

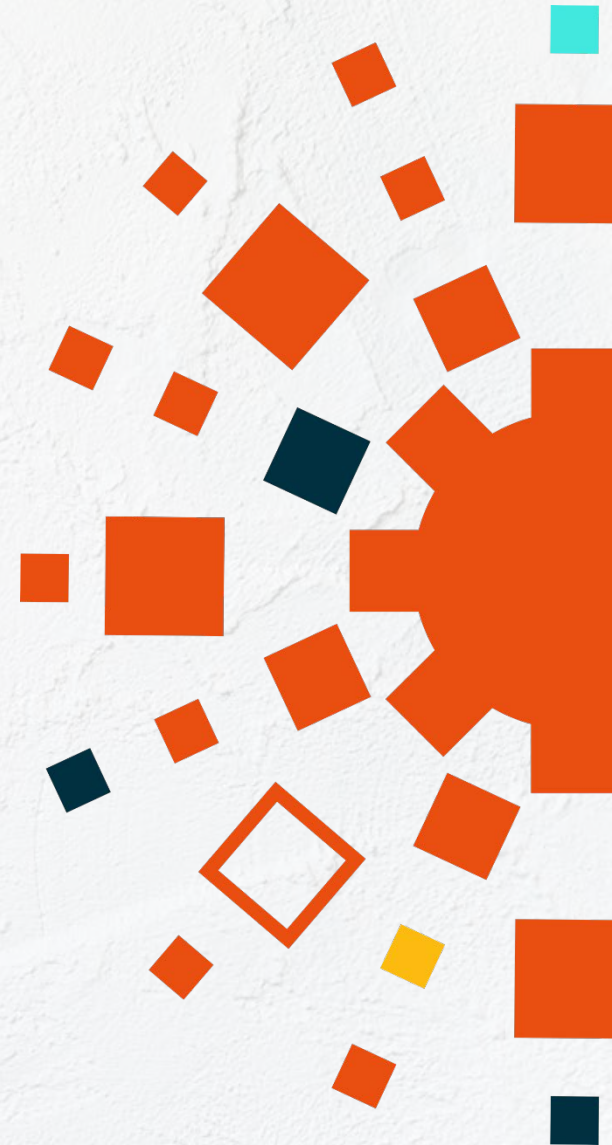


Application process

(Intake to submission for Assessment)

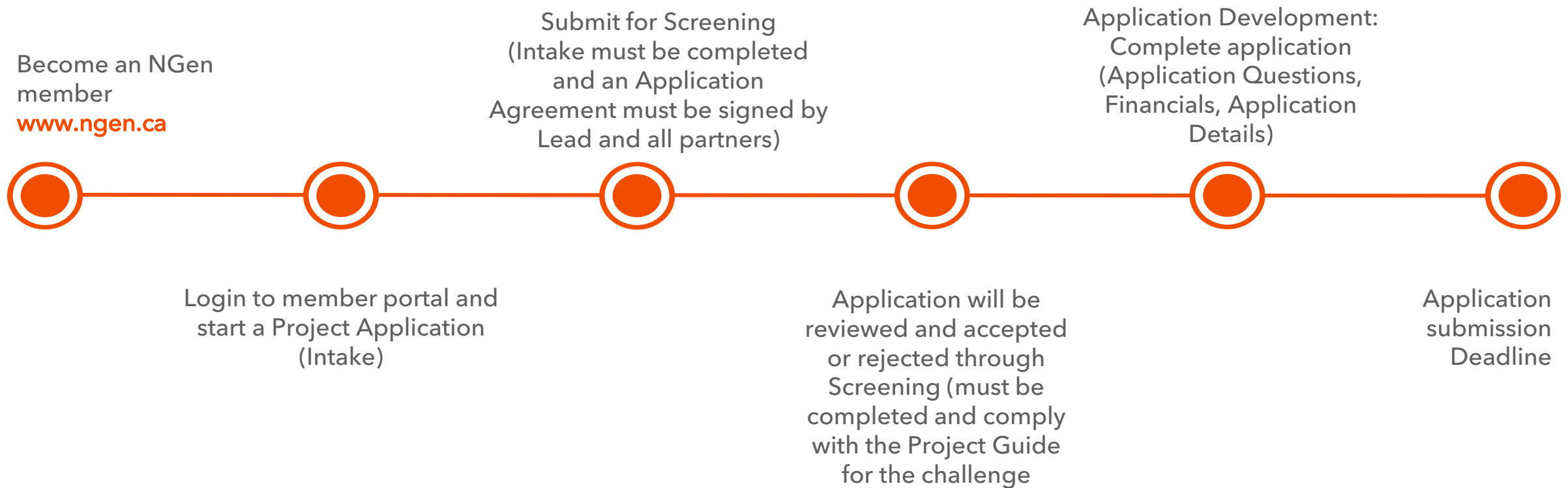
Contact us:

project@ngen.ca



1. Project Application Process

*** All project participants must be a registered member of NGen. Access to the application is only available through the member portal

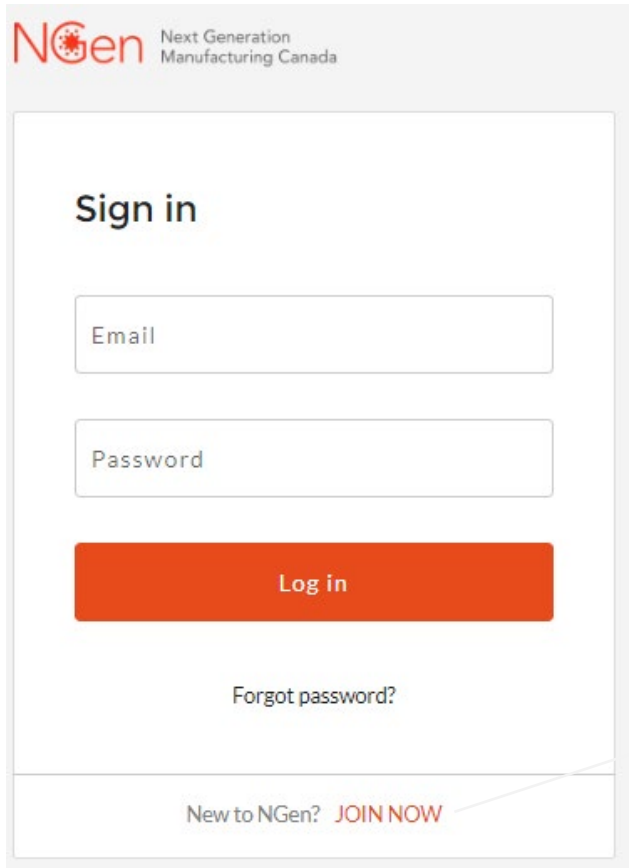


Any project questions or queries, please email project@ngen.ca

2. Become an NGen Member

[Become a member tutorial](#)

