NGen

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**

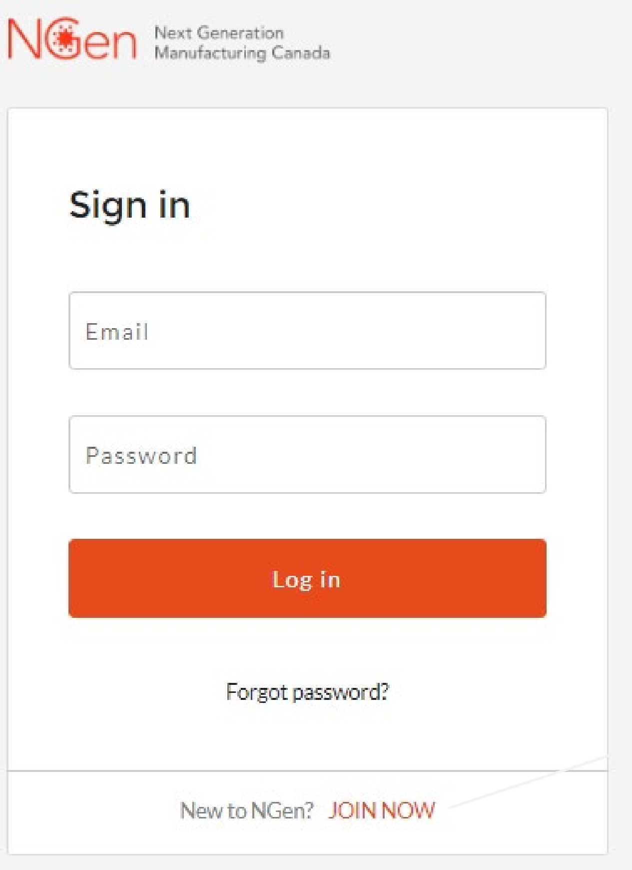
1. Become an NGen member **www.ngen.ca**
2. Login to member portal and start a Project Application (Intake)
3. Submit for Screening (Intake must be completed and an Application Agreement must be signed by Lead and all partners)
4. Application will be reviewed and accepted or rejected through Screening (must be completed and comply with the Project Guide for the challenge
5. Application Development: Complete application (Application Questions, Financials, Application Details)
6. Application submission Deadline

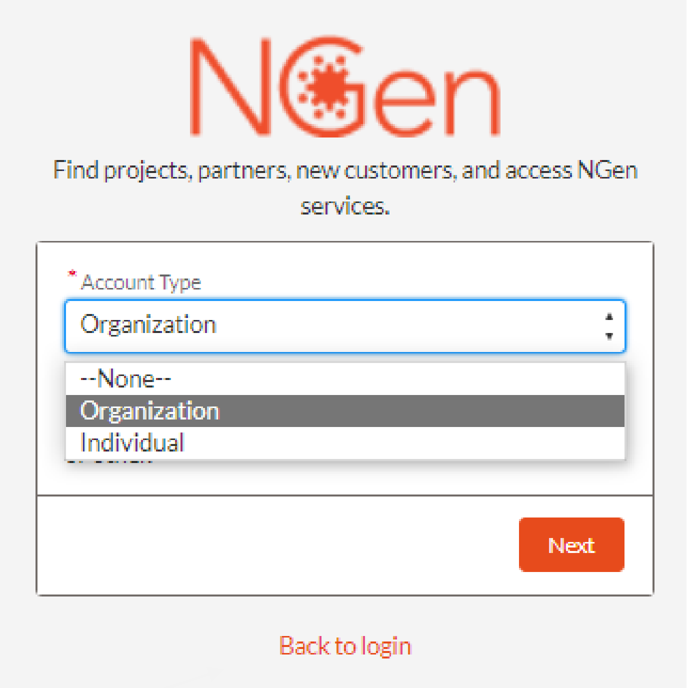
Any project questions or queries, please email project@ngen.ca

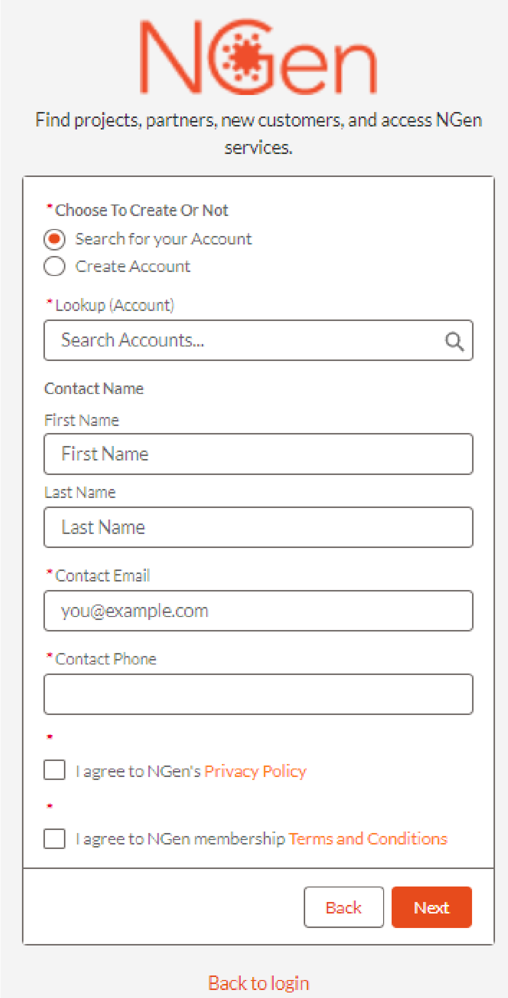
2. Become an NGen Member

Become a member tutorial

www.ngen.ca



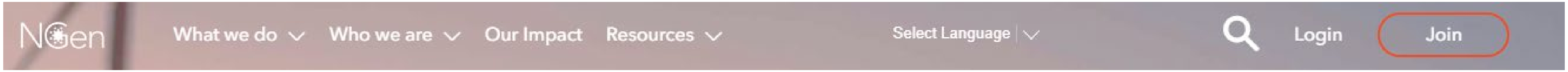


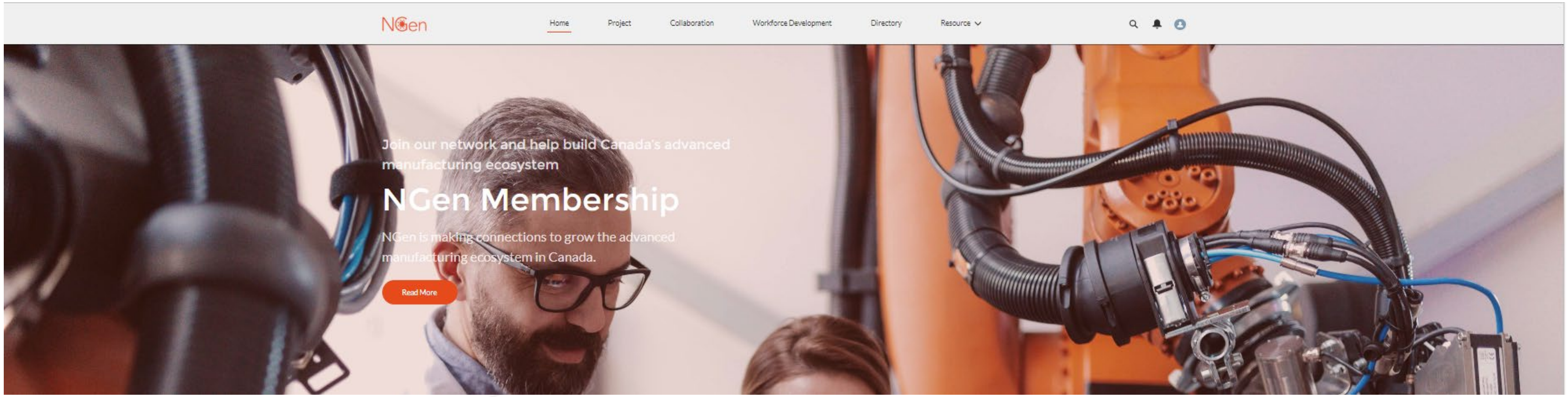


You must be an organization to apply for a project.

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

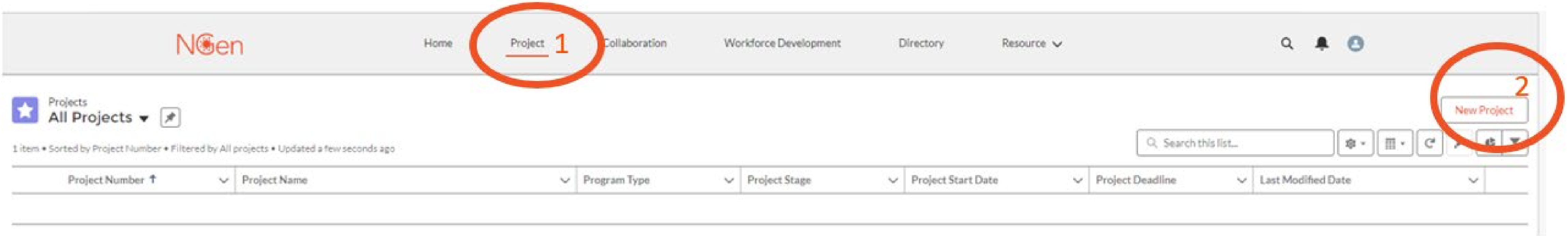
3. Login to member portal www.ngen.ca





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

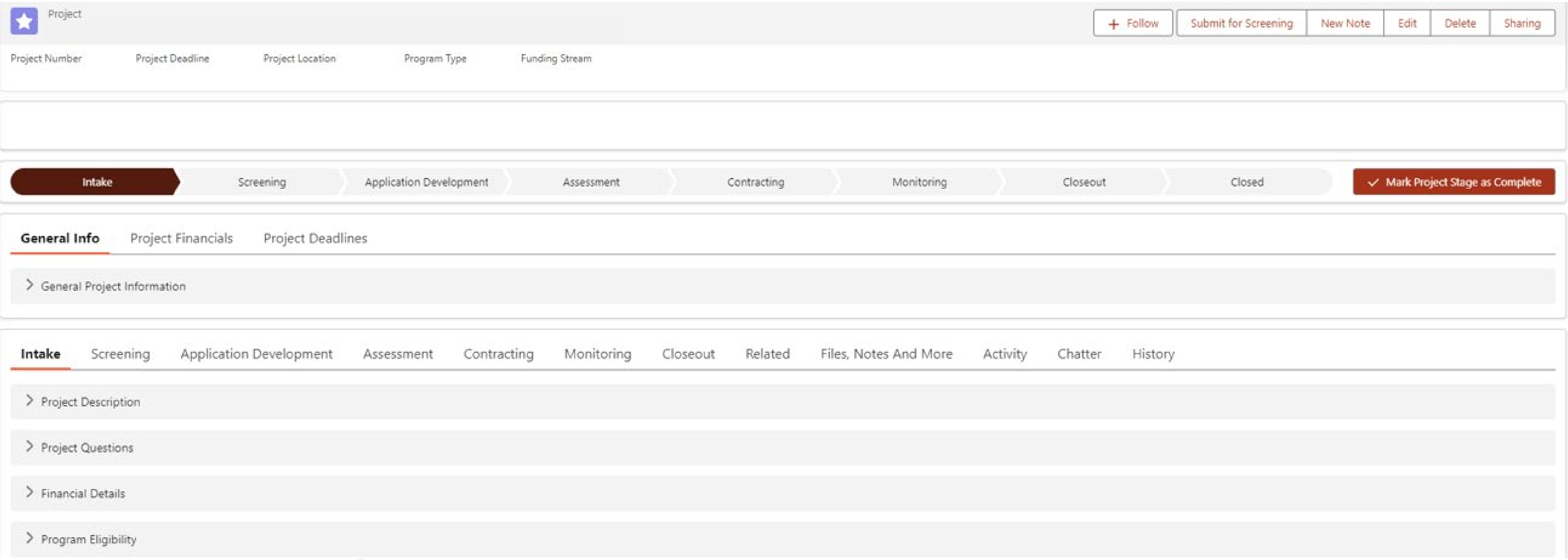
4. Starting an application



A new application will open

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

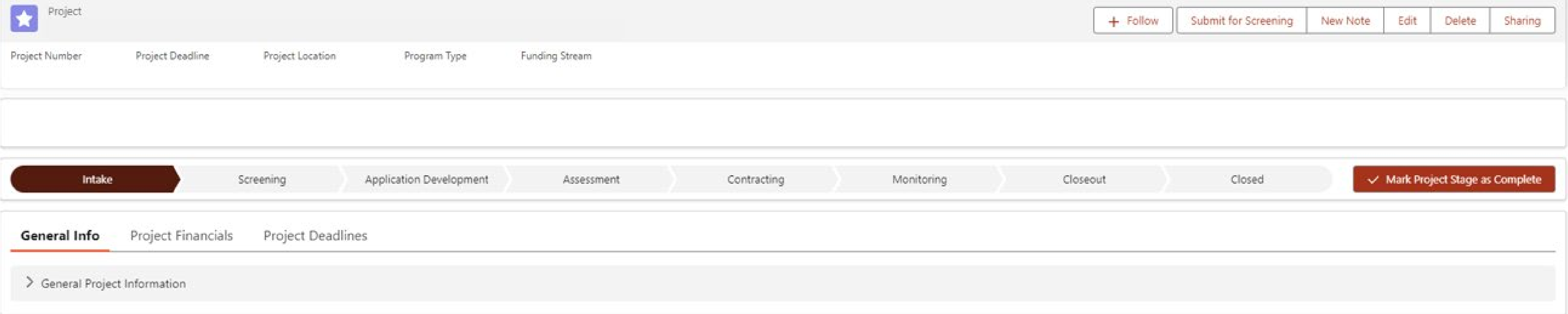
5. Intake for Screening … *Intake*

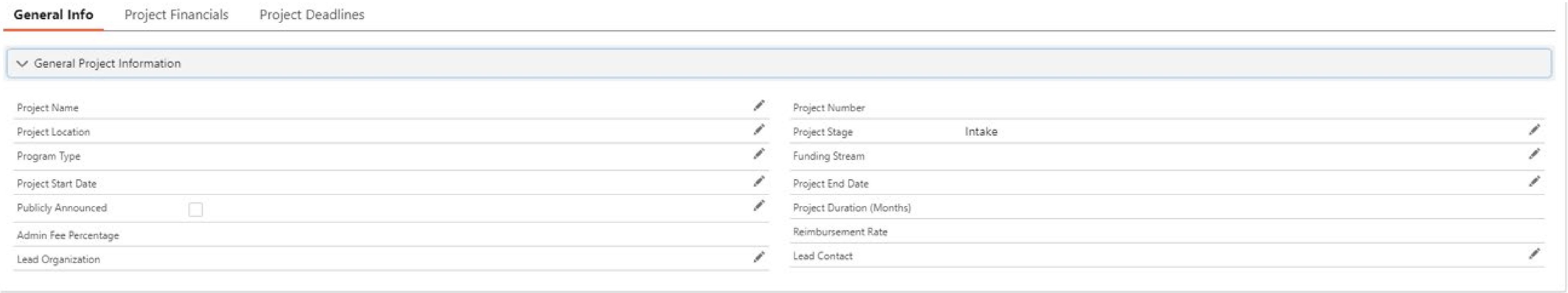


- Complete all sections and when ready “Submit for Screening”. *If you don’t have or know the information for any cell, you can put NA for the time being and “SAVE”. You can then go back into your application to update those cells. However, all cells must be completed correctly before you submit for Screening.*
- An Application Agreement <u>MUST</u> 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*

