TITLE

FROM:

*Company, Industry Partners or Academic/ Institutions & Groups*

TO:

Canadian Centre for Fisheries Innovation (CCFI)

P.O. Box 4920

St. John’s, NL

A1C 5R3

Date

*Space for Partner logos. Delete if not used*



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# SECTION 1- CANADIAN CENTRE FOR FISHERIES INNOVATION

The Canadian Centre for Fisheries Innovation (CCFI) leverages the extensive capacity of Memorial University, the Fisheries and Marine Institute and other Canadian institutions to solve fisheries industry problems affecting profitability and operations though innovation and technology adaptation. CCFI staff work with industry partners to increase value in the capture fishery and aquaculture industries by being a conduit between industry, researchers, and academic institutions to improve the overall growth and prosperity in industry.

Our Industrial Liaison Officer (ILO) works with industry and research partners to support and/or manage projects and coordinate funding streams. A final project report outlining the results and/or recommendations of any project is shared with industry to ensure all industry members can avail of the resulting knowledge obtained.

*(The Applicant is to complete Sections 2 through 9)*

# SECTION 2 - PROJECT INFORMATION

|  |  |
| --- | --- |
| **Project Name** |  |
| **Applicant** |  |
| **Sector** |  |
| **Principal Investigator** |  |
| **Research Organization** |  |
| **Date** |  |

# SECTION 3 - INTELLECTUAL PROPERTY

*Please identify if any intellectual property will be developed and with whom any intellectual property rights will reside. Identify any agreement/contracts which govern intellectual property.*

|  |  |  |
| --- | --- | --- |
| ORGANIZATION | OWNERSHIP | DETAILS |
| INDUSTRY PARTNER |  |  |
| MUN/MI |  |  |
| CCFI |  |  |
| OTHER |  |  |
| NOT APPLICABLE |  |  |

# **S**ECTION 4 - PROJECT BACKGROUND

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has this work been done before? | YES |  | NO |  |
| *If yes, please explain why is should be done again.* | | | | |
| Is this project a continuation of previous work? | YES |  | NO |  |
| *If yes, what were the outcomes of the previous work?* | | | | |
| Is this one phase of a multi-phase program? | YES |  | NO |  |
| *If yes, please outline the phases expected to follow.* | | | | |

# ****S****ECTION 5- ****REGULATORY REQUIREMENTS****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this project subjected to regulatory requirements? | YES |  | NO |  |
| *If yes, please outline the required regulations and the associated Agency/Department.* | | | | |

# ****SECTION 6 - PROJECT PROPOSAL****

## 6.1 PROJECT INFORMATION

### 6.1.1 INTRODUCTION

*Outline the rationale for the project including description of the opportunity or problem and document any existing research, published papers, or commercial information that supports the proposed project. Discuss why the proposed work is important to industry. Explain how the project may be linked to the following aspects. Add any additional if required.*

1. *Expands the resource base*
2. *Contributes to resource conservation or sustainability*
3. *Expands the market potential (including data/information on potential market rates, etc.)*
4. *Increases or enhances the output value and/or operational efficiency*
5. *Reduces environmental impact/increases environmental sustainability*

### 6.1.2 OBJECTIVES

*Describe in detail (those that are applicable) the technical, commercial and economic objectives of the project. Objectives should be clear and concise.*

### 6.1.3 INNOVATION

*Describe in detail the innovative aspects of the proposed project, including a statement on the technical/commercial feasibility of the proposed project.*

### 6.1.4 INDUSTRY BENEFITS & IMPACT

*Describe in detail what the benefit will be to the industry partner, the benefit to NL, sector and/or the benefit to institutional capacity building. Factors such as increased profitability, cost savings, sustainability, efficiency, lower carbon footprint, technology adaptation or development, competitiveness, etc. should be discussed.*

## 6.2 PROJECT WORKPLAN

### 6.2.1 PROJECT ACTIVITIES

*Document the activities and the methodology to be used as part of the proposal. What is the proposed workplan and how will it accomplish objectives and/or projects goals? Document how, when, and where these activities will be conducted. Illustrations, photos and/or flow charts can be used as an aid to project understanding.*

**Gantt Chart or Schedule Chart**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | | Start Date | End Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

### 6.2.2 PROJECT TEAM AND MANAGEMENT STRUCTURE

*Describe in detail the persons involved in the various facets of the project. Outline the project management structure. Outline the role of the Industrial Partner(s) in the management and/or execution of the project.*

### 6.2.3 INDUSTRY PARTNER CAPACITY

*Outline the industry partner’s capacity to continue on with the technical/commercial application of the project results*

### 6.2.4 PROJECT DELIVERABLES

***Clearly state the project deliverables****. This section should include details/categories of deliverable and NOT simply state “a final report.” Examples of descriptions include: “new trawl technology; functional prototype developed and tested; increased institutional capacity; enhanced commercialization strategy, etc.”*

# **7.0 BUDGET AND FINANCIAL LEVERAGE**

*Budget to include details costs of project in an MS Excel format. Please indicate whether contribution is cash or in-kind. CCFI requires a minimum of 25% contribution from industry partners, including a minimum 10% cash contribution.*

*In-kind contribution must be acceptable to CCFI and be directly related to the project. Verified documentation of in-kind contribution must be submitted each quarter as per letter of offer. Examples of acceptable documentation may include; signed affidavit following completed work, receipts, time-sheets for labour, etc.*

# **8.0 REFERENCES**