www.ngen.ca



NGen Next Generation Manufacturing Canada

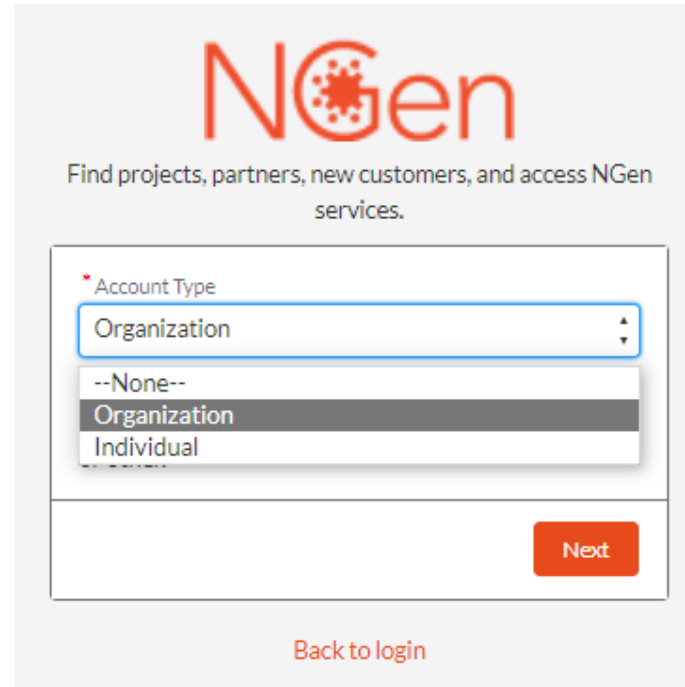
Sign in

Email

Password

[Forgot password?](#)

New to NGen? [JOIN NOW](#)



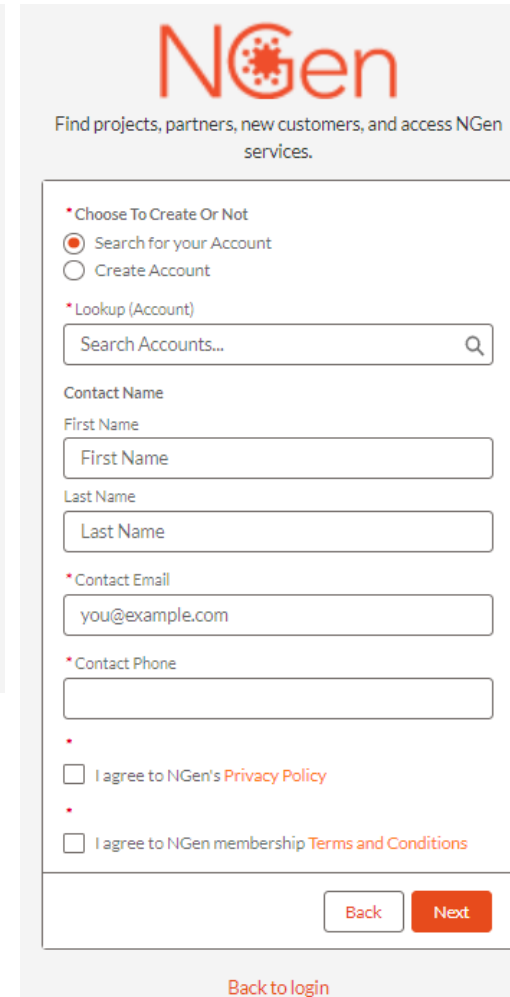
NGen

Find projects, partners, new customers, and access NGen services.

* Account Type

--None--
Organization
Individual

[Back to login](#)



NGen

Find projects, partners, new customers, and access NGen services.

* Choose To Create Or Not

Search for your Account
 Create Account

* Lookup (Account)

Contact Name

First Name

Last Name

* Contact Email

* Contact Phone

I agree to NGen's [Privacy Policy](#)

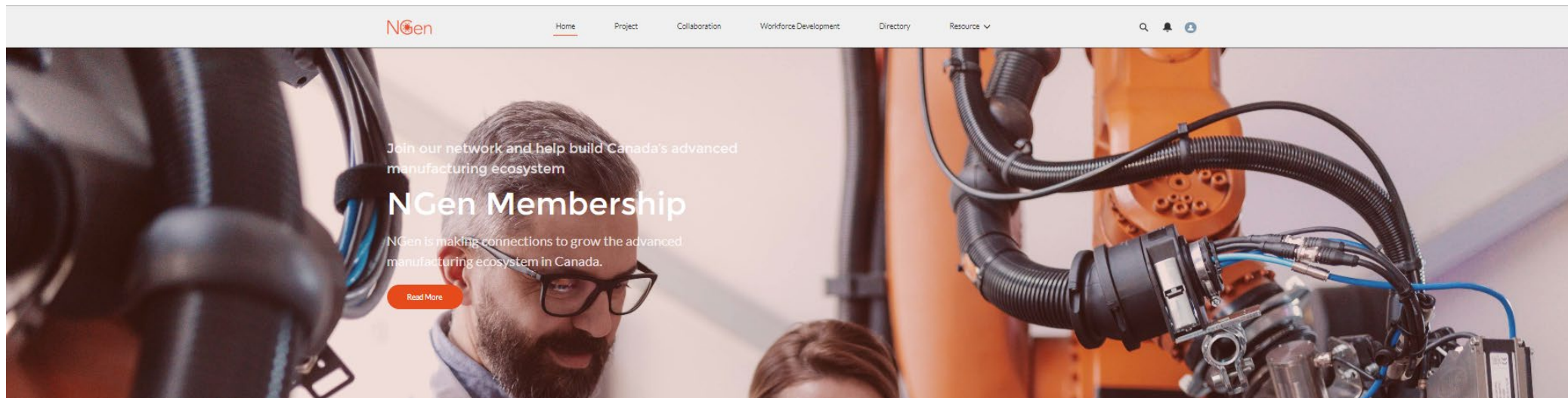
I agree to NGen membership [Terms and Conditions](#)

[Back to login](#)

You must be an organization to apply for a project.