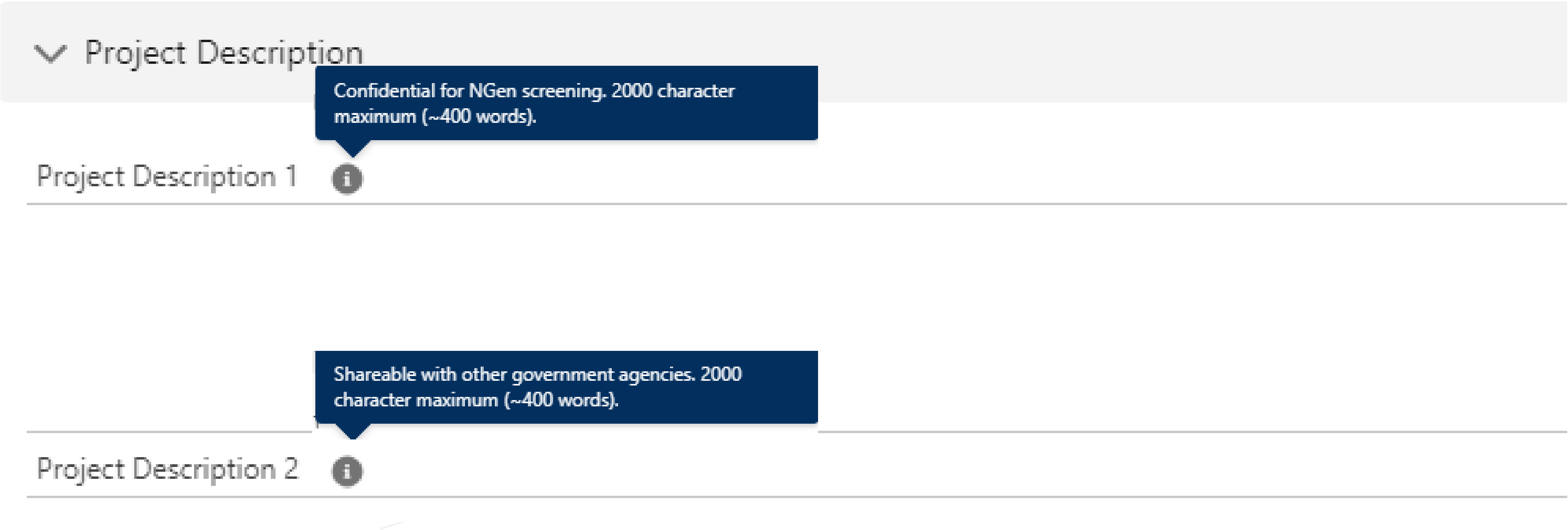




Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

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

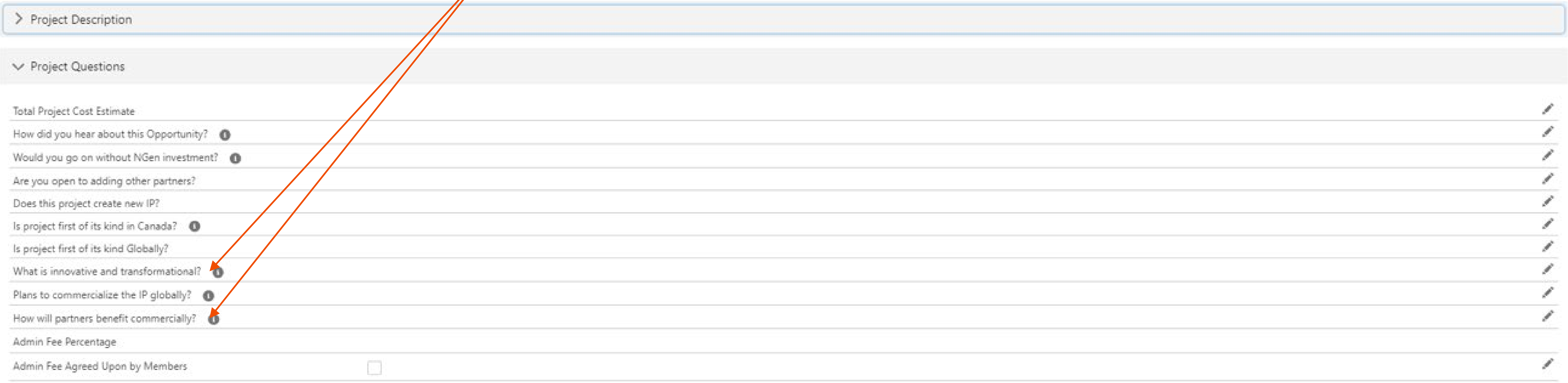
- **Please describe your project clearly in these two fields.**



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

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?

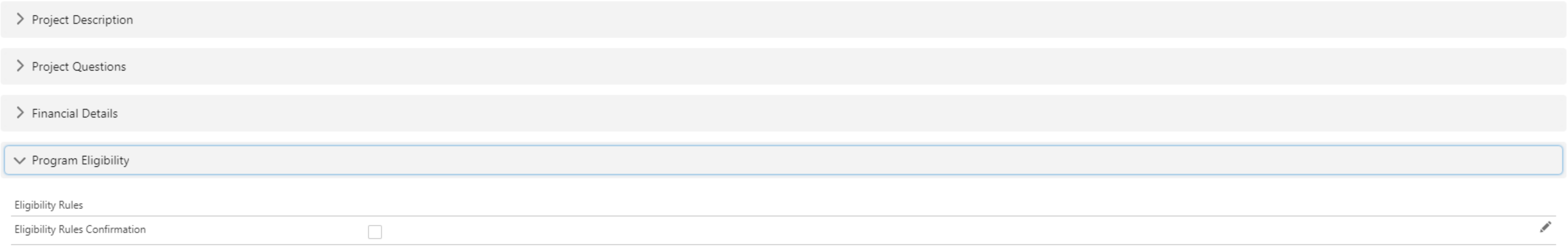
Any single piece of Capital Ex > $1M?

Need help acquiring additional funding?

Agree to NGen's financial due diligence ☐

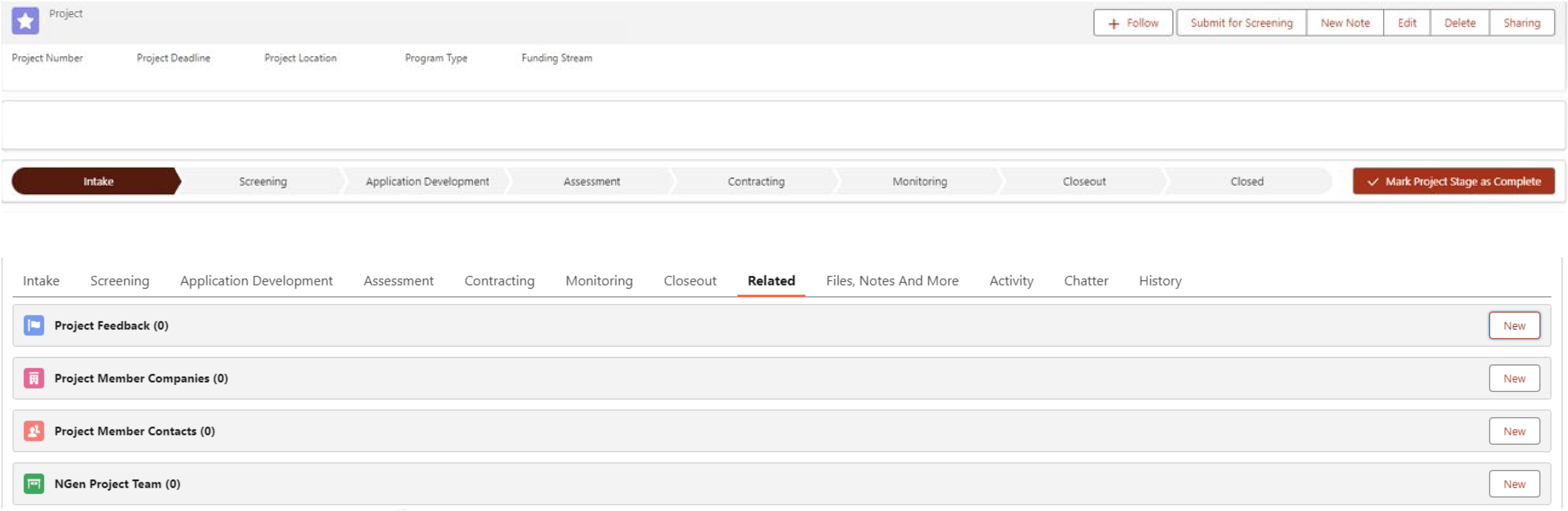
Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

