**How to submit:** Deadline for the **Summer-Fall 2017** intake is **Tuesday, June 27, 2017 at** **8:00AM PST**. Send form in PDF or Word format to [programs@bcic.ca](mailto:programs@bcic.ca)

**Presentation:** Complete form in Arial 10 font. Condensed fonts are not acceptable. Use text boxes to provide answers. Do not adjust margins or delete application questions. Adhere to page maximums where indicated. No attachments.

**Next Steps:** An email acknowledgement will be sent once the LOI is received.

LOI’s chosen to submit a full proposal will receive a subsequent email.

**Program Information:** See the most current 2017 Program Guidelines at <http://bcic.ca/ignite>

|  |  |  |
| --- | --- | --- |
| **Key Requirements Checklist** | **Yes** | **No** |
| The project will solve a significant demonstrated problem faced by industry. |  |  |
| Applicants have formed a collaborative arrangement between academic and industrial research partners. |  |  |
| Project is based on science or technology in the areas of natural resources, applied science and engineering. |  |  |
| The innovation is at a [Technology Readiness Level of 3 to 4](https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/program-specifics/technology-readiness-levels) or higher, as per the scale used by the Build in Canada Innovation Program (BCIP). |  |  |
| The innovation is new to British Columbia and benefitting British Columbia. |  |  |
| The innovation will be commercializable within 3 years of the start of the research project. |  |  |
| The innovation has long-term economic sustainability (e.g., profitability). |  |  |
| The innovation is likely to be adopted broadly, having national and/or global market potential. |  |  |
| Matching funds at a ratio of 2:1 (maximum 50% in-kind; maximum 50% government). |  |  |
| **How did you hear about BCIC Ignite?** Website, BCIC Newsletter, Facebook, Twitter, LinkedIn, Partner, Referral, etc. | | |
|  | | |

1.0 General Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Primary Contact Person (main point of contact for the application)** | | | | | | |
| **Organization/Institution** | |  | | | | |
| **Salutation** |  | **First Name** |  | | **Last Name** |  |
| **Title** |  | | | | **Dept.** |  |
| **Email** |  | | | | **Phone** |  |
| **Address** |  | | | | | |
| **City** |  | | **Prov** |  | **Postal Code** |  |
| **Website** |  | | | | | |
| **Application ID #**  **(BCIC use only)** |  | | | | | |

|  |  |
| --- | --- |
| **Project Title** *should be brief and concisely capture the essence of the project* | |
|  | |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Funding Request from Ignite** | $ |
| **Provide a maximum of 5 key words that describe this proposal. Use commas to separate them.** | |
|  | |

2.0 Project Information

**2.1 Project Description (Maximum 2 pages for section 2.1)**

|  |
| --- |
| **Executive Summary**   * *Provide a brief, compelling statement: what is your proposed innovation, how does it work and what problem will it solve?* * *Summarize the significance of the work. How is it innovative? Why is it important? What is the value proposition?* * *Describe the unique market opportunity and summarize how and from whom you plan to generate revenues.* * *Why is BCIC Ignite funding needed? Identify the purpose/result expected through BCIC’s contribution.* |
|  |
| **Benefits**   * *How is the project solving a significant problem faced by industry?* * *Clearly describe the pain point industry is facing, and provide any supporting data to help validate the need for the innovation.* * *Highlight the unique benefits/advantages of the innovation and the expected impact(s).* * *Clearly describe how the innovation is new to BC and how the results of your innovation will significantly benefit BC.*   *e.g., sustainability, job creation, economic growth, scientific benefits, etc.* |
|  |
| **Research & Development Plan**   * *Describe your research & development plan.* * *Include high-level research milestones, timeline and deliverables and identify where the research will take place.* * *Briefly identify any potential research challenges that may impact your timeline, and where you are in that process.*   *e.g., need for field testing or clinical trials.* |
|  |