Email member.support@ngen.ca for any member login issues

3. Login to member portal www.ngen.ca



Email member.support@ngen.ca for any member login issues

4. Starting an application

The screenshot shows the NGen web application interface. The top navigation bar includes 'Home', 'Project 1', 'Collaboration', 'Workforce Development', 'Directory', and 'Resource'. The 'Project 1' menu item is circled in red and labeled with a red '1'. On the right side of the navigation bar, there are search, notification, and user profile icons. Below the navigation bar, the 'Projects' section is visible, showing 'All Projects' and a 'New Project' button, which is also circled in red and labeled with a red '2'. A table with columns for Project Number, Project Name, Program Type, Project Stage, Project Start Date, Project Deadline, and Last Modified Date is shown below the 'New Project' button.

A new application will open

The screenshot shows the 'Create New Project' form. The form has the following fields:

- Project Name
- Program Type (with a search box for 'Search Program Types...')
- Project Location
- Project Start Date
- Project End Date

A red 'Next' button is located at the bottom right of the form, circled in red and labeled with a red '3'.

Complete all cells and press "Next".
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake*

Project

+ Follow Submit for Screening New Note Edit Delete Sharing

Project Number	Project Deadline	Project Location	Program Type	Funding Stream
----------------	------------------	------------------	--------------	----------------

Intake Screening Application Development Assessment Contracting Monitoring Closeout Closed ✓ Mark Project Stage as Complete

General Info Project Financials Project Deadlines

> General Project Information

Intake Screening Application Development Assessment Contracting Monitoring Closeout Related Files, Notes And More Activity Chatter History

> Project Description

> Project Questions

> Financial Details

> Program Eligibility

• Complete all sections and when ready "Submit for Screening". *If you don't have or know the information for any cell, you can put NA for the time being and "SAVE". You can then go back into your application to update those cells. However, all cells must be completed correctly before you submit for Screening.*

• An Application Agreement **MUST** be signed by the Lead and ALL Project partners.

• Your application will be reviewed and either approved or rejected through screening to application development.

Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake / General Info*

Project

+ Follow Submit for Screening New Note Edit Delete Sharing

Project Number Project Deadline Project Location Program Type Funding Stream

Intake Screening Application Development Assessment Contracting Monitoring Closeout Closed ✓ Mark Project Stage as Complete

General Info Project Financials Project Deadlines

> General Project Information

General Info Project Financials Project Deadlines

▼ General Project Information


Project Name	✎	Project Number		✎
Project Location	✎	Project Stage	Intake	✎
Program Type	✎	Funding Stream		✎
Project Start Date	✎	Project End Date		✎
Publicly Announced <input type="checkbox"/>	✎	Project Duration (Months)		✎
Admin Fee Percentage	✎	Reimbursement Rate		✎
Lead Organization	✎	Lead Contact		✎


Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake / Project Description*

- Please describe your project clearly in these two fields.

Project Description

Project Description 1 

Project Description 2 












Confidential for NGen screening. 2000 character maximum (~400 words).

Shareable with other government agencies. 2000 character maximum (~400 words).

Complete the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake / Project Questions*

- Please ensure you answer these with good, meaningful data.
- Fully utilize these two fields to describe your project.

> Project Description	
▼ Project Questions	
Total Project Cost Estimate	
How did you hear about this Opportunity? ⓘ	
Would you go on without NGen investment? ⓘ	
Are you open to adding other partners?	
Does this project create new IP?	
Is project first of its kind in Canada? ⓘ	
Is project first of its kind Globally?	
What is innovative and transformational? ⓘ	
Plans to commercialize the IP globally? ⓘ	
How will partners benefit commercially? ⓘ	
Admin Fee Percentage	
Admin Fee Agreed Upon by Members <input type="checkbox"/>	

Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake / Financial Details*

> Project Description

> Project Questions

∨ Financial Details

Is there other Government funding? ⓘ		✎
Any single piece of Capital Ex > \$1M? ⓘ		✎
Need help acquiring additional funding? ⓘ		✎
Agree to NGen's financial due diligence ⓘ	<input type="checkbox"/>	✎



Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake / Program Eligibility*

> Project Description

> Project Questions

> Financial Details

▼ Program Eligibility

Eligibility Rules

Eligibility Rules Confirmation



Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Related*

The screenshot displays a project management interface. At the top, there is a header bar with a star icon and the word 'Project'. To the right of the header are several action buttons: '+ Follow', 'Submit for Screening', 'New Note', 'Edit', 'Delete', and 'Sharing'. Below the header is a table with columns for 'Project Number', 'Project Deadline', 'Project Location', 'Program Type', and 'Funding Stream'. A progress bar below the table shows stages: Intake (highlighted in dark red), Screening, Application Development, Assessment, Contracting, Monitoring, Closeout, and Closed. A red button with a checkmark and the text 'Mark Project Stage as Complete' is located at the end of the progress bar. Below the progress bar is a navigation menu with tabs: Intake, Screening, Application Development, Assessment, Contracting, Monitoring, Closeout, **Related** (underlined in red), Files, Notes And More, Activity, Chatter, and History. Under the 'Related' tab, there are four sections, each with a 'New' button: 'Project Feedback (0)', 'Project Member Companies (0)', 'Project Member Contacts (0)', and 'NGen Project Team (0)'. A white arrow points from the 'Project Member Companies (0)' section to the first bullet point in the text below.