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



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

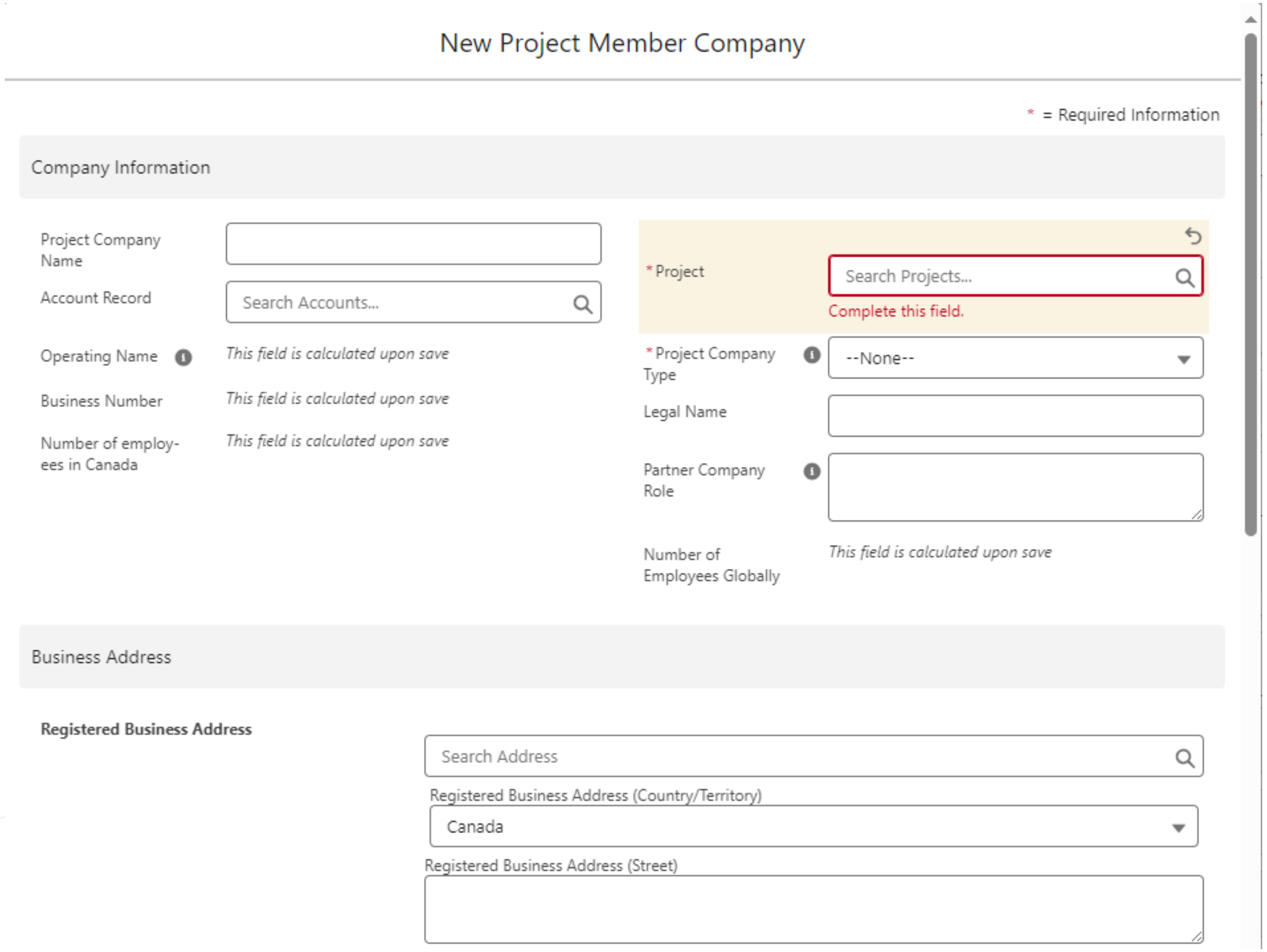
5. Intake for Screening … *Related*



- 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.*

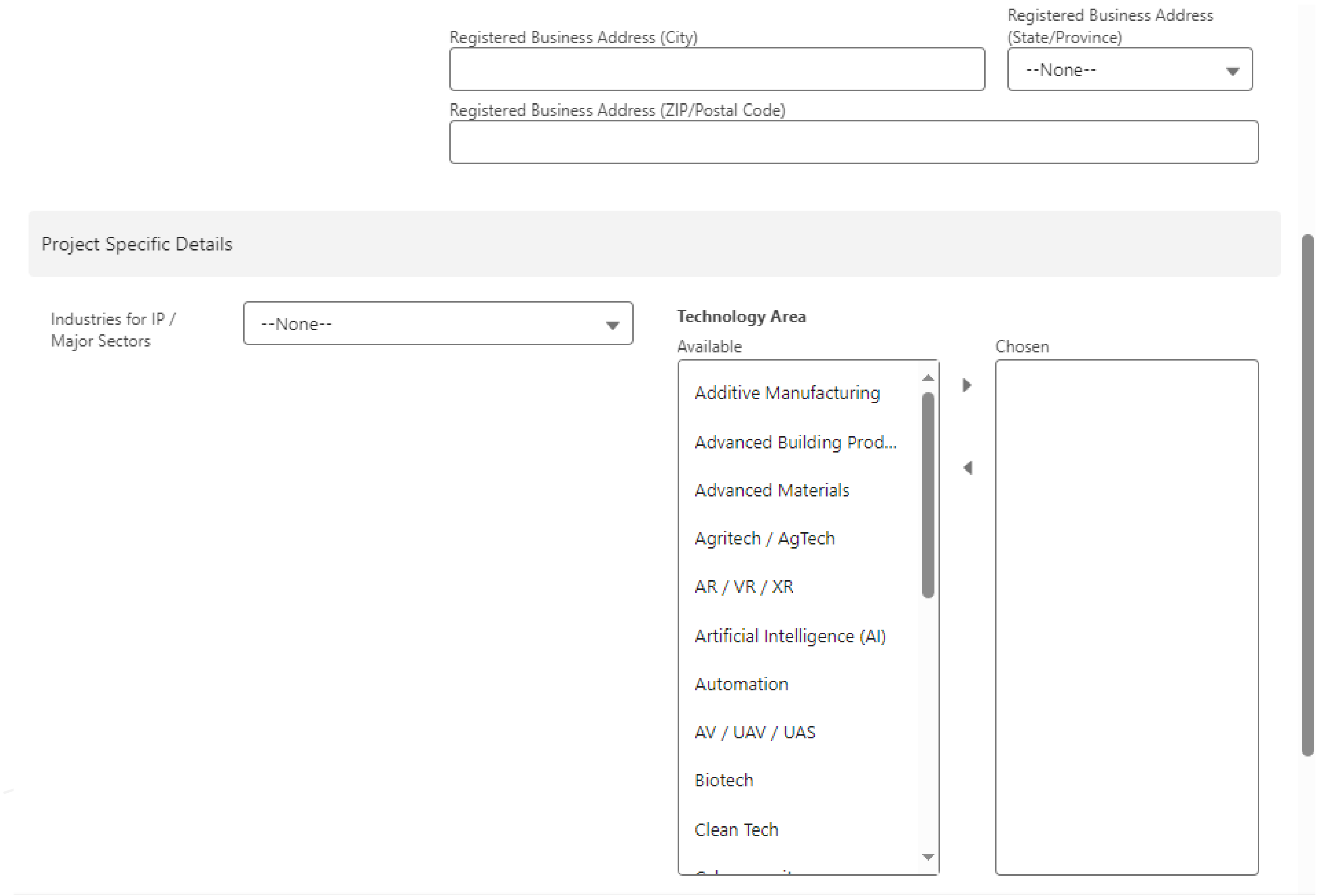
Any project questions or queries, please email project@ngen.ca

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



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)

--None--

Registered Business Address (ZIP/Postal Code)

Project Specific Details

Industries for IP / Major Sectors

--None--

Technology Area

Available

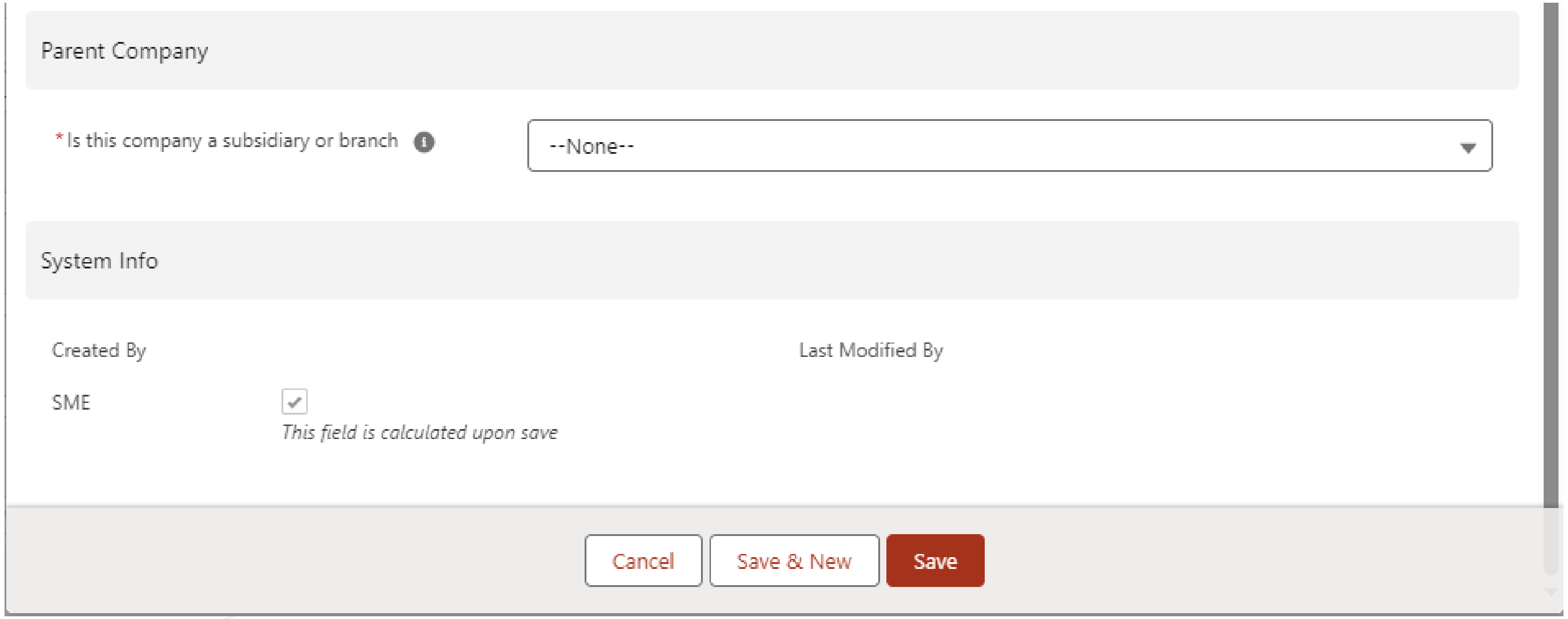
- Additive Manufacturing
- Advanced Building Prod...
- Advanced Materials
- Agritech / AgTech
- AR / VR / XR
- Artificial Intelligence (AI)
- Automation
- AV / UAV / UAS
- Biotech
- Clean Tech

Chosen

Complete and check off the required cells and "Save"

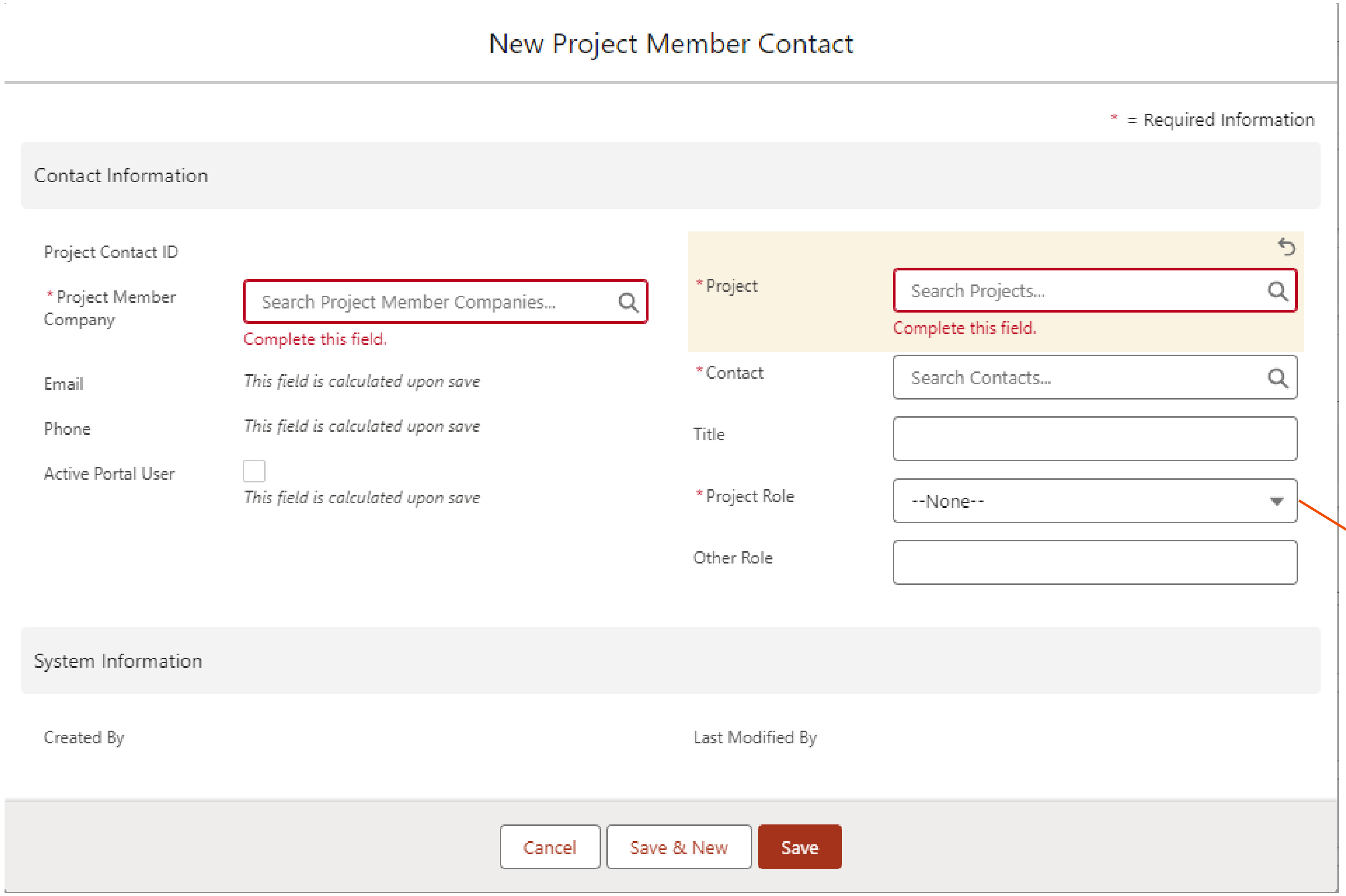
Any project questions or queries, please email project@ngen.ca

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

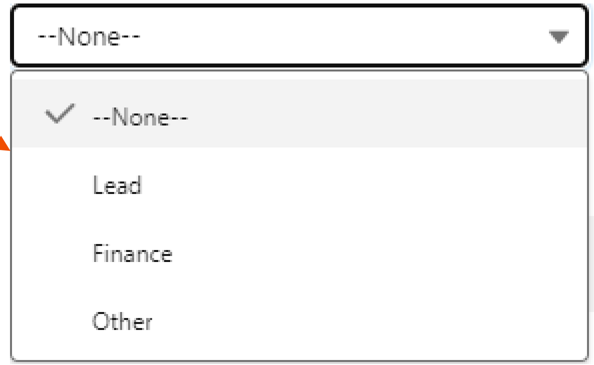


Complete and check off the required cells and "Save"
Any project questions or queries, please email project@ngen.ca

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

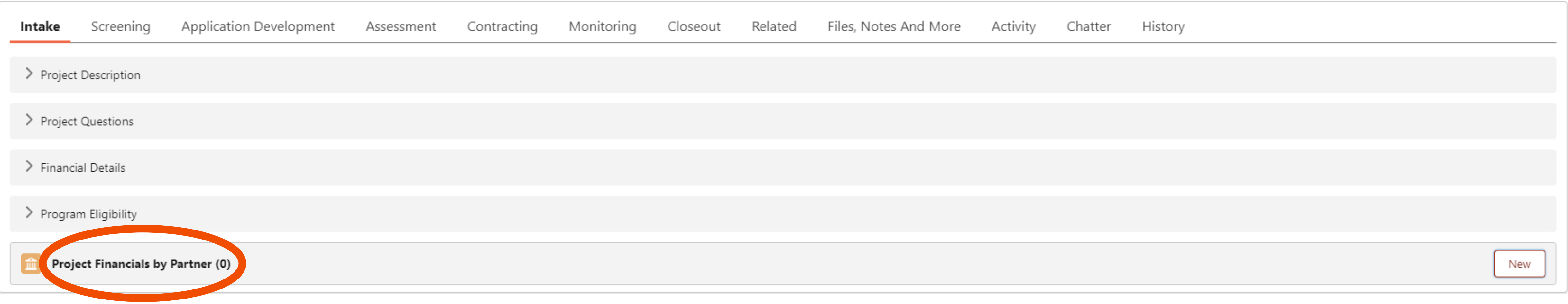


Select the Project Role accordingly:
Lead: Lead on project
Finance: Finance contact
Other: Grant writers, subcontractors etc.



