project if you submit to PRIMA for years 4 and 5).** |
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| **III - PROJECT DETAILED PRESENTATION** |

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| Describe the research project, including its environment (regulations, market trend, state of the art, etc.). Explain the possibility of carrying out this research project, specifying its anticipated objectives and results as they relate to the industrial partners’ needs. Specify the methodology and key scientific challenges to be met **(max. 3 pages).**  If the project requires more than $300k/year from PRIMA **(max. 5 pages).**  If a project over 4 or 5 years, in this case, mainly write years 1 to 3 which will be financed by this first request and mention years 4 and 5 **(max. 5 pages).** |
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| **IV – TECHNOLOGY READINESS LEVEL (TRL) JUSTIFICATION** |

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| Justify the starting TRL and ending TRL that you assign to the project. The TRL level considered is in a research context in Québec. **(max. 1 page)** |
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| **V – PROJECT MANAGEMENT** |

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| 1. Present the project’s main activities in the form of a GANTT chart (attach the diagram to the application) **including key Go/No-Go milestones**. Also indicate the parts related to MITACS internships if applicable. Describe each activity with mitigation methods in case of NoGo. **(max. 2 pages)**   If the request is for a 4- or 5-year project, include years 4-5 in the GANTT chart. |
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| 1. **Specify all the academic and industrial collaborators:** describe the role of each partner in the project and how the collaboration makes it possible to cover the different skills necessary for the accomplishment of the project. Specify the level of involvement of each member of the team.[[3]](#footnote-4) In addition, in the case of a project in collaboration with one or more large companies, clearly specify the involvement of the SME in the project. This is part of the assessment of the SME significant participation in the project. (See section 4. Funding Program Standards of the guide)   **Attach the CVs of the main industrial and academic stakeholders.**  Add tables if necessary. |
| |  | | --- | | **Research establishment # 1:** | | **Name and title of researcher # 1:**  **Skills and contribution to the project:** |  |  | | --- | | **Industrial # 1:** | | **Employee name and title # 1:**  **Skills and contribution to the project:** | |
| 1. Describe how the project management, interaction, synergy and transfer to industry will take place.   **(max. 1 page)** |
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| **VI – PROJECT IMPACT AND SPINOFFS** |

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| 1. Please indicate the partnership's strategy for managing, protecting and enhancing the value of the intellectual property resulting from the project, and how the industrial partner benefits from it. **(max. 1 page)** |
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| 1. **Benefits for the academic partner(s):** HQP training, knowledge enhancement (transfer, publications, intellectual property, etc.), technological developments (new products, processes, standards, methods, etc.), scientific expertise (acquisition, development or consolidation), use of infrastructure. **(max. 1 page)** |
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| 1. **Benefits for the industrial partner(s) and Québec:** Technological developments, enhancement of knowledge, improvement of the company’s positioning in the value chain (improvement of productivity, increase in sales or market share, diversification of production, investments, etc.), personnel.Clearly demonstrate the benefits of the SME in the case of a project with one or more large companies, because they are part of the assessment of the SME significant participation in the project.   **Add as many tables as there are companies** |
| |  | | --- | | **Company # 1:** | | 1. **Targeted numbers of jobs created or maintained** (check all that apply) | | Full time:  Partial time:  Temporary:  Explanations: | | 1. **Knowledge enhancement** (check all that apply)   Knowledge transfer  Patent  Improvement of know-how  Other:  Explanations: | | 1. **Commercial potential and other benefits** (check all that apply)   Does this project strengthen your current market or lead you to new markets? Thanks to  New products  Product improvements  New processes  Process improvements  New technologies  Technology improvements  Other:  Indicate for each **the number** of products, processes, or technologies that the project will create or improve:  Specify the region of your current market or new target markets?  Québec,  North America,  South America,  Africa,  Asia,  Europe  Other:  Explanations and justifications for the commercial potential: | | 1. **What are the business risks and how are they mitigated?** 2. **What influence do you foresee that this project will have on the growth of your turnover in the medium term?** | |
| 1. **Benefits and spinoffs for Québec** (check all that apply) **(Max. 1 page)** |
| Productivity,  Environment,  Social-economic,  Other:  Explanations: |

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| 1. Describe the impacts of the project on the adoption of responsible AI technologies or quantum technologies in the sector of activity, if applicable. **(Max. 1 page)** |
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| **VII – FINANCIAL ASPECT** |

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| **In the case of a university or a CCTT collaborating with a public research centre,** it is necessary to append a copy of this table with only expenses on the university side to allow the calculation of IRCs**.**  **For all MITACS funding, please contact an advisor** to ensure a correct budget calculation. MITACS must be separated into these components and the total of MITACS grants cannot exceed 50% of the research budget.  In the case of a project with one or more GEs, all SMEs must contribute at least 20% of the 20% of industrial contributions in cash.  **Insert the budget pages from the Excel file here** |