- All partner companies (Project Member Companies) need to be added along with the Lead and Finance contacts (Project Member Contacts) for all.
- *All Companies and contacts must be registered in order to add them to the application. This must be completed correctly before you submit for Screening.*

Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... Related / Project Member Companies

New Project Member Company

* = Required Information

Company Information

Project Company Name	<input type="text"/>	* Project	<input type="text" value="Search Projects..."/>
Account Record	<input type="text" value="Search Accounts..."/>		<input type="text" value="Search Projects..."/>
Operating Name	<i>This field is calculated upon save</i>	* Project Company Type	<input type="text" value="--None--"/>
Business Number	<i>This field is calculated upon save</i>	Legal Name	<input type="text"/>
Number of employees in Canada	<i>This field is calculated upon save</i>	Partner Company Role	<input type="text"/>
		Number of Employees Globally	<i>This field is calculated upon save</i>

Business Address

Registered Business Address

Registered Business Address (Country/Territory)

Registered Business Address (Street)

Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Related / Project Member Companies*

Registered Business Address (City)

Registered Business Address (State/Province)

Registered Business Address (ZIP/Postal Code)

Project Specific Details

Industries for IP / Major Sectors

Technology Area

Available		Chosen
Additive Manufacturing	▶	
Advanced Building Prod...	◀	
Advanced Materials		
Agritech / AgTech		
AR / VR / XR		
Artificial Intelligence (AI)		
Automation		
AV / UAV / UAS		
Biotech		
Clean Tech		

Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Related / Project Member Companies*

The screenshot shows a web form with the following elements:

- Parent Company**: A header section for the parent company information.
- * Is this company a subsidiary or branch**: A required field with an information icon, currently set to **--None--**.
- System Info**: A header section for system information.
- Created By**: A field with the value **SME**.
- Last Modified By**: A field that is currently empty.
- SME**: A checkbox that is checked, with the note *This field is calculated upon save* below it.
- Buttons**: Three buttons at the bottom: **Cancel**, **Save & New**, and **Save**.

Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... Related / Project Member Contacts

New Project Member Contact

* = Required Information

Contact Information

Project Contact ID

* Project Member Company Complete this field.

Email *This field is calculated upon save*

Phone *This field is calculated upon save*

Active Portal User *This field is calculated upon save*

* Project Complete this field.

* Contact

Title

* Project Role

Other Role

System Information

Created By Last Modified By

Select the Project Role accordingly:
Lead: Lead on project
Finance: Finance contact
Other: Grant writers, subcontractors etc.

--None--

✓ --None--

Lead

Finance

Other

Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake / Project Financials*

The screenshot shows a web interface with a navigation bar at the top containing the following tabs: Intake (underlined), Screening, Application Development, Assessment, Contracting, Monitoring, Closeout, Related, Files, Notes And More, Activity, Chatter, and History. Below the navigation bar is a list of project sections, each with a right-pointing chevron icon:

- Project Description
- Project Questions
- Financial Details
- Program Eligibility
- Project Financials by Partner (0)** (This section is circled in orange)

At the bottom right of the 'Project Financials by Partner (0)' section, there is a 'New' button.

- All partners need to enter their Project Financials.
- *This must be completed correctly before you submit for Screening.*

Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake / Project Financials*

New Project Financial by Partner

* = Required Information

Information

Project Member Company	<input type="text" value="Search Project Member Companies..."/>	* Project	<input style="border: 2px solid red;" type="text" value="Search Projects..."/>
		Project Finance Workbook	<input type="text" value="Search Project Finance Workbooks..."/>

Complete this field.

Credit Consent

Partner Consents to a Credit Check

Intake Financials for Partner

Cash Contribution	<input type="text"/>	Project Partner Percentage	<i>This field is calculated upon save</i>
Contribution In-Kind	<input type="text"/>	Funding Sought from NGen	<input type="text"/>
Total Project Cost for Partner	\$0 <i>This field is calculated upon save</i>	Funding from Other Programs	<input type="text"/>

Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

5. Intake for Screening ... *Intake / Project Financials*

Workbook Financials for Partner

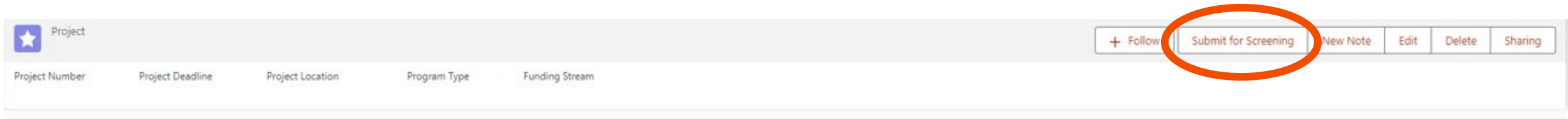
Workbook Cash Contribution Total	\$0 <i>This field is calculated upon save</i>	Workbook Project Partner Percentage	<i>This field is calculated upon save</i>
Workbook Contribution In-Kind Total	\$0 <i>This field is calculated upon save</i>	Workbook Funding Sought from NGen Total	\$0 <i>This field is calculated upon save</i>
Total Project Cost for Partner	\$0 <i>This field is calculated upon save</i>	Workbook Funding from Other Prgms Total	\$0 <i>This field is calculated upon save</i>

System Information

Created By _____ Last Modified By _____

Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

6. Screening



- Once complete "Submit for Screening".
Submitting for Screening is not submitting a Full Application for funding.
- The Screening allows NGen to identify any projects that do not meet the NGen Project Scope so that the issues can either be resolved or the applicant can withdraw without putting time and effort into the full application. Your application will either be accepted or rejected. If accepted, your application will then move to Application Development
- Following a notification of successful Screening, NGen Finance will begin the Financial Due Diligence (FDD) process and collect your finance documents.
- If there are any issues or concerns at this stage, you will be contacted by your application's assigned Project Development Director, or the Project Finance team.