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

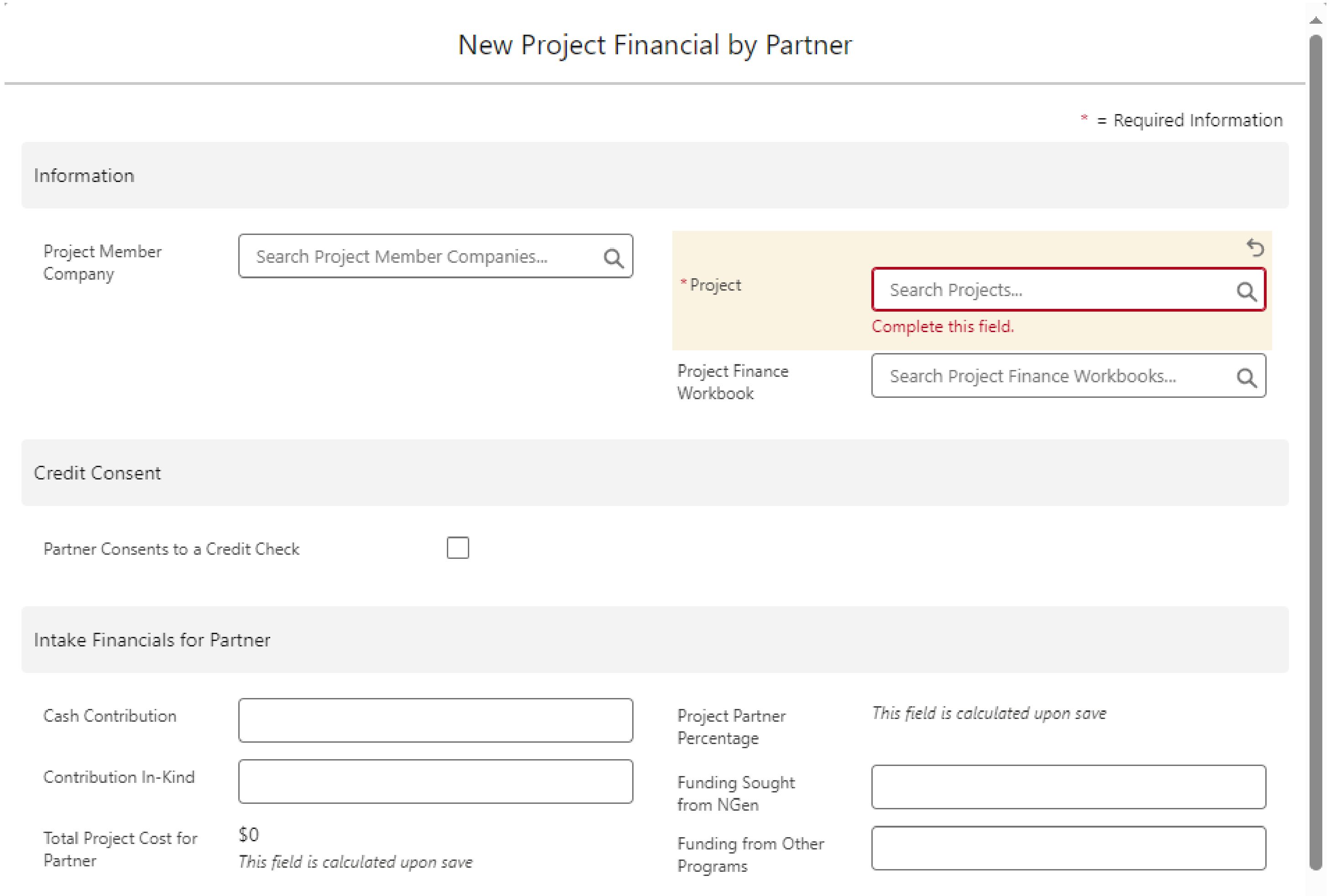
5. Intake for Screening ... *Intake / Project Financials*



- 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: Search Project Member Companies...

* Project: Search Projects...

Complete this field.

Project Finance Workbook: Search Project Finance Workbooks...

Credit Consent

Partner Consents to a Credit Check

Intake Financials for Partner

Cash Contribution

Contribution In-Kind

Total Project Cost for Partner: $0

This field is calculated upon save

Project Partner Percentage: *This field is calculated upon save*

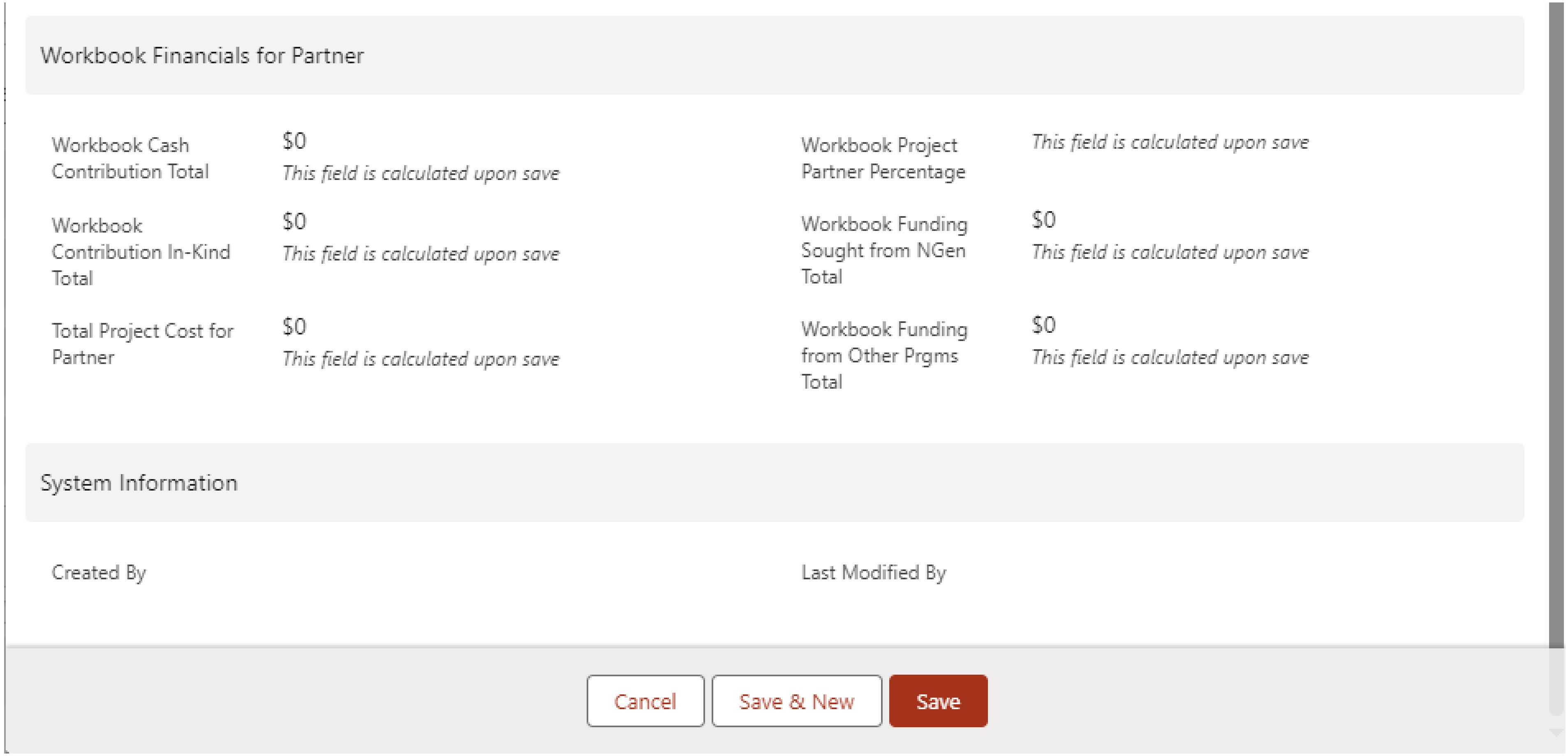
Funding Sought from NGen

Funding from Other Programs

Complete and check off the required cells and "Save"

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

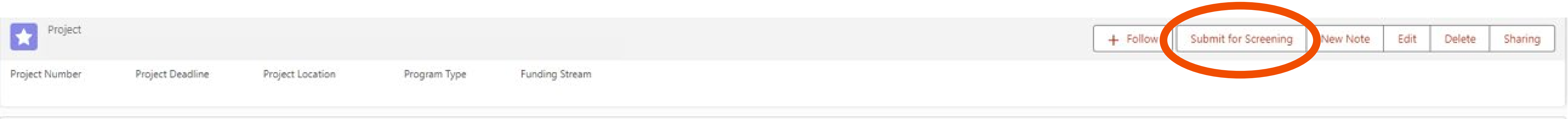
5. Intake for Screening … *Intake / Project Financials*



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.

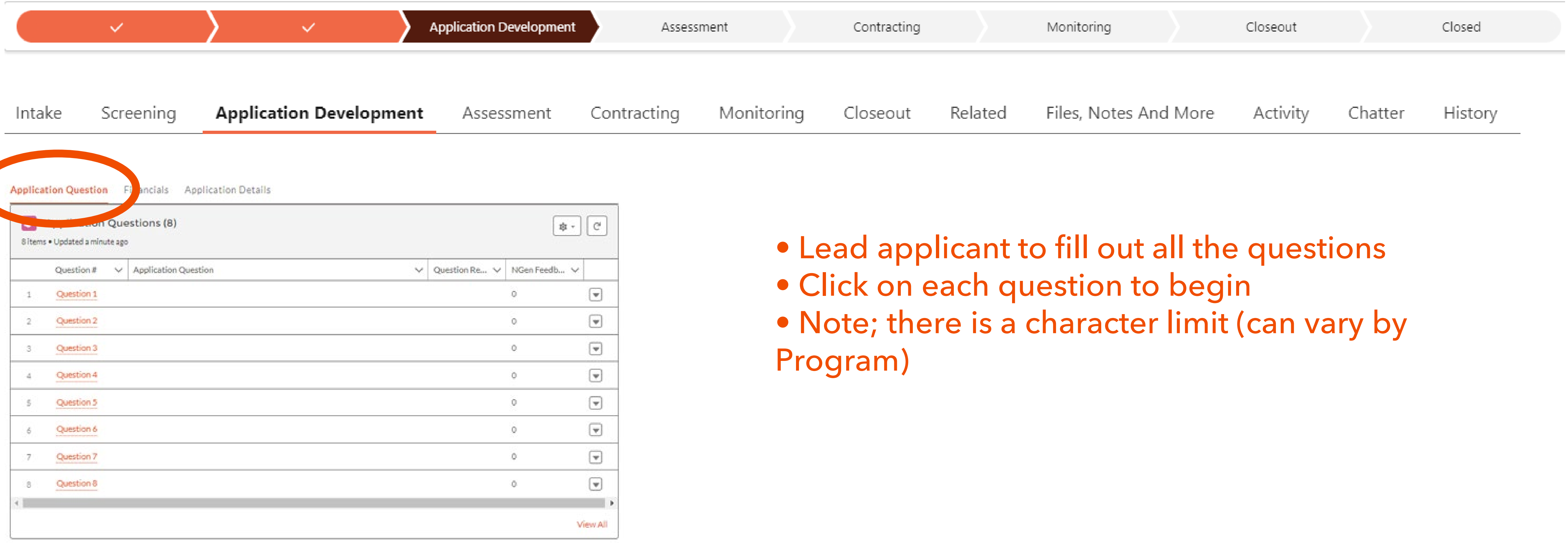
- The Screening allows NGen to identify any projects that do not meet the NGen Project Scope so that the issues can either be resolved or the applicant can withdraw without putting time and effort into the full application. Your application will either be accepted or rejected. If accepted, your application 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

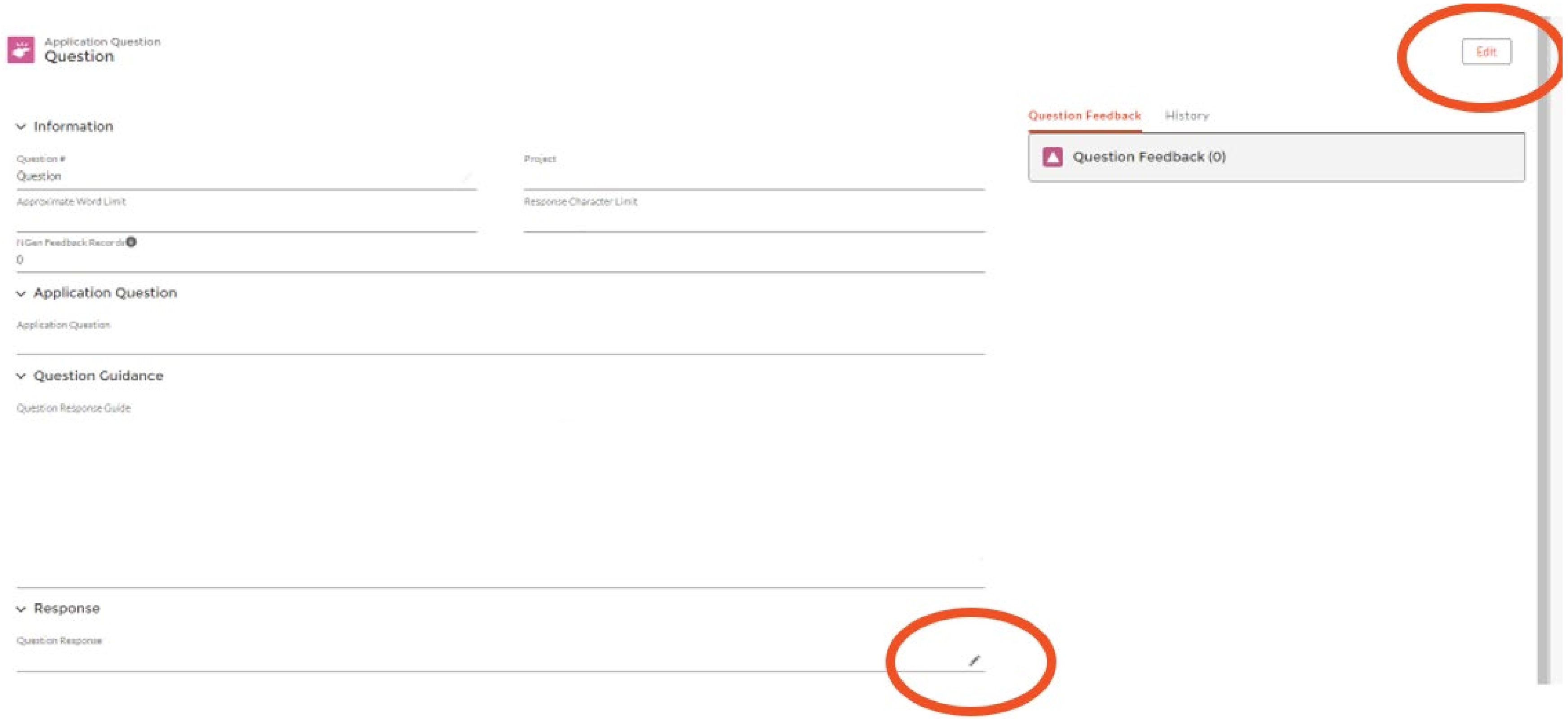
7. Application Development … *Application Question*



