

Youth Project Proposal

Document for client

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NRC-CMRC

Industrial Research Assistance Program

Once completed, your proposal will provide the National Research Council Industrial Research Assistance Program (NRC-IRAP) with a summary of your firm's profile and your proposed project/activity. Your project will not be considered approved until you have received a signed copy of a Contribution Agreement. Any costs incurred prior to a signed Contribution will not be paid by NRC. All material/information clearly marked "Proprietary Business Information" will be treated as commercially confidential under the terms of the Access to Information Act. To facilitate the preparation of your proposal and to ensure that information necessary for the assessments and approval process is provided, the following format is recommended for your proposal.

1: Firm Information

1.1 Legal Name

Provide the full legal name of your firm, as shown on your incorporation papers. Also provide the firm's operating name if different from the legal name.

1.2 Firm's Contact Information

- Provide the firm's full address, phone number, fax number, e-mail address and website. If the firm's mailing address differs from the physical address, provide this information as well.
- Key project contacts (business, technical and financial, as appropriate)
- Provide the name of the legal signing authorities within your firm. More specifically, provide the name, title, and email address of an authorized officer of your firm for entering into an agreement with NRC. Also provide the name and title of the person who is authorized to submit claims on behalf of your firm.

1.3 Legal Status

Indicate the firm's date of legal creation or incorporation and its legal status. State if your firm is a for-profit organization. Only for-profit organizations established in Canada are eligible for NRC-IRAP contributions.

1.4 Fiscal year-end month

Specify your firm's financial year-end month.

1.5 Registration Numbers

Provide your Canada Revenue Agency (CRA) Business number. This is the 9-digit business identifier which is used when you have registered your firm's accounts with Canada Revenue Agency. (for example 123456789 and not 123456789 RT0001).

1.6 Number of employees

Indicate the level of employment in your firm. Express employment in terms of full-time and part-time employees. Breakdown employees into number of Engineers, Scientists, Technicians and Other employees.

Protected B / Confidential Business Information (when completed)



National Research
Council Canada

Conseil national de
recherches Canada

Canada

2: Project Information

2.1 Project duration

Provide the desirable project start date and duration of the project.

2.2 Project Title

Provide a brief and descriptive project title.

2.3 Project summary

The Government of Canada has implemented a series of measures to strengthen public sector management by enhancing transparency and oversight of public resources in the federal government. One of these measures includes the proactive disclosure of financial information by departments and agencies. For NRC-IRAP, all contributions over \$25,000 will be made public on the NRC's proactive disclosure web-site (<http://www.nrc-cnrc.gc.ca/eng/disclosure/index.html>). Your name, city, value of the contribution and the short project summary will be made available through the NRC proactive disclosure website. Provide a non-confidential summary for the project (1-2 lines).

2.4 Project Objectives

What is your Firm trying to accomplish by hiring a Graduate? (Check all that apply)

- Provide technical improvement for the Firm
- Provide business improvement for the Firm
- Provide resources for the Firm
- Help create a new technology for the Firm
- Develop a new product/service/process for the Firm
- Support marketing and market research for the Firm
- Improve client/customer support for the Firm
- Provide on-site expertise for the Firm
- Improve productivity of the Firm
- Enhance visibility of the Firm
- Other: _____

2.5 Plan of Work

List the activities, undertaken by the Firm, to be performed by the Graduate(s). The activities must relate to the achievement of the objectives stated in section 2.4.

2.6 Intellectual Property

Indicate if the tasks undertaken during this project will derive any Intellectual Property.

2.7 Ethics

Indicate if, during any phase of the project, animal subjects will be involved. Indicate if, during any phase of the project, human subjects will be involved.

2.8 Green Jobs Qualification

If applicable, please indicate by placing a checkmark in the relevant box below if your firm or the project is associated with the green technologies sector.

- Does the nature of your business align with green economy sectors or industries?
- Is the Youth internship expected to produce an environmental benefit?

