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**Project Submission Template**

Step 1: Initial Project Definition & Eligibility

Version: 2019-04-26

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# 1. Initial Project Definition

## 1.1 Identification

|  |  |
| --- | --- |
| Project Name | […] |
| Summary | [Short, publicly shareable description of the project] |
| Submitted By | [Provide the name and organization of a day-to-day contact for the project] |
| Submission Date | [YYYY-MM-DD] |

## 1.2 Participants

### Organizations

#### List all organizations involved in the project, add more rows if needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organization Name | Organization Type | Organization Size | HQ in Québec | SCALE AI Member | Contribution to the project |
| […] | [Private Sector, Not-for-profit, Academic/Research Institution, Government] | [Nb of employees, Yearly Revenues] | [Yes or No] | [Yes or No] | [Service Provider, Adopter, Supplier, Customer, Investor] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

###

### Contacts

#### Provide at least one contact per organization listed above, add more rows if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Name | Title | Organization | Email | Phone |
| […] | […] | […] | […] | […] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 1.3 Purpose

#### Briefly describe the project’s purpose (maximum of 100 words per answer).

|  |  |
| --- | --- |
| Context | [Describe the current situation] |
| Goals | [What opportunity/challenge is the project addressing?] |
| Proposed solution | [How will AI-related solutions be applied?] |
| Scope | [What will the project deliver? Indicate tangible work packages, technology, etc.] |

## 1.4 Expected Impacts

#### Highlight expected project impacts (maximum of 100 words per answer).

|  |  |
| --- | --- |
| For participants | [Describe business impacts for the project’s participants] |
| For SMEs | [Describe project impacts for SMEs] |
| For the ecosystem | [Describe project impacts to the supercluster ecosystem] |
| For Canada & beyond | [Describe project impacts beyond the supercluster ecosystem] |

## 1.5 Timeline

### Project management milestones

#### Provide expected completion dates for the following project milestones.

|  |  |  |
| --- | --- | --- |
| Eligibility confirmation | [YYYY-MM-DD] |  |
| Detailed proposal submission | [YYYY-MM-DD] |  |
| Participants’ organizations approvals | [YYYY-MM-DD] |  |
| Supercluster board approval | [YYYY-MM-DD] |  |
| Project start | [YYYY-MM-DD] |  |
| Project end | [YYYY-MM-DD] |  |

### Project deliverable milestones

#### List project deliverables and their planned delivery date add more rows if needed.

|  |  |
| --- | --- |
| Deliverable | Date |
| [Deliverable, work package, etc.] | [YYYY-MM-DD] |
|  |  |
|  |  |
|  |  |

## 1.6 Financial Summary

#### Provide a high-level estimate of project costs (C$ in thousands), including expected funding.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project costs (C$ in thousands) |  | Participant 1 | Participant 2 | Participant 3 | [...] |
| Total project costs |  |  |  |  |  |
|  |  |  |  |  |  |
| Eligible costs in the current fiscal year (April 1st to March 31st) | In QC |  |  |  |  |
| Outside QC |  |  |  |  |
| Eligible costs in the next fiscal year (April 1st to March 31st) | In QC |  |  |  |  |
| Outside QC |  |  |  |  |
| Total eligible costs |  |  |  |  |  |
|  |  |  |  |  |  |
| Funding from the supercluster |  |  |  |  |  |
| Other public funding (subsidy, funds from any public organization, …) |  |  |  |  |  |
| Net funding from participants |  |  |  |  |  |

# 2. Eligibility Assessment

## 2.1 Eligibility Criteria

#### Briefly indicate why the project is eligible to receive funding (maximum of 100 words per answer).

|  |  |
| --- | --- |
| In-scope | [Under which program stream does the project fit? How does the project align with SCALE AI’s strategic plan?] |
| Incremental to regular business | [How is the project incremental to regular business undertakings?] |
| Multiple participants | [How is the project collaborative? Overall, how costs, risks and benefits are shared among the participants?] |
| SMEs’ involvement | [How and to what extent does the project involves SMEs?] |
| Readiness | [What endorsement have participant CEO/executives provided for the project?] |