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Question*



Intake Screening **Application Development** Assessment Contracting Monitoring Closeout Related Files, Notes And More Activity Chatter History

Application Question Financials Application Details

The screenshot shows a table titled 'Application Questions (8)' with 8 items. The table has columns for 'Question #', 'Application Question', 'Question Re...', and 'NGen Feedb...'. Each row contains a question number (1-8), a question title (e.g., 'Question 1'), a score of 0, and a dropdown arrow. A 'View All' link is visible at the bottom right of the table.

Question #	Application Question	Question Re...	NGen Feedb...
1	Question 1	0	▼
2	Question 2	0	▼
3	Question 3	0	▼
4	Question 4	0	▼
5	Question 5	0	▼
6	Question 6	0	▼
7	Question 7	0	▼
8	Question 8	0	▼

- Lead applicant to fill out all the questions
- Click on each question to begin
- Note; there is a character limit (can vary by Program)

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Question*

The screenshot shows the 'Application Question' interface. On the left, there are sections for 'Information', 'Application Question', 'Question Guidance', and 'Response'. On the right, there is a 'Question Feedback' section with a 'History' tab and a 'Question Feedback (0)' box. A vertical sidebar on the right contains an 'Edit' button at the top and a pencil icon at the bottom. Both the 'Edit' button and the pencil icon are circled in red.

- Click on edit or the pencil to open it in edit mode

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Question*

▼ Response

Question Response

Salesforce Sans 12 [Color] [B] [I] [U] [S] [List] [Table] [Table] [Table] [Link] [Image] [Link]

▼ System Information

Created By Last Modified By

Cancel Save

- Fill in your response and "Save".
- Click on the Project name to go back to questions.
- Repeat for each question. OR use "View All" option (see next slide).

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials

Application Development Progress: ✓ ✓ Application Development Assessment Contracting Monitoring Closeout Closed

Intake Screening **Application Development** Assessment Contracting Monitoring Closeout Related Files, Notes And More Activity Chatter History

Application Question **Financials** Application Details

Project Finance workbooks (1) 1 item • Updated 3 minutes ago

	Project Financial Name	Project Member Company	Role In Project	
1	Finance Workbook		Lead	<input type="checkbox"/>

Finance Workbook Summary (1) 1 item • Updated 3 minutes ago

	Finance Workbook...	Member Company	Cash Contribution	Anticipated In-Kin...	Funding Sought fro...	
1	WS-		\$0	\$0	\$0	<input type="checkbox"/>

Financial Due Diligences (1) 1 item • Updated 3 minutes ago

	Financial Due ...	Member Com...	Cashflow Fore...	Articles of Inc...	Latest Audited...	Finance Direct...	
1	FDD-		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Each section needs to be completed separately by both the Lead applicant and each partner.

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials - FDD

The screenshot displays a web application interface for Financial Due Diligence (FDD). The main content is organized into several sections:

- Header:** Includes a logo for 'Financial Due Diligence FDD-' and action buttons for '+ Follow', 'Edit', and 'Delete'.
- Details:** A section with a dropdown arrow, containing:
 - Financial Due Diligence Information:** A table with fields for Name (FDD-), Member Company, Account, Project, Status (Draft), Finance Workbook (FWB), and Archive (checkbox).
 - Member FDD Checklist:** A table with fields for Cash Contribution, Latest Audited Financial Statements (checkbox), Articles of Incorporation Uploaded (checkbox), and Cashflow Forecast Uploaded (checkbox).
 - NGen FDD Comments:** Fields for FDD Comments and FDD Internal Comments.
 - Approvals:** Fields for Finance Director Approval, FDD Completed Date, Approval Date, Last FDD Date, and Last FDD Result.
- Related Chatter:** A section with a dropdown arrow, containing:
 - Files (0):** A box with an 'Upload Files' button and the text 'Or drop files'.
 - Financial Due Diligence History (1):** A table with fields for Date, Field, User, Original Value, and New Value, and a 'View All' link.

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials - Workbooks

Application Question **Financials** Application Details

Project Finance Workbooks (1)
1 item • Updated 3 minutes ago

Project Financial Name	Project Member Company	Role In Project
1 Finance Workbook		Lead

Finance Workbook Summary (1)
1 item • Updated a few seconds ago

Finance Workbook...	Member Company	Cash Contribution	Anticipated In Kin...	Funding Sought fro...
1 WS				

Related Chatter History

- Finance Feedback (0)
- Other Fundings (0)
- Labour Costs (0)
- Subcontract Costs (0)
- Capital & Equipment Costs (0)
- Materials & Supplies Costs (0)
- Travel Costs (0)
- Other Eligible Costs (0)
- Unfunded Eligible Costs (0)

Click on Finance Workbook to open up this section.

The summary of what was entered in the Workbooks will show here.

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials - Workbooks

▼ Workbook Details

Project Financial Name	Project
Finance Workbook: Test Corporation	Test
Project Member Company Corporation	Status
Company Operating Name Corporation-test	Review Requested
Company Legal Name	Completed by
CRA Business Number	Role In Project
Registered Business Address	Lead
	Funding Sought from NGen
	\$200,000.00

Be sure to fill out how much funding you are asking for from NGen. Total funding from NGen is limited as a % of the Total Project amount but it can be weighted differently between partners.