**2.2 Target Market and Commercialization (Maximum 1 page for section 2.2)**

|  |
| --- |
| **Market and Competition**   * *Describe the target market for the innovation. How does the proposed innovation fit into this future target market?* * *Summarize the economic potential for that market; include basic market segmentation, size and growth dynamics.* * *Quantify key elements of your business model including price, margin and volume.* * *Provide a description of your primary competitors, and your innovations competitive advantage?*   *e.g., lower cost, speed to implement, ease of use and adoption, efficiencies, new capabilities, etc.* |
|  |
| **Commercialization Plan and Customers**   * *Explain your planned path to commercialization within the 3-year timeframe.* * *Include a high level overview of your go-to-market strategy and timeline. Identify any anticipated market roll-out risks.* * *Have potential first customers been secured or engaged? Can you provide evidence of their willingness to purchase your innovation?* * *Articulate how your industry partner is positioned to accelerate commercialization e.g., end user, channel partner, market validation.* |
|  |

**2.3 Sector**

|  |  |  |
| --- | --- | --- |
| **Choose from the following:** | **Sector of**  **Research Project** | **Sector of**  **Market for Innovation** |
| Agriculture, Biotechnology, Civil Engineering, Chemical Engineering, Cleantech, Electrical Engineering, Energy, Environmental Engineering, Forestry, Health and Life Sciences, Industrial Engineering, ICT, IT, Manufacturing, Materials Sciences, Mechanical Engineering, Mining & Minerals, Oceans/Water, Oil and Gas, Robotics, Structural Engineering, Technology (General), Transportation |  |  |
| Other (please list) |  |  |

3.0 Consortium

**3.1 Primary Applicants**

The consortium must contain a minimum of one academic partner and one industry partner (primary applicants). Collaborative partnerships between all academic and industry partners should be clearly defined with all parties and the respective academic institutions in advance of submitting an application.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Primary Academic Partner - Principle Investigator (PI)** | | | | | | | |
| **Academic Institution** | |  | | | | | |
| **Salutation** |  | **First Name** |  | | | **Last Name** |  |
| **Title** |  | | | | | **Dept.** |  |
| **Email** |  | | | | | **Phone** |  |
| **Address** |  | | | | | | |
| **City** |  | | | **Prov** |  | **Postal Code** |  |
| **Website** |  | | | | | | |
| **Primary Industry Partner** | | | | | | | |
| **Organization** | |  | | | | | |
| **Salutation** |  | **First Name** |  | | | **Last Name** |  |
| **Title** |  | | | | | **Dept.** |  |
| **Email** |  | | | | | **Phone** |  |
| **Address** |  | | | | | | |
| **City** |  | | | **Prov** |  | **Postal Code** |  |
| **Website** |  | | | | | | |

**3.2 Additional Consortium Members (co-applicants)**

Provide contact information for any other additional key members of the consortium. If you need additional space, copy & paste table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organization/Institution** | |  | | | | |
| **Salutation** |  | **First Name** |  | | **Last Name** |  |
| **Title** |  | | | | **Dept.** |  |
| **Email** |  | | | | **Phone** |  |
| **Address** |  | | | | | |
| **City** |  | | **Prov** |  | **Postal Code** |  |
| **Website** |  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organization/Institution** | |  | | | | |
| **Salutation** |  | **First Name** |  | | **Last Name** |  |
| **Title** |  | | | | **Dept.** |  |
| **Email** |  | | | | **Phone** |  |
| **Address** |  | | | | | |
| **City** |  | | **Prov** |  | **Postal Code** |  |
| **Website** |  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organization/Institution** | |  | | | | |
| **Salutation** |  | **First Name** |  | | **Last Name** |  |
| **Title** |  | | | | **Dept.** |  |
| **Email** |  | | | | **Phone** |  |
| **Address** |  | | | | | |
| **City** |  | | **Prov** |  | **Postal Code** |  |
| **Website** |  | | | | | |

**3.3 Consortium Capacity (Maximum 1.5 page for section 3.4)**

|  |
| --- |
| **Consortium Expertise & Roles**   * *Describe the core competencies and/or expertise of each consortium member and their role in carrying out the project.* * *Comment on both the relevant research and commercialization capabilities of your team.* |
|  |
| **Consortium Relationships**   * *Clearly define the working relationship between the academic and industry partners in the consortium. Has your consortium made the necessary arrangements with the university to proceed with the research for this project?* * *Describe how industry is involved in the consortium and industry support of the consortium. Preference is given to industry partners that are either end users or capable of market validation.* |
|  |
| **Intellectual Property (IP) Protection**   * *List current patents or briefly describe how the consortium plans to protect the IP (e.g., licensing/filing strategy). Applicants are responsible for ensuring IP agreements are in order and agreed to by all consortium members, relevant partners and academic authorities at the time of application.* |
|  |