- 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

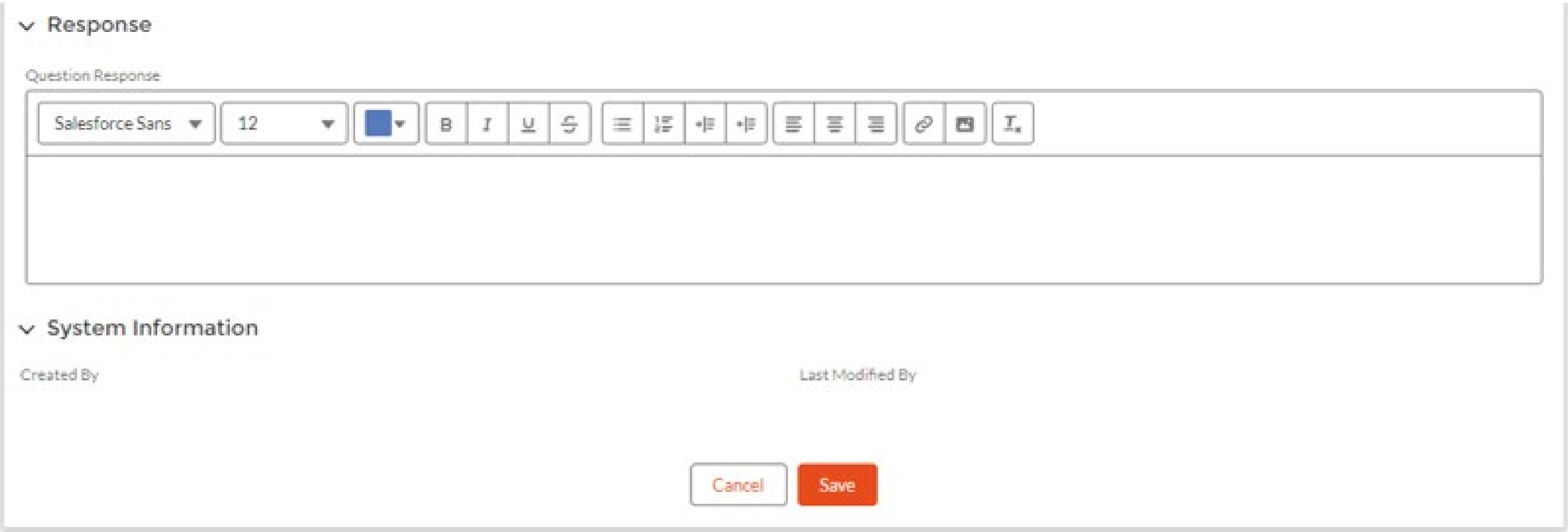
7. Application Development … *Application Question*



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

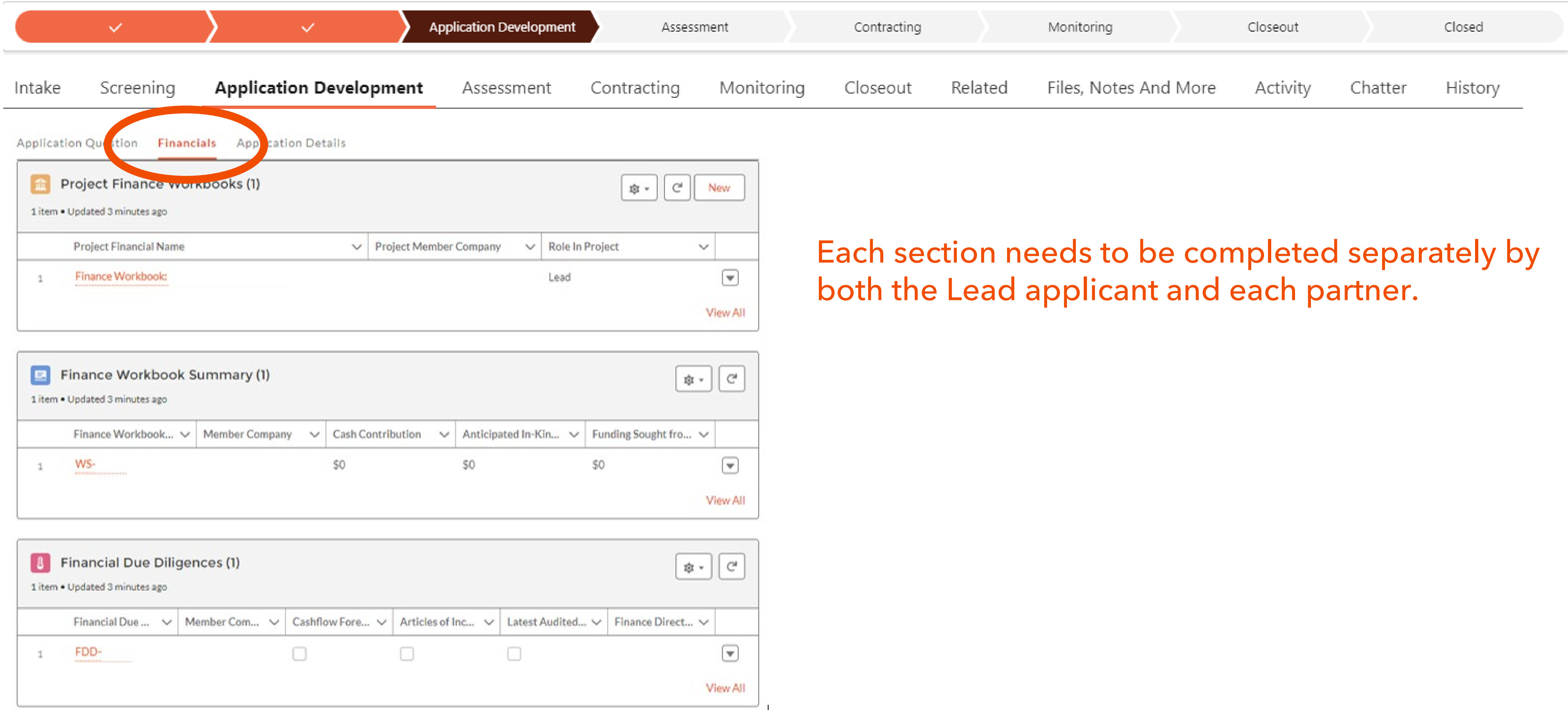
Any project questions or queries, please email project@ngen.ca

7. Application Development … *Application Question*



- 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).

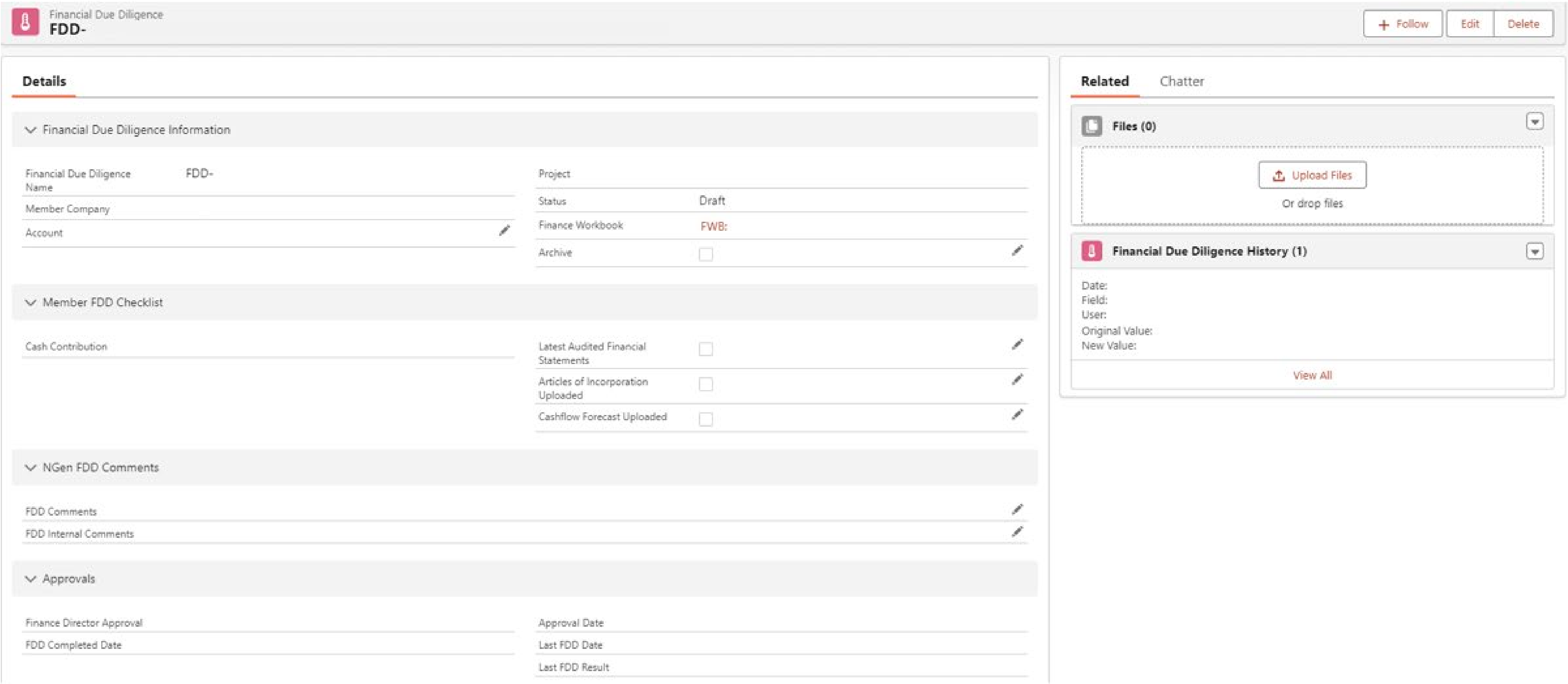
7. Application Development … *Financials*



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

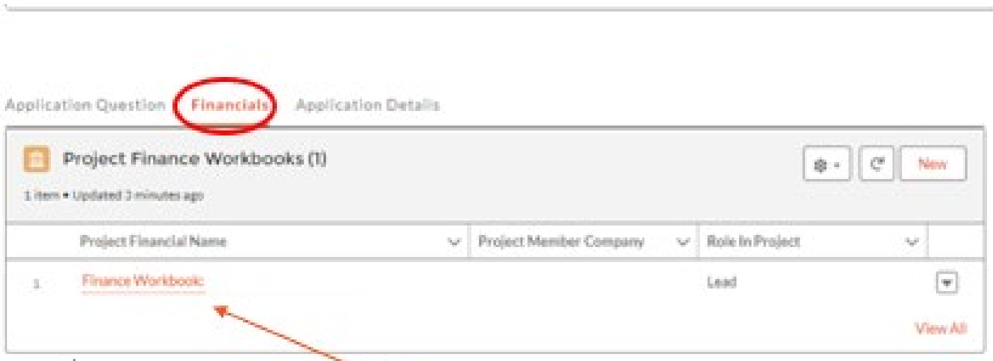
Any project questions or queries, please email project@ngen.ca

7. Application Development … *Financials - FDD*



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

7. Application Development … *Financials - Workbooks*

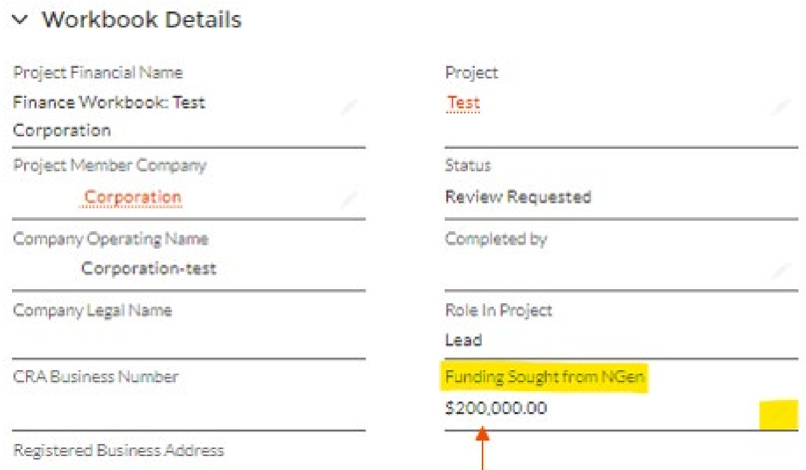


Click on Finance Workbook to open up this section.

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
Finance Workbook: Test Corporation

