

Innovation PEI Pilot Fund

Full Application



Section 1: Proponent's Information

- A. Full name of proponent
- B. Full name of organization (if applicable)
- C. Applicant's Title/Position
- D. Full mailing address of proponent/organization
- E. Full civic address of proponent/organization (if different from mailing address)
- F. Phone number
- G. Cell phone number
- H. Fax number
- I. Email address
- J. Contact Person (if different from above): Include name, title, email and phone number.
- K. Please provide an up-to-date CV or resume for the principal and all other proponents. Be sure to include relevant education, training, credentials, associations, work experience, industry experience, and all other pertinent information. These document(s) should be attached as appendices.

Section 2: Project Information (10 Points)

- A. Project Name or Title (Project name or title should capture the essence of the project).
- B. Provide a brief summary of the proposed project. (250 words or less)
- C. Identify how the proposed project fits within the bio-science (including agriculture and fisheries), information technology, aerospace, or renewable energy sectors. (250 words or less)
- D. Please summarize your overall experience and skill sets that will ensure successful completion of your Pilot Fund project plan. (250 words or less)

Section 3: Innovation (25 Points)

- A. How will this product, service, or process be different from the existing market and advance the field? (15 Points) (250 words or less)
- B. Identify any innovative practices, procedures, or activities contained in the proposed project. (10 Points) (250 words or less)

Note: For sections four, five, and six below, you are permitted to attach any correspondence, reference letters, or e-mail agreements, etc. that you feel would be beneficial to your application. These attachments should be presented as an appendices section at the end of your application. The appendices section will not affect your overall word or page count indicated. In the event that you do utilize the appendix section, please ensure to reference materials within throughout your application..

Section 4: Commercialization Potential (25 Points)

- A. Identify the commercialization potential that may result from the proposal. Please provide information to help assess the size of the market and the market share you expect to garner should your new project lead to a new product, service, or process. Identify any market pull/commercial interest shown in your product idea up to this point. (10 Points) (250 words or less)
- B. Disclose any partnerships with institutions or corporations relevant to the Pilot Fund project. In addition, include the utilization of products/services produced on PEI and the economic impact the project will have on the province (jobs, economic spin-offs, etc.). (15 Points) (250 words or less)

Section 5: Project Plan (35 Points)

- A. Describe the proposed project design, outcomes, deliverables, timelines, and milestones. Attach a business plan that contains each of these elements if you wish. (20 Points) (Maximum 5 pages including figures and references)
- B. Identify the proposed project budget including all eligible and ineligible expenses associated with the project. Include sources and use of funding (both confirmed and pending approval) to finance the project. (15 Points) (Maximum 2 pages including tables)

Section 6: Ethical Considerations (5 Points)

- A. Identify all ethical considerations for the proposed project (including the use of intellectual property, use of human subjects, or environmental implications) and how you are addressing these concerns. If project has been reviewed by an ethics board, please provide written affirmation of the project's approval.

Section 7: Peer Review Committee Input

- A. Suggest up to three (3) reviewers that you feel have the expertise to review your application.

Please include all information for the required fields below:

- i. Name
 - ii. Address
 - iii. Phone Number
 - iv. E-mail
 - v. Area(s) of Expertise
- B. With reference to reviewers, if for any reason you do not wish a certain individual(s), or affiliate of a company, institution, or corporation to review your application, please indicate those individual(s) or related organization(s) below. An explanation is not required.

Note: The Director of IPS Programs reserves the right to make the final selection of reviewers, and will ensure that suggested reviewers are not in a conflict of interest.