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials - Workbooks

Related Chatter History

+ Follow Update to Review Requested Edit

- Finance Feedback (0)
- Other Fundings (0)
- Labour Costs (0)
- Subcontract Costs (0)
- Capital & Equipment Costs (0)
- Materials & Supplies Costs (0)
- Travel Costs (0)
- Other Eligible Costs (0)
- Unfunded Eligible Costs (0)

When all the sections are completed, you can click on "Update to Review Requested" (top right-hand corner of Financial Workbooks page), which will inform the Finance Director, this is ready for review

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials – Workbooks – Other Funding

New Other Funding

* = Required Information

Other Funding Information

* Other Funding Name	<input type="text"/>	* Finance Workbook	<input type="text" value="Search Project Finance Workbooks..."/>
	Complete this field.		Complete this field.
* Funding status	<input type="text" value="--None--"/>		

Other Funding Details

* Government Entity	<input type="text" value="--None--"/>	* Funding Program	<input type="text"/>
* Amount (CAD) ⓘ	<input type="text"/>	* Program Stacking Limits (%)	<input type="text"/>
* Effective Start Date	<input type="text"/>	* Effective End Date	<input type="text"/>

System Information

Created By		Last Modified By	
------------	--	------------------	--

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials – Workbooks – Labour Costs

New Labour Cost

* = Required Information

Labour Guidance Includes the portion of gross wages or salaries for personnel working directly on the project activities. This will include CPP, EI & EHT, but must exclude any discretionary benefits (i.e. health & dental) or bonuses. Ensure to provide the role or title of the labour individual (include # of jobs if more than 1), brief description of the activities of each role within the project, hourly gross salary (convert "Salary" to hourly dividing by 2,080 working hours), and the total labour hours towards the project. In calculating the labour costs, the costs of routine administration and operations of the organization are ineligible. That portion of salary costs of staff that can be shown to be in direct support of carrying out the Project (i.e. project managers, project accountants) can be considered Eligible Funded Project Costs.

Information

Labour Cost ID

* Finance Workbook

Complete this field.

Labour Cost Details

* Role/Title (Include # FTE) <input type="text"/>	* Description of Eligible Activities <input type="text"/>
* Physical Location of Individual <input type="text" value="--None--"/>	* Country of Paying Entity <input type="text" value="--None--"/>
* Per Hour Wage + Statutory Benefits <input type="text"/>	Foreign Cost <input type="text"/>
* Hours spent on the project <input type="text"/>	Foreign Cost justification required if physical location or paying entity are outside of Canada.

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials – Workbooks – Subcontract Costs

New Subcontract Cost

* = Required Information

Subcontract Cost Information

Subcontract Cost ID ↶

* Finance Workbook Complete this field.

Subcontract Cost Details

Subcontract Company or Individual

Country where work will be carried out

Nationality of Subcontractor

Description of project related activities

Vendor is a Project Partner

Estimated Cost (\$)

Contribution Type

Reason for subcontracting

System Information

Created By

Any project questions or queries, please email project@ngen.ca

7. Application Development *... Financials – Workbooks – Capital & Equipment Costs*

New Capital & Equipment Cost

* = Required Information

Capital & Equipment Guidance

This section is for equipment & capital expenditures that are linked to the objectives of the project, which are vital for the success of research, development, or demonstration projects, and not otherwise available as a shared resource. This includes costs related to the acquisition of new equipment, including purchase, rental, operation (must be specifically metered) and/or maintenance costs. Any capital expenditures on a single asset over \$1 million must be pre-approved by NGen prior to purchase.

Information

* Capital & Equipment Cost Name

Complete this field.

* Finance Workbook

Search Project Finance Workbooks...



Complete this field.

Details

* Item Description

Vendor is a Project Partner

* Description of Eligible Use

* New or existing item?

* Purchase Price (\$)

* Contribution Type

Cancel

Save & New

Save

Any project questions or queries, please email project@ngen.ca

7. Application Development *... Financials – Workbooks – Material & Supplies Costs*

New Materials & Supplies Cost

* = Required Information

Material & Supplies
Guidance

Materials to be consumed on the project purchased from third parties. Materials supplied by subsidiaries or associated companies should exclude the profit element of the value placed on that material (i.e. these should be valued at cost or using Discounted Cash Flow - see below). If waste or scrap material has a significant residual/resale value the figures should reflect this.

Information

* Materials &
Supplies Cost Name

Complete this field.

* Finance Workbook

Search Project Finance Workbooks...



Complete this field.

Details

* Item Description

Vendor is a Project
Partner

* Quantity

* Contribution Type

* Cost / Item (\$)

Cancel

Save & New

Save

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials – Workbooks – Travel Cost

New Travel Cost

* = Required Information

Travel Guidance
Travel costs, including meal and accommodation costs that are in accordance with the National Joint Council Travel Directive. You should only include reasonable costs that are justified and will be incurred exclusively for progressing this project. If employees are paid a monthly car allowance, only project related mileage can be charged to the project. Alcoholic beverages are an ineligible expense.

Information

* Travel Cost Name Complete this field. * Finance Workbook

Details

* Purpose of Journey * Number of Direct Labour Individuals

* Number of Trips * Contribution Type

* Cost (\$)

Any project questions or queries, please email project@ngen.ca

7. Application Development ... Financials – Workbooks – Other Eligible Costs

New Other Eligible Cost

* = Required Information

Other Cost Guidance	Other direct costs which can be specifically identified and measured as incurred in the performance of the Project Activities (e.g. market studies, licenses, software subscriptions). You should ensure that a case is made for the other costs within your application questions. Categories for Other Eligible Costs include, but are not limited to:		
User Fees	Service fees and subscription/license fees directly related to the project. These exclude project administration fees charged to the projects by NGen.		
Room & Facility Rentals	The incremental cost of space in respect of the project. These are costs that would not have been incurred if not for the project. Overheads or costs incurred by the project in respect of the routine administration and operation of the organization, such as rent, utilities, etc. are considered ineligible.		
Conference Costs	Costs related to rent facilities to support conferences and related telecommunication expenses. These must have a specific tie back to the project (i.e. a targeted Hack-a-thon to address a project challenge).		
Dissemination	Publication and other costs but must not include any dissemination costs relating to commercialization or production.		
Intellectual Property (IP) Costs	Reasonable costs relating to the patent protection of foreground intellectual property arising out of a project are eligible. IP Costs will be eligible for reimbursement under the NGen AI4M program. Only SMEs will be able to claim IP costs;		

Information

* Other Eligible Cost Name	<input type="text"/>	* Finance Workbook	<input type="text" value="Search Project Finance Workbooks..."/>
	Complete this field.		Complete this field.