**3.4 Consortium Status**  **Formalized**  I**nformal**

|  |  |
| --- | --- |
| **Are any of the academic partners listed owners, part-owners or stakeholders of a company in your consortium?**  **Yes**  **No**  If you answered yes to above, please complete the following: | |
| **Researcher Name & Company Role** |  |
| **Company Name** |  |
| **Percentage (%) Ownership in Company** |  |
| *See program guidelines for eligibility criteria regarding researcher-owned companies. Describe how the conditions listed for researcher-owned companies are met and provide evidence that an objective assessment of the commercial potential for the research has been made (maximum ½ page).* | |
|  | |

4.0 Financials

**4.1 Proposed Matched Funding**

Projects must secure matching funds from industry or Government at a ratio of 2:1 matching funds to Ignite funds. No more than 50% of the matching funds can be from Government (provincial or federal). A maximum of 50% of matched funds can be in-kind, and in-kind contributions must be valued at cost.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contributor**  List the organization providing matching contributions for the full duration of the project. | **Source**  Indicate either ‘Industry’ or ‘Govmnt’ | **Funding**  **Status**  Indicate either ‘Pending’ or ‘Confirmed’ | **Total**  **Cash** | **Total**  **In-Kind**  (max 50%) | **Total**  *(minimum 2:1)* |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Total Matching Funds** | **-** | **-** | **$** | **$** | **$** |
| **Request from Ignite**  Maximum $300K | **BCIC** | **REQUESTED** | **$** | **N/A** | **$** |

**4.2 Budget**

List all revenue and expenses for the duration of project. Total revenue should equal expenses. Include in-kind costs. Only direct costs of research will be supported. The BCIC Ignite Program funds research expenses incurred by the industry and academic collaborators to commercialize an innovation. Note that BCIC does not fund companies directly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVENUE** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Matching Cash Govmnt** |  |  |  |  |
| **In-Kind Govmnt** |  |  |  |  |
| **TOTAL GOVMNT** |  |  |  |  |
| **Matching Cash Industry** |  |  |  |  |
| **In-Kind Industry** |  |  |  |  |
| **TOTAL INDUSTRY** |  |  |  |  |
| **REQUEST FROM IGNITE** |  |  |  |  |
| **TOTAL REVENUE**  (Govmnt + Industry + Ignite) |  |  |  |  |
| **EXPENSES** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Salaries + Benefits** |  |  |  |  |
| **Equipment + Facility** |  |  |  |  |
| **Materials + Supplies** |  |  |  |  |
| **Travel** |  |  |  |  |
| **Other (specify):** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Indirect Costs**  *(max 10% Ignite)* |  |  |  |  |
| **TOTAL EXPENSES** |  |  |  |  |

5.0 Authorized Submission

This Letter of Intent is made by the Primary Applicants listed in Section 3.1 with the knowledge and approval of the submitting parties. The agreements, arrangements and contributions outlined in this application are acceptable to the co-applicants and collaborators (if applicable); and any required financial, ethical, and intellectual property arrangements have been or will be secured. All projects must adhere to established legal practices of the Province of British Columbia. BC Innovation Council reserves the right to determine whether innovations are within the appropriate legal guidelines.

**Submitted by** (Primary Academic OR Primary Industry Partner)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Organization |  |
| Date |  |
| Signature |  |

**Acknowledged by** (Primary Academic OR Primary Industry Partner)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Organization |  |
| Date |  |
| Signature |  |

*Some academic institutions also require the signature of the Department Head or VP of Research on grant applications. As this is an institutional requirement, not a BCIC once, the institution’s policy shall prevail (e.g. the signature below only needs to be obtained if it is required by the University.)*

|  |  |
| --- | --- |
| Institutional Signature |  |