Project
Test

Project Member Company
Corporation

Status
Review Requested

Company Operating Name
Corporation-test

Completed by

Company Legal Name

Role In Project
Lead

CRA Business Number

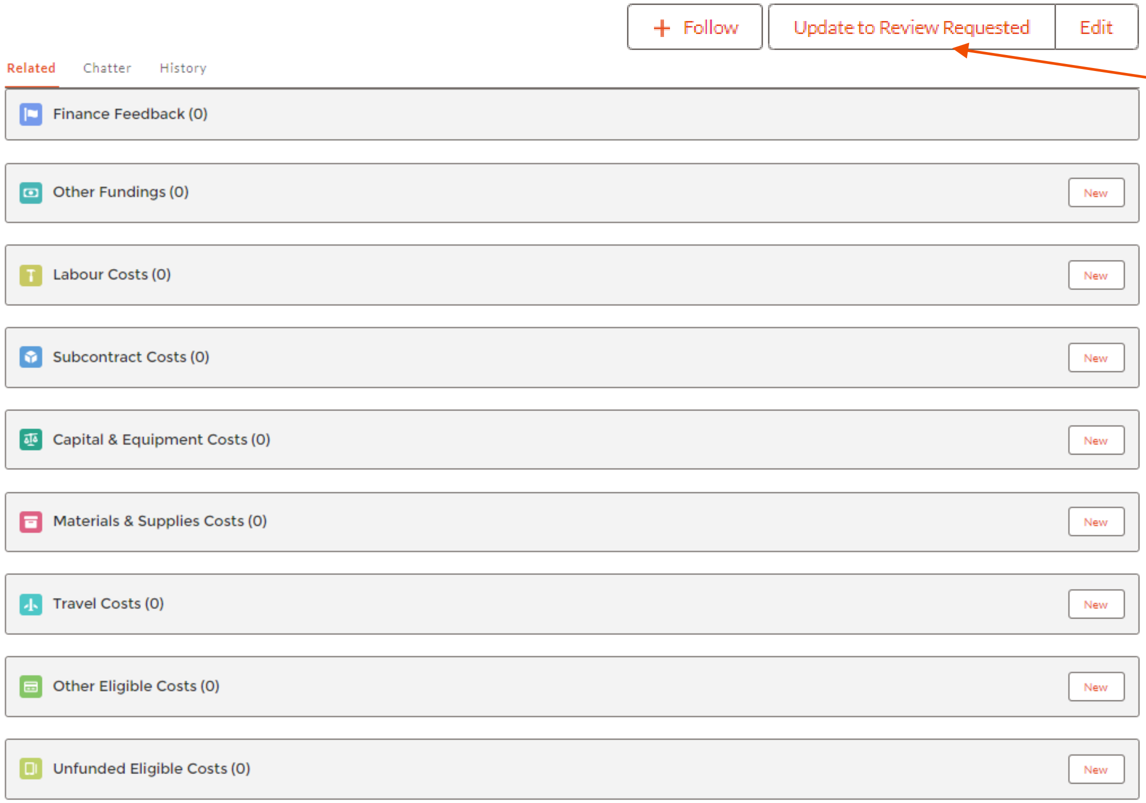
Funding Sought from NGen
$200,000.00

Registered Business Address

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

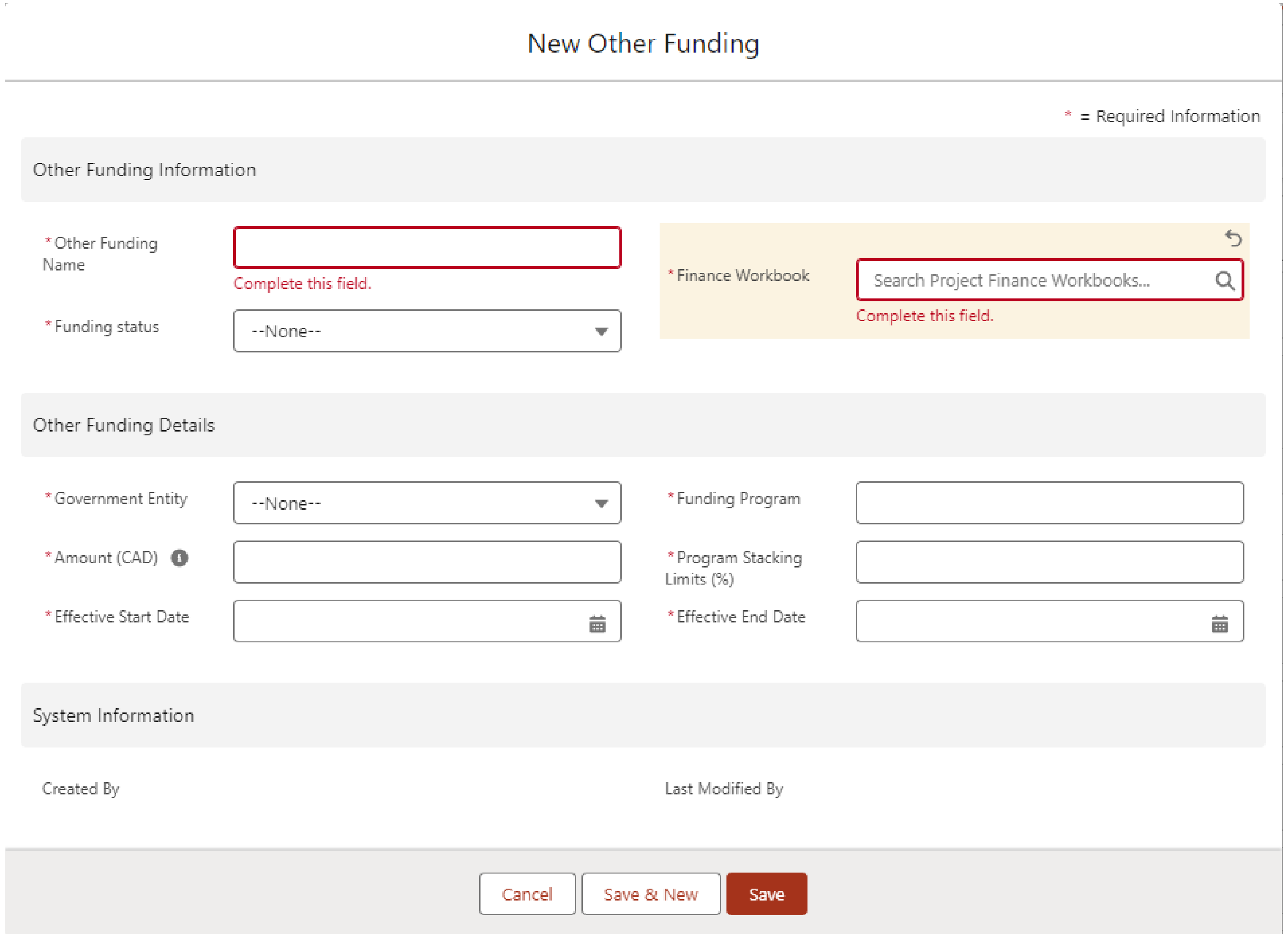
7. Application Development … *Financials - Workbooks*



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*



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

Search Project Finance Workbooks...

Complete this field.

Labout Cost Details

*Role/Title (Include # FTE)

*Description of Eligible Activities

*Physical Location of Individual

--None--

*Country of Paying Entity

--None--

*Per Hour Wage + Statutory Benefits

Foreign Cost

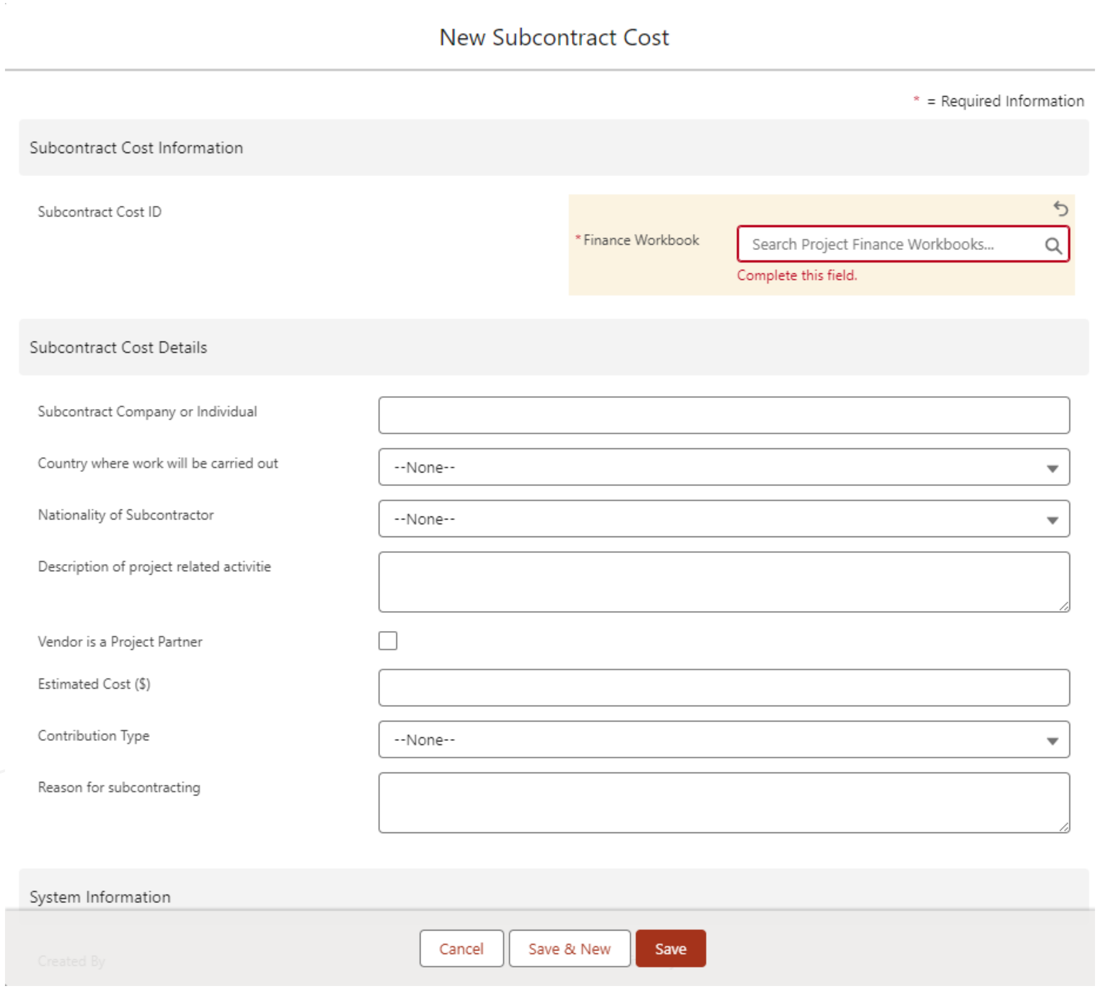
Foreign Cost justification required if physical location or paying entity are outside of Canada.

*Hours spent on the project

Cancel | Save & New | Save

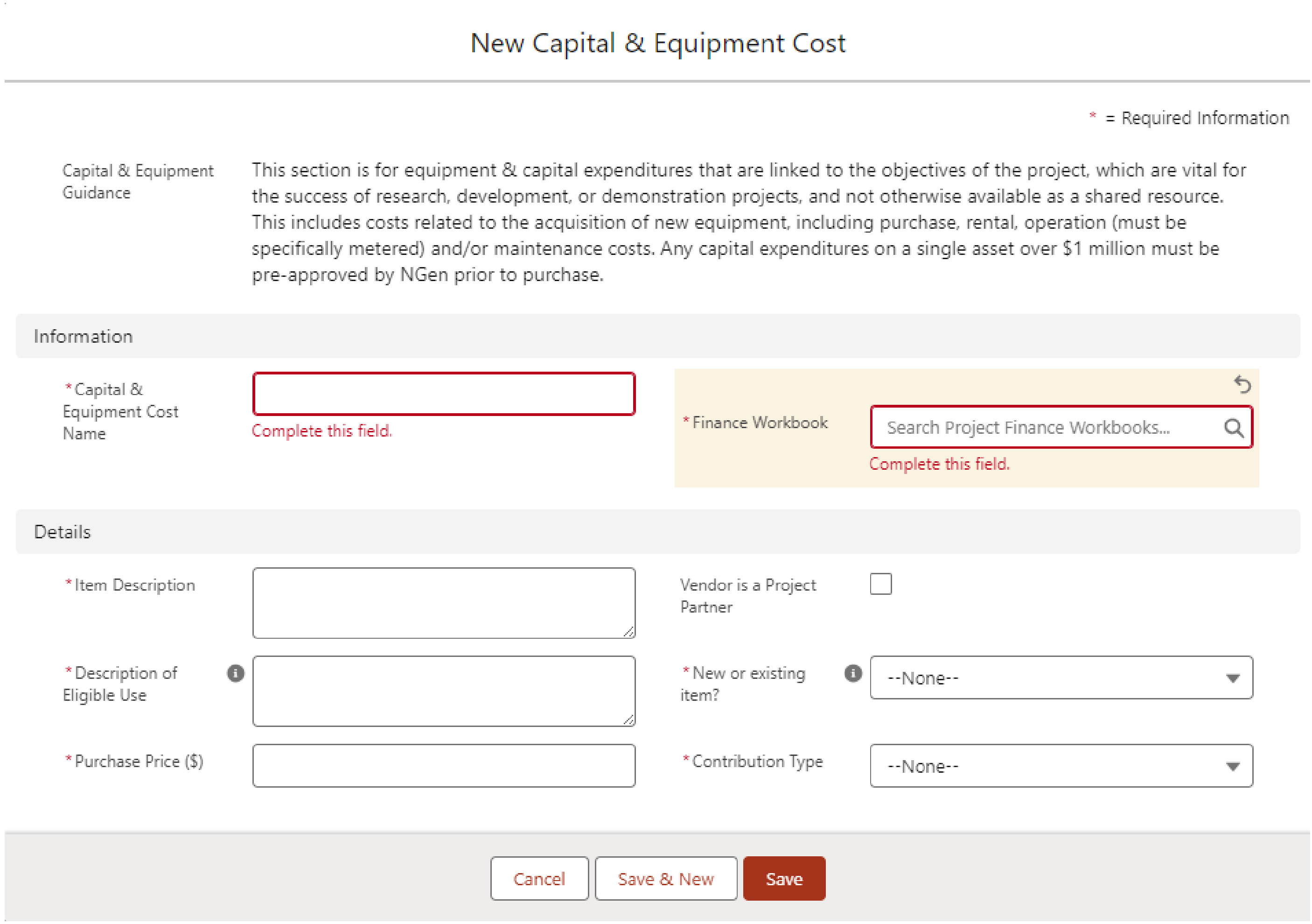
Any project questions or queries, please email project@ngen.ca

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



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?