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| **Justify the expenses presented in the research mandate budget. (no page limit)**   * Detail cash and in-kind contributions for each company. * Detail each line of the project budget table for which you entered an expense. For external services, subcontractors must be mentioned and must not be registered in the registre des entreprises non admissibles aux contrats publics (RENA). * Please specify which company(ies) is funding the complementary funding(s) and if applicable MITACS internship(s). * In the case of expenditure on a prototype, show the ability to produce this prototype. * In the case of a project with one or more large companies, clearly specify the SME’s contribution to the budget (What % does it contribute? Cash contributions versus business income? Does it make an in-kind contribution?). This is part of the assessment of the SME significant participation in the project. If one or more SMEs with large companies, the total contribution of Québec SMEs must represent at least 20% of the minimum private contribution required. | | | | | |
| 1. **CONTRIBUTIONS FOR EACH COMPANY**   **This table must be included in the company’s support letter.**  **The contributions in yellow are considered in the calculation of the PRIMA contribution.** | | | | | |
| Company Name | Cash Contribution to the R&D budget | | Management Fees Contribution | Contribution to the ICR requested by the academic partner  (if applicable) | In-kind Contribution |
| Excluding Mitacs | Mitacs  (if applicable) |
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| 1. **BUDGET JUSTIFICATIONS** | | | | | |

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| **VIII – BIBLIOGRAPHIC REFERENCES** |

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| List of bibliographical references **(max. 2 pages)** |
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| **IX – INFORMATION ABOUT THE FORM SUBMISSION** |

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| * Are you having difficulties, do you have questions? Do not hesitate to contact your advisor or Michel Lefèvre, [michel.lefevre@prima.ca](mailto:michel.lefevre@prima.ca), 514-284-0211 ext 227. * Email your duly signed application in a single file - PDF format (Adobe Acrobat) **before noon, December 2, 2024,** to: [lydie.chauvire@prima.ca](mailto:sylvie.dufort@prima.ca).   **Check list:**   |  |  |  | | --- | --- | --- | |  | **First page signed** by the applicant AND by the establishment (Vice-rectorate or research office) | | |  | Form fully filled and maximum page number of rubrics respected | | |  | Excel file of the budget | | |  | Gantt Chart attached to this request | | |  | **CV** of the main contributors (academics and industrial) | | |  | **Signed letters of support** from all industrial partners specifying:   * Why is this project necessary for them? * What will be the benefits for them? * Include the following table: | | |  | **Companies must provide a copy of their francization certificate**.  A company or organization is subject if it has had 50 or more employees for more than 6 months. As of June 1st, 2025, a business is subject if it has had 25 or more employees for more than 6 months. Cégeps and universities (except private colleges) do not have to provide proof of compliance with the francization requirements.  If companies do not yet have this certificate, one of the following valid documents issued by the Office québécois de la langue française (OQLF) is accepted:If companies do not yet hold this certificate, one of the following valid documents issued by the Office québécois de la langue française (OQLF) will be accepted:   * an attestation of registration with the OQLF; * an acknowledgement of receipt of the linguistic situation analysis; * attestation of program application   If a company finds itself at the [following address](https://www.oqlf.gouv.qc.ca/francisation/admin_publ/liste.html), it does not comply with the francization process and is therefore ineligible for the program. | | |  | Have you informed industrial partners doing business in Québec (Québec companies, companies with a place of business in Québec) that they must have a **website in French**? Partners outside Québec do not have this obligation. | | |  | Have you informed industrial partners of their contribution to **PRIMA Québec's management fees**? | | |  | Have you informed the industrial partners that the data in the identification sheet and amount of the subsidy are public data? | |  | Are all the partners (industrial and academics) in the project **members of PRIMA Québec** at the time of submitting your application? | | |  | Funding will only be awarded upon proof that the complementary funding (NSERC[[4]](#footnote-5), NRC-IRAP, or others) has been approved.  Once the request for additional funding has been submitted, a copy must be sent to PRIMA Québec.  **It is necessary to send the request for additional funding before or shortly after submission to PRIMA** to avoid any delay (> 1 year) which could lead to a rejection of the final approval of the project by the MEIE following a recommendation of the project by the jury. | | |  | MITACS form of the joint MITACS/RSRI application if applicable. | | |  | Please note that all other documents may be requested by PRIMA Québec or the MEIE to validate the project component, the sources of funding (private or public), the company’s ability to participate in the project, especially for startups. | | |

1. Companies that do business in Québec (Québec companies, companies with a place of business in Québec) will have to have a website in French, if they have a website. Partners outside Québec do not have this obligation. [↑](#footnote-ref-2)
2. For each company, in the Registraire du Québec, the “Number of employees in Quebec” field must be completed; there cannot be the mention “none”. [↑](#footnote-ref-3)
3. Attach the CVs of the main industrial and academic stakeholders. [↑](#footnote-ref-4)
4. In alliance requests, please specify PRIMA as “Other funders (not involved in the research)” and specify Michel Lefèvre, michel.lefevre@prima.ca as the resource person at PRIMA. [↑](#footnote-ref-5)