3: Budget

This section identifies the costs associated in carrying out the project. Identify all costs, including salary, contractor fees and any other costs,

3.1 Salary costs

Salary costs are amounts that are to be paid to an employee on a regular basis in the undertaking of the project, from which the employer withholds payroll deductions to the proper authorities on behalf of the employee. Provide brief résumés of key staff and their roles in the project. These can be provided to your Industrial Technology Advisor (ITA) under separate attachment.

For each Graduate, provide the name, résumé, project role, salary rate and the planned duration of the internship (in weeks).

Internal Resources are those who will work on the project along with the Graduate(s). You may include supervisory or mentorship resources as part of the project cost.

The following is a proposed layout to provide the information.

Employee Name	Project Role	Pay Rate (excluding benefits, incentives or bonus)	Frequency (i.e. weekly, biweekly, monthly)	Number of units	Total
<i>Employee x</i>	<i>Project Manager</i>	\$60	<i>Hours</i>	<i>120 (hours)</i>	<i>\$7 200</i>
<i>Employee y</i>	<i>Technician (Youth)</i>	\$25	<i>Hours</i>	<i>960 (hours)</i>	<i>\$24,000</i>
TOTAL SALARY COSTS				(A)	\$31,200

3.2 Other Costs

Outline other project costs that are likely to be incurred during the course of the NRC-IRAP project period.

The following is a proposed layout to provide the information:

Description	Costs
TOTAL OTHER COSTS	

3.3 Total Project Cost

It is important for NRC-IRAP to obtain your total estimated cost associated with the work to be carried out over the NRC-IRAP project period in order to report on the leverage of government funds vs. private funds. The level of support provided by NRC-IRAP will be determined under the Contribution Agreement.

The following is a proposed layout to provide the information:

Salary Costs (A)	\$31,200
Overhead (55% of (A))	\$17,160
<i>Overhead Costs are the ongoing administrative expenses that cannot be attributed to any specific business activity or project but are necessary for the business to function. NRC-IRAP follows the Prescribed Proxy Amount as allowed by the Canada Revenue Agency (CRA,) that allows the use of an overhead amount to a maximum of fifty-five percent (55%) of Salary Costs.</i>	
Other Project Costs	

4. Financing

Your capacity to finance the cash flow of the Total Project Costs and your ongoing operations must be assessed. Provide details on how your firm will finance the project costs. Include any involvement by other government agencies or third parties (non-government).

The following is a proposed layout to provide the information:

Source	Amount
Requested NRC-IRAP Contribution	\$10,000
Other Government Assistance	\$0
Your contribution <i>(must represent at least 25% of Total Project Costs in cash)- no in-kind contribution will be accepted</i>	\$38,360
Total Project Costs	\$48,360

5. Impact

5.1 Impact of NRC-IRAP contribution

Describe what difference NRC-IRAP financial assistance will allow the project. This may include, but is not limited to:

- Broadening the scope of the project; achieving more challenging results; hiring or linking to highly qualified resources; allow the project to proceed more quickly because of the NRC-IRAP financial support

5.2 What are the anticipated benefits at the end of the internship?

Include commercial benefits, increased capability for technological innovation, and Benefits to Canada in terms of job creation and new technologies.

6. Declaration

Please have an authorized officer of the firm submit this project proposal. If your proposed project is approved:

- your firm will be required to sign a Contribution Agreement. After signing of this agreement, your firm will be bound by the Conditions of Contribution contained therein
- you also agree that NRC may publish and make available to the public, information about yourself and your proposed project through NRC's proactive disclosure web-site, (Firm Name, Location, Contribution Amount, and Project Summary)

By submitting this proposal you declare and agree to the above, that all information provided to NRC-IRAP related to this project proposal is true and correct and that you are not withholding any information that may materially affect this proposal. The submission of false or misleading representation of information is grounds for immediate termination of this proposal.