Details

* Category	<input type="text" value="--None--"/>	* Description of use for project	<input type="text"/>
* Contribution Type	<input type="text" value="--None--"/>	Vendor is a Project Partner	<input type="checkbox"/>
		* Estimated Cost (\$)	<input type="text"/>

Any project questions or queries, please email project@ngen.ca

7. Application Development *... Financials – Workbooks – Unfunded Eligible Costs*

New Unfunded Eligible Cost

* = Required Information

Unfunded Cost
Guidance

The following are eligible project costs but are ineligible for reimbursement.

- Payments to federal entities (e.g., the National Research Council).
- Infrastructure costs (construction, repair and maintenance) that are directly related to the project.
- Expenses related to construction, purchase of a building or land, if NGen approves such costs as Unfunded Eligible Costs in advance.
- Any eligible costs incurred before the approval of the project by NGen.

Information

* Unfunded Eligible
Cost Name

Complete this field.

* Finance Workbook



Complete this field.

Detail

* Item Description

Vendor is a Project
Partner

* Contribution Type

* Estimated Cost

Cancel

Save & New

Save

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Details*

The screenshot displays a multi-step process flow at the top: Intake, Screening, Application Development (highlighted with a dark arrow), Assessment, Contracting, Monitoring, Closeout, and Closed. Below this, a navigation bar includes tabs for Intake, Screening, Application Development (underlined), Assessment, Contracting, Monitoring, Closeout, Related, Files, Notes And More, Activity, Chatter, and History.

The main content area is titled 'Application Details' (circled in orange) and contains several sections, each with a 'New' button:

- Application Questions
- Financial Details
- Application Details** (circled in orange)
- Project Jobs (0)
- Active Jobs Records (0)
- Job Summary
- Economic Impacts (0)
- Economic Impact Summary
- Academic/Research Involvements (0)
- Milestone Register (0)

Each section needs to be completed separately by both the Lead applicant and each partner.

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Details – Project Jobs*

Job Information

Project Job ID

Related Member Company

Direct or Indirect Job

* Project *Complete this field.*

Stage Stamp

Job Details

Jobs Created Over the Course of Project	<input type="text"/>	Jobs Maintained Over Course of Project	<input type="text"/>
Jobs Created 0-2 Years After the Project	<input type="text"/>	Jobs Maintained 0-2 Years After Project	<input type="text"/>
Jobs Created 3-5 Years After the Project	<input type="text"/>	Jobs Maintained 3-5 Years After Project	<input type="text"/>
FTE Created	0	FTE Maintained	0
	<i>This field is calculated upon save</i>		<i>This field is calculated upon save</i>

Totals

Total Jobs	0	Total Created	0
	<i>This field is calculated upon save</i>		<i>This field is calculated upon save</i>
Total Jobs 0-2 Years After Project	0	Total Maintained	0
	<i>This field is calculated upon save</i>		<i>This field is calculated upon save</i>
Total Jobs 3-5 Years After Project	0		
	<i>This field is calculated upon save</i>		

System Information

Created By

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Details – Active Jobs Records*

Job Information

Project Job ID

Related Member Company

Direct or Indirect Job

* Project Complete this field.

Stage Stamp

Job Details

Jobs Created Over the Course of Project ⁱ	<input type="text"/>	Jobs Maintained Over Course of Project ⁱ	<input type="text"/>
Jobs Created 0-2 Years After the Project	<input type="text"/>	Jobs Maintained 0-2 Years After Project	<input type="text"/>
Jobs Created 3-5 Years After the Project	<input type="text"/>	Jobs Maintained 3-5 Years After Project	<input type="text"/>
FTE Created	0	FTE Maintained	0
	<i>This field is calculated upon save</i>		<i>This field is calculated upon save</i>

Totals

Total Jobs	0	Total Created	0
	<i>This field is calculated upon save</i>		<i>This field is calculated upon save</i>
Total Jobs 0-2 Years After Project	0	Total Maintained	0
	<i>This field is calculated upon save</i>		<i>This field is calculated upon save</i>
Total Jobs 3-5 Years After Project	0		
	<i>This field is calculated upon save</i>		

System Information

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Details – Economic Impacts*

New Economic Impact

* = Required Information

Information

Economic Impact ID

* Project
Complete this field.

* Related Company

Stage Stamp

Economic Impact for Member

* Additional Revenue Generated 0-2 years

* Additional Revenue Generated 3-5 years

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Details – Academic/Research Involvements*

New Academic/Research Involvement

* = Required Information

Information

* Academic/Research Institution Name	<input type="text"/>	* Project	<input type="text" value="Search Projects..."/>
	Complete this field.		Complete this field.
* Type of involvement	<input type="text"/>		

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Details – Milestone Register*

New Milestone

* = Required Information

Information

* Milestone Name	<input type="text"/>	* Project	<input type="text" value="Search Projects..."/>
	Complete this field.		Complete this field.
* Milestone Reference Number	<input type="text"/>	* Responsible Partner Organizations Milestone Owner	<input type="text" value="Search Project Member Companies..."/>

Milestone Details

* Baseline Due Dates	<input type="text"/>	* Current Due Dates	<input type="text"/>
* Milestone Description	<input type="text"/>	* Percentage Complete	<input type="text"/>

Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Details – Project Plan & Risk Register*

Intake Screening Application Development Assessment Contracting Monitoring Closeout Related **Files, Notes And More** Activity Chatter History