--None--

*Purchase Price ($)

*Contribution Type

--None--

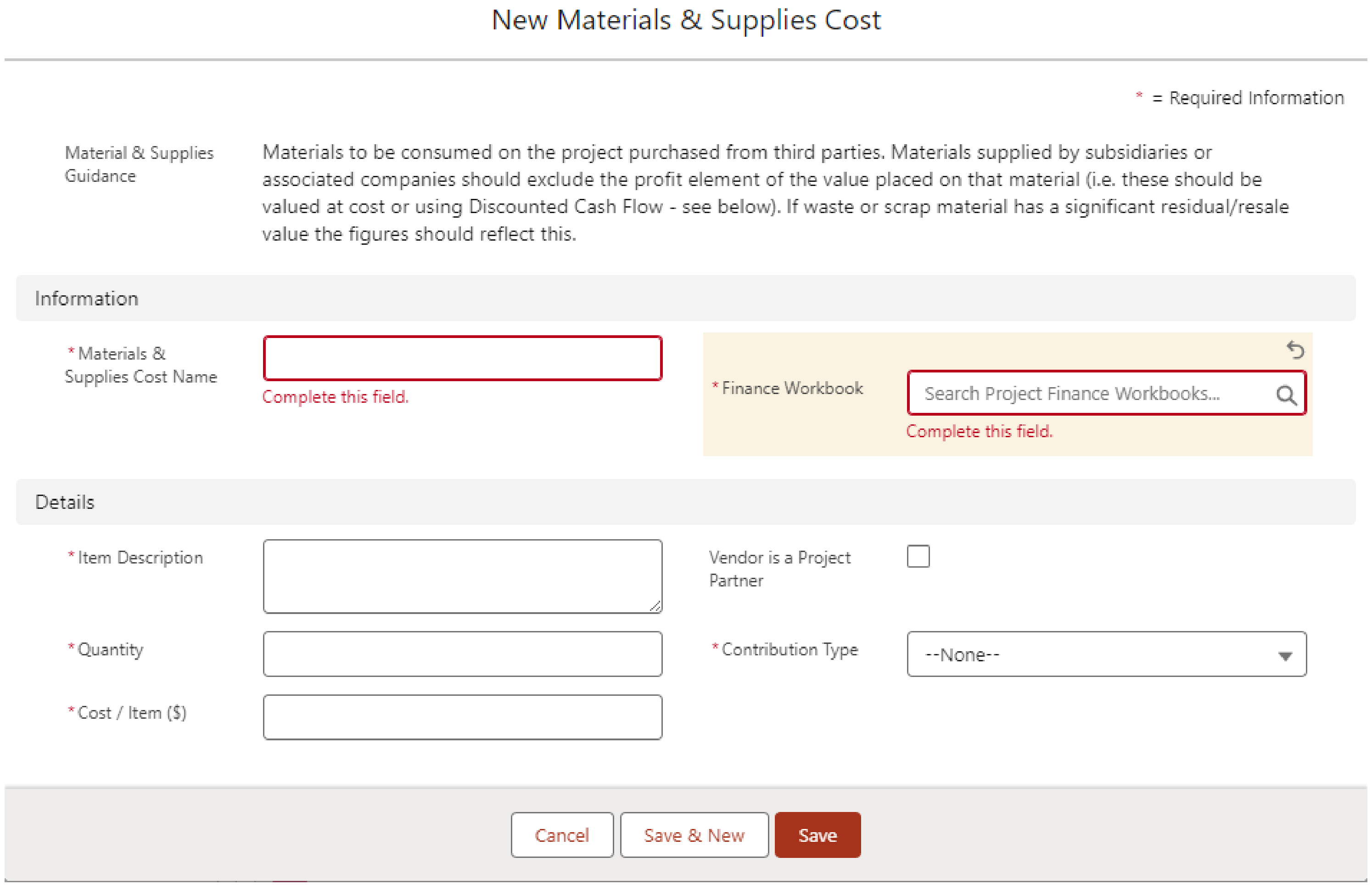
Cancel

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

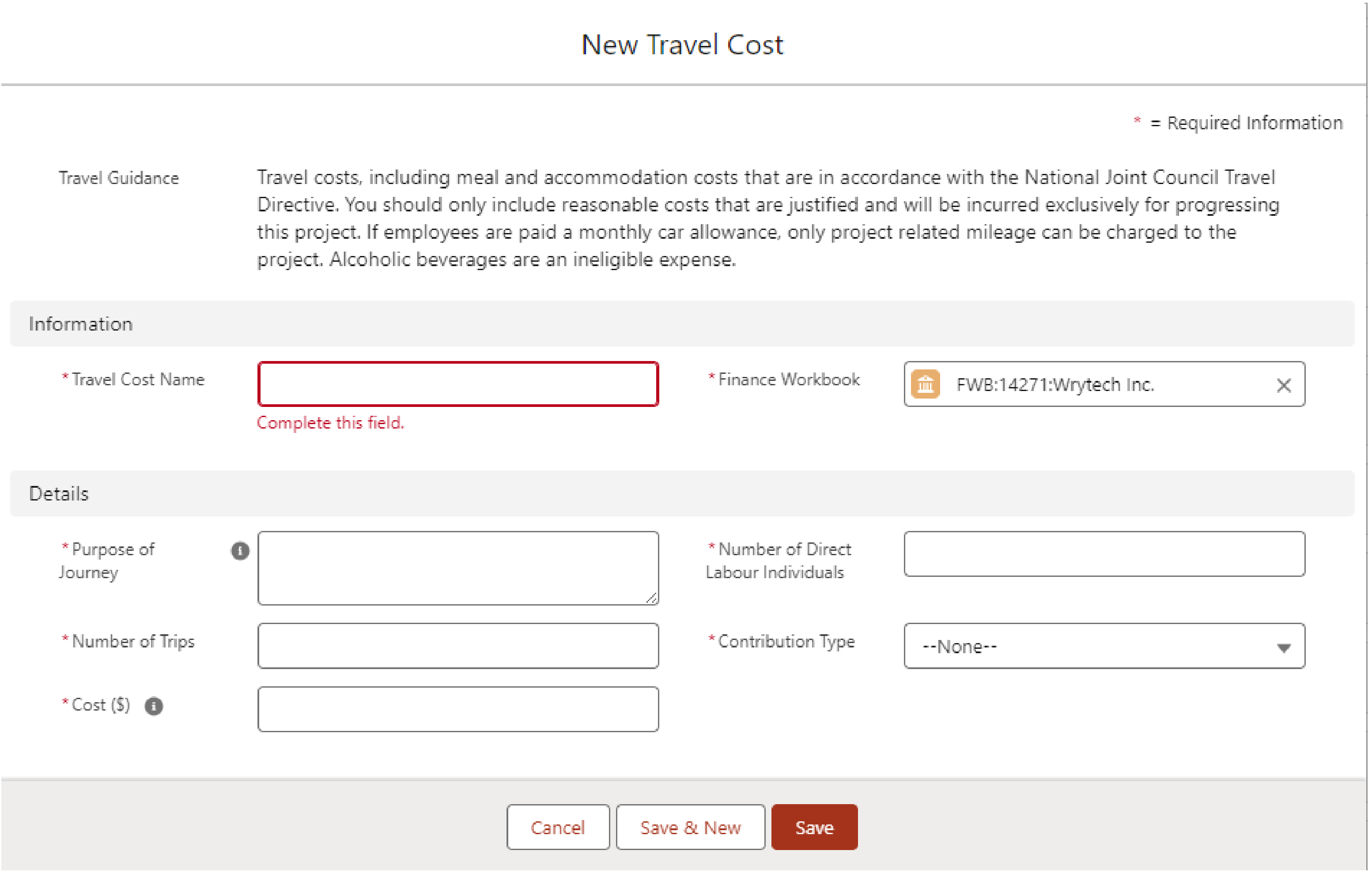
* Contribution Type: --None--

* Cost / Item ($)

Cancel | Save & New | Save

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

7. Application Development *… Financials – Workbooks – Travel 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
Complete this field.

*Finance Workbook
Search Project Finance Workbooks...
Complete this field.

Details

*Category
--None--

*Description of use for project

*Contribution Type
--None--

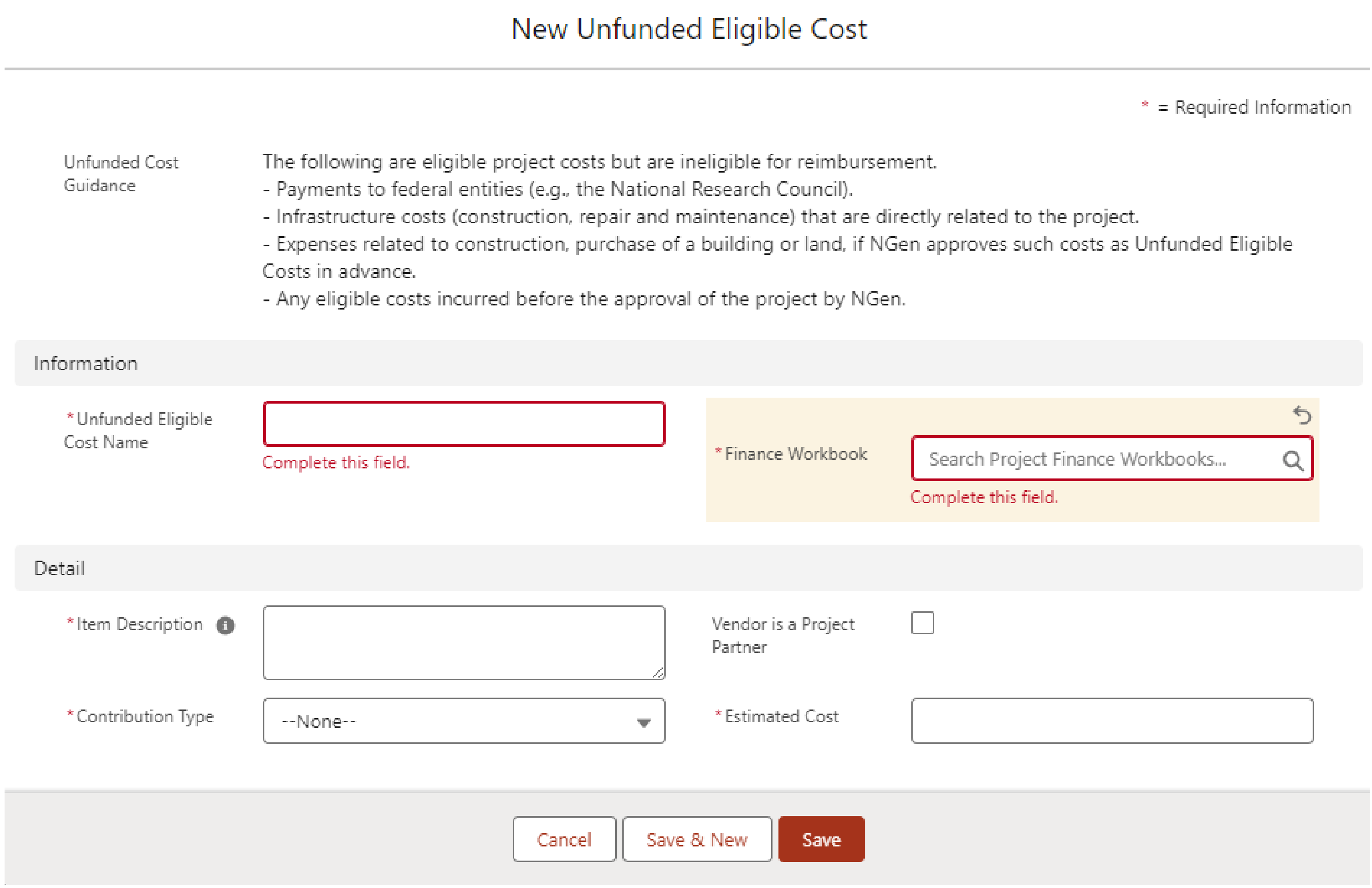
Vendor is a Project Partner

*Estimated Cost ($)

Cancel | Save & New | Save

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

Search Project Finance Workbooks...

Complete this field.