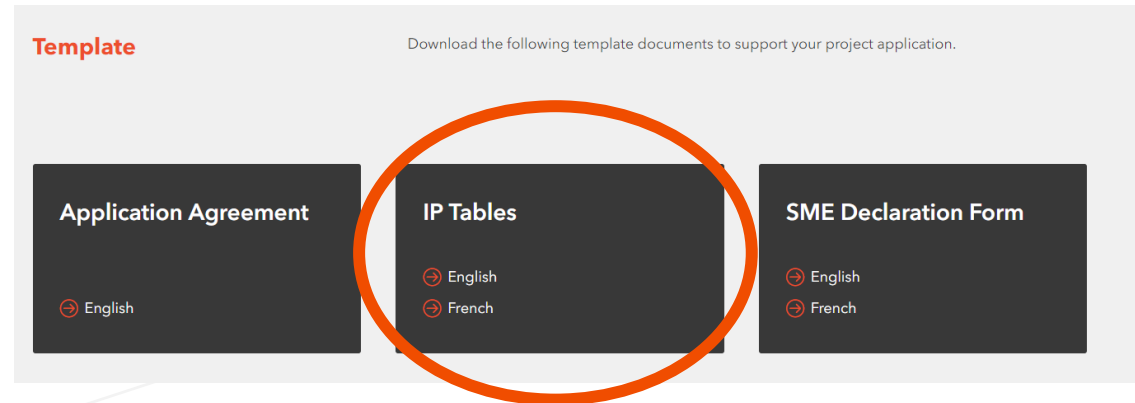
- Upload your Project Plan and Risk Register under “Files, Notes and More”.
(There are no templates available for these items)



Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Application Details – IP*

- IP Table template is found on our website under the challenge you are submitting under.
- www.ngen.ca/funding. Go to the open Funding Opportunities and select the challenge and scroll down to templates.

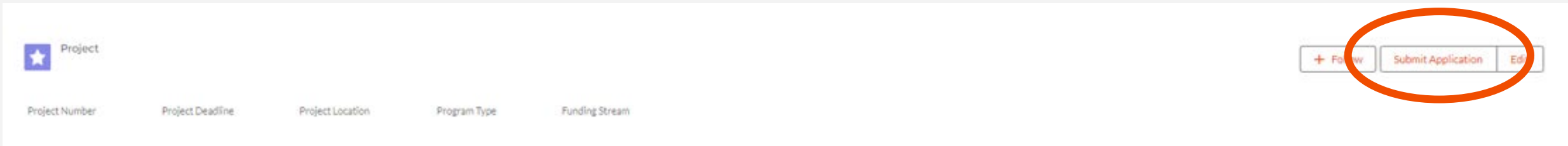


- Upload your completed IP table in your application under Files, Notes and More.

Intake Screening Application Development Assessment Contracting Monitoring Closeout Related **Files, Notes And More** Activity Chatter History

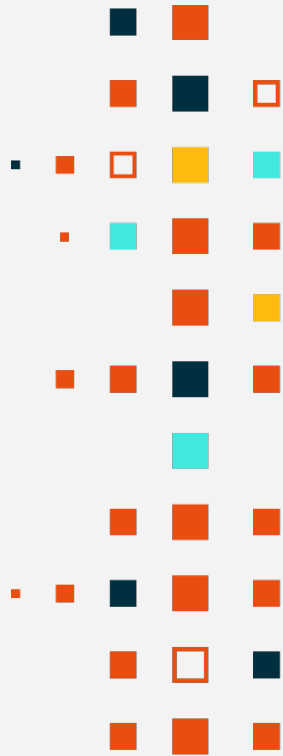
Any project questions or queries, please email project@ngen.ca

7. Application Development ... *Submit Application*



- Once you have completed your application, you can “Submit Application”.
- If your application meets all the requirements outlined in the Guides, your application will then go through the Assessment stage.
- Ensure your documents (where applicable) have already been submitted and approved (FDD, Finance Workbooks etc.).

Any project questions or queries, please email project@ngen.ca





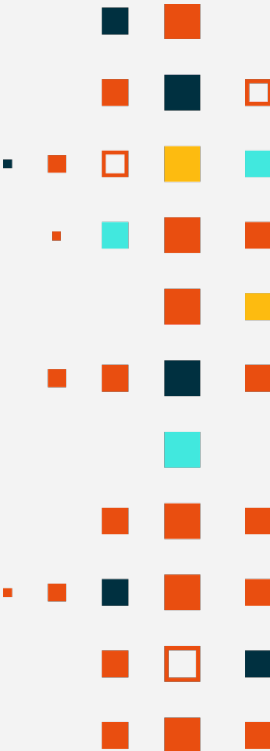
If your Project is recommended!

Consortium and NGen sign a
Master Project Agreement.



We Kick-off the project

Any project questions or queries, please email project@ngen.ca



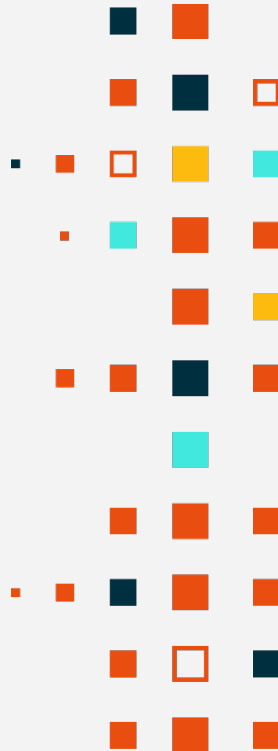
If your Project is not recommended!

You will be notified via email and Assessor Feedback will be provided.

You can resubmit a project if other funding programs are available.

Please continue to check for announcements on our website
<https://www.ngen.ca/funding> for Open Funding Opportunities

Any project questions or queries, please email project@ngen.ca

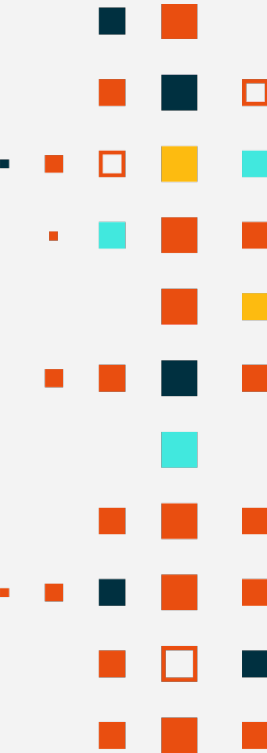


Guides, templates and presentation/videos

www.ngen.ca/funding

These will be found under the Funding Opportunities

Any project questions or queries, please email project@ngen.ca



NOGen