Detail

*Item Description

Vendor is a Project Partner

*Contribution Type

--None--

*Estimated Cost

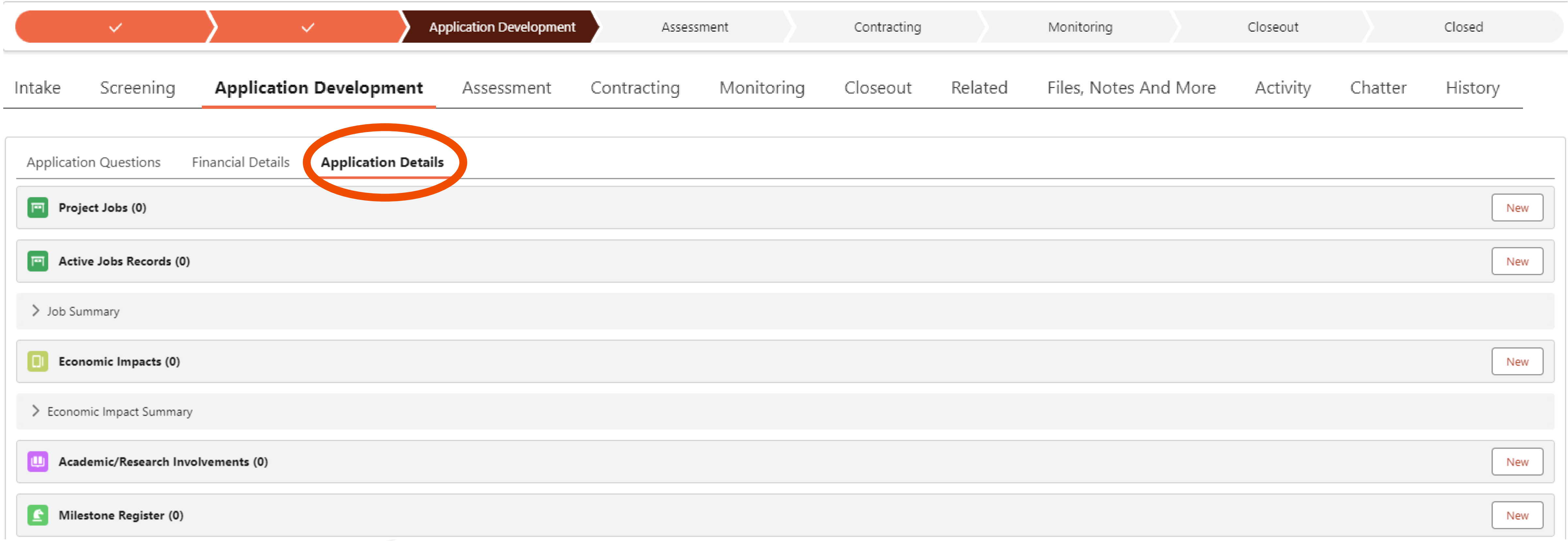
Cancel

Save & New

Save

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

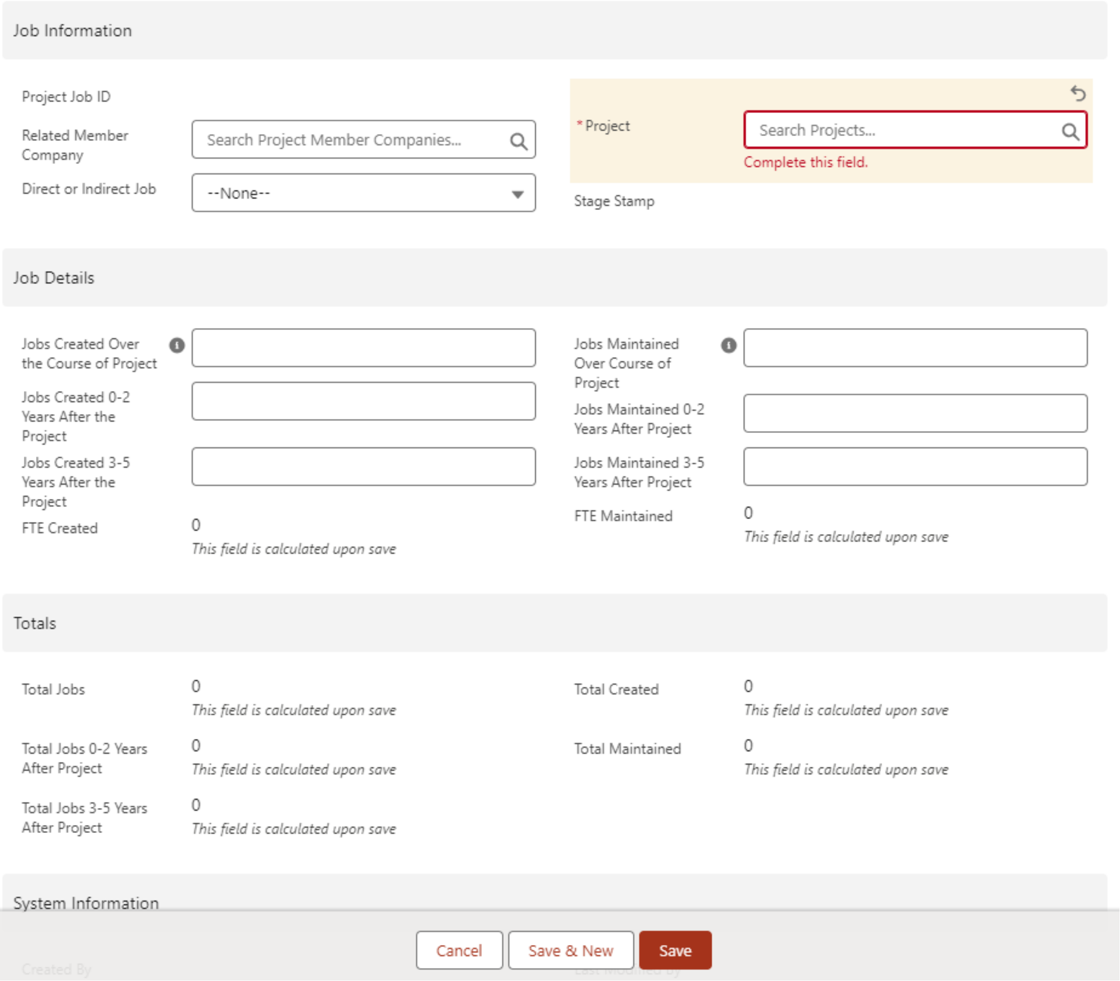
7. Application Development … *Application Details*



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: Search Project Member Companies...

Direct or Indirect Job: --None--

* Project: Search Projects...

Complete this field.

Stage Stamp

Job Details

Jobs Created Over the Course of Project

Jobs Created 0-2 Years After the Project

Jobs Created 3-5 Years After the Project

FTE Created: 0

This field is calculated upon save

Jobs Maintained Over Course of Project

Jobs Maintained 0-2 Years After Project

Jobs Maintained 3-5 Years After Project

FTE Maintained: 0

This field is calculated upon save

Totals

Total Jobs: 0

This field is calculated upon save

Total Jobs 0-2 Years After Project: 0

This field is calculated upon save

Total Jobs 3-5 Years After Project: 0

This field is calculated upon save

Total Created: 0

This field is calculated upon save

Total Maintained: 0

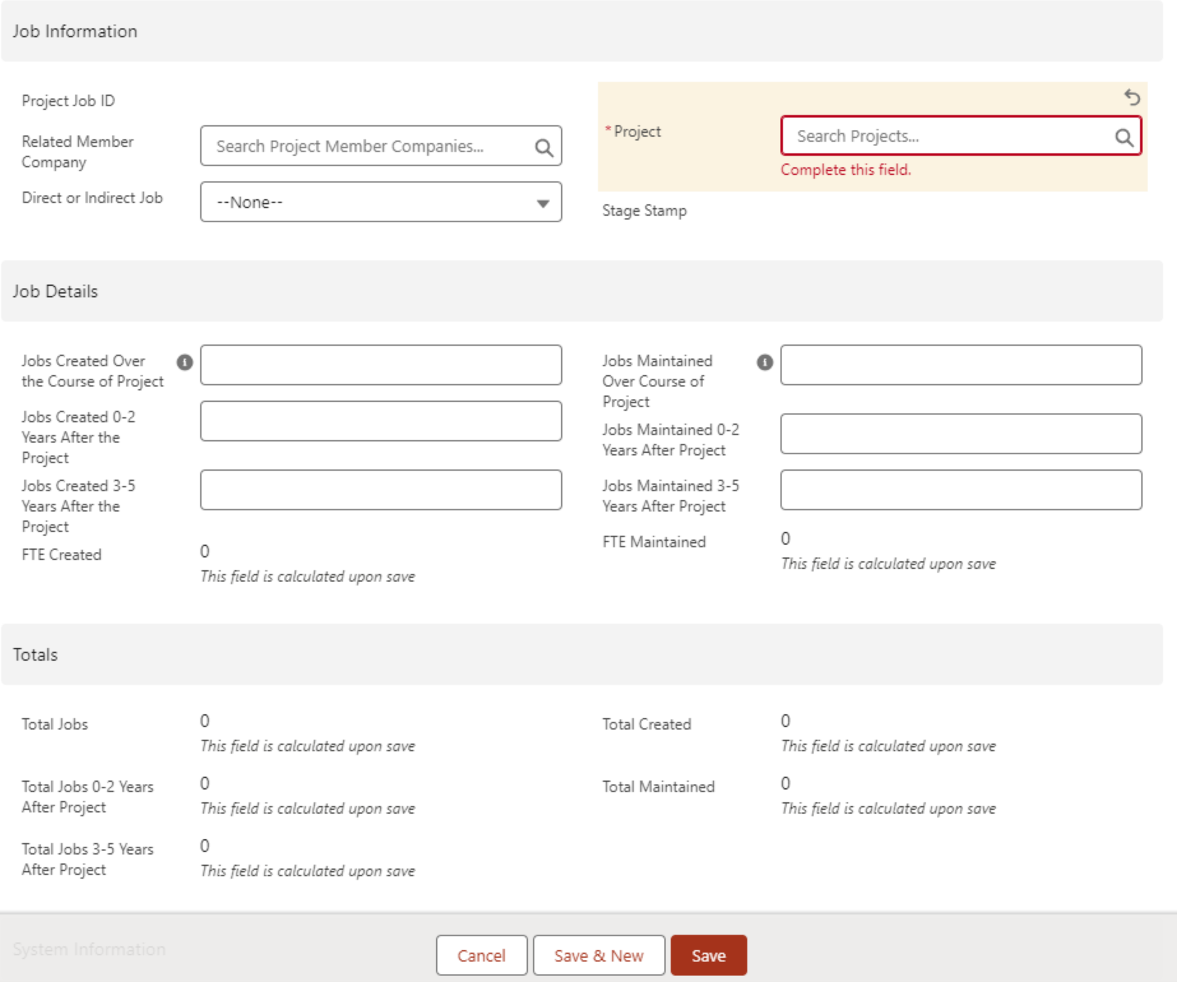
This field is calculated upon save

System Information

Cancel | Save & New | Save

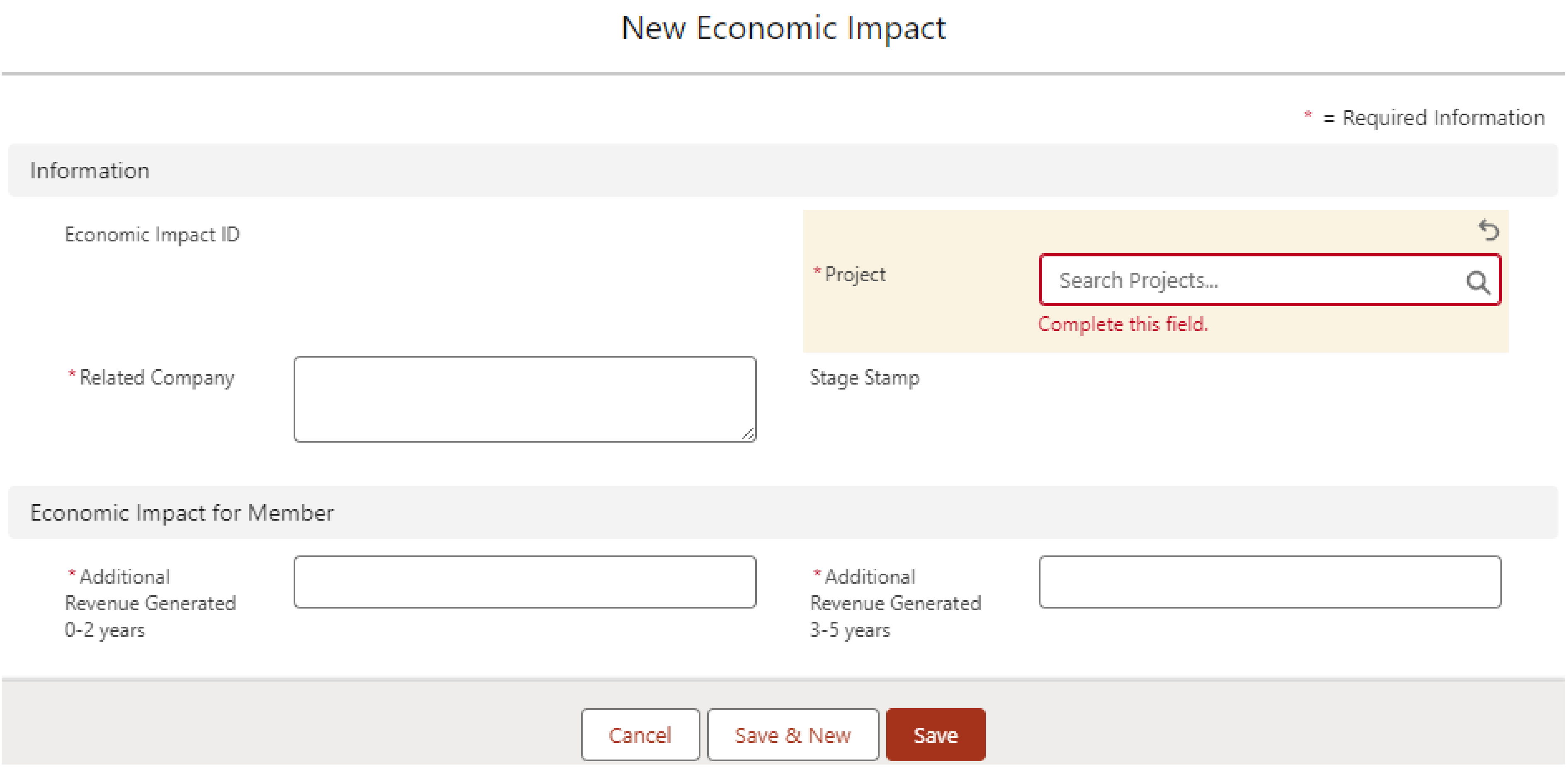
Any project questions or queries, please email project@ngen.ca

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



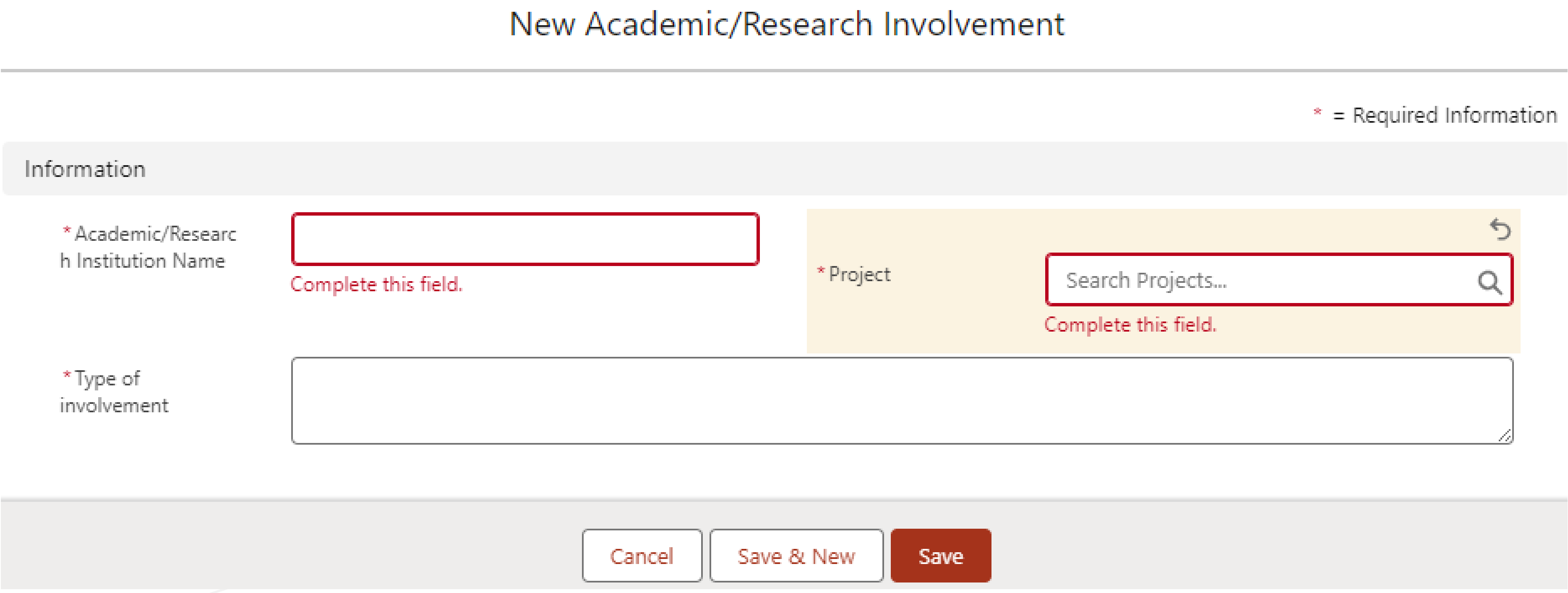
Any project questions or queries, please email project@ngen.ca

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



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

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



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

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

New Milestone

* = Required Information

Information

* Milestone Name

Complete this field.

* Project

Search Projects...

Complete this field.

* Milestone Reference Number

* Responsible Partner Organizations

Search Project Member Companies...

Milestone Owner

Milestone Details

* Baseline Due Dates

* Current Due Dates

* Milestone Description

* Percentage Complete

Cancel | Save & New | Save

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

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

- 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.**

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

NGen