

# VOUCHER FOR INNOVATION AND PRODUCTIVITY II (VIPII)

## Application Instructions



Ontario Centres of  
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Where Next Happens

### SUBMISSION INSTRUCTIONS

- The full program guidelines can be found on the [OCE website](#).
- Applications may be submitted at any time, and will proceed directly through internal and external review in bi-monthly rounds.
- Applications must be initiated by an OCE Business Development Manager or member of the Application Support Team. If you do not have an existing AccessOCE account, please contact your Business Development Manager or [Application-Support@oce.zendesk.com](mailto:Application-Support@oce.zendesk.com) to initiate an application.

### GENERAL INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION FORM

1. On receiving access to the application, please ensure that the application status is listed as "Application in Development".
2. Click on each of the tabs, beginning with "Application Information", and complete all of the mandatory fields in each section. Appendix 1 provides a detailed description of the requirements for each section.
3. During the process of completing your application, if you wish to submit the application at a later time, click on the "Save & Finish Later" button.
  - You may log back into AccessOCE with your username and password to continue with your application.
  - To confirm that all mandatory fields are completed, click on the "Validate & Save" button.
  - To preview your entire application, click on the "Preview Application" button on the right side of the screen.
4. When you are ready to submit the application, click on the "Validate & Submit" button.
  - Any mandatory fields that are incomplete will be listed. Complete these fields and click on "Validate & Submit" again.
  - Once you have submitted your application please check that the status of your application has moved to the next stage. The status is visible at the top of your screen below the application title (the current status will be highlighted in green) OR in the Home page of your AccessOCE account.

### REVIEW AND ASSESSMENT OF APPLICATIONS

1. Applications are internally reviewed for completeness, eligibility and use of funds prior to external evaluation. As part of the internal review process of your application, OCE may request additional information, clarifications or provision of missing items. You will be notified of any deficiencies via e-mail by AccessOCE. Please correct all deficiencies and resubmit the application within the requested timeframe. Once the application has been deemed complete, it will proceed to external review.



## PROGRAM CONTACTS

- For project-related inquiries, including assistance with application development and partnerships:
  - Contact your local OCE Business Development Manager (<http://www.ontario.org/contact-us/business-development-contacts>) or OCE Application Support ([application-support@oce.zendesk.com](mailto:application-support@oce.zendesk.com)) to direct your inquiry to the appropriate Business Development team.
  
- For inquiries related to eligibility, contracting and funding disbursements:
  - Angela Fong, Program Manager ([angela.fong@oce-ontario.org](mailto:angela.fong@oce-ontario.org), 416-861-1092 x1071)
  
- For general inquiries about the online application system and application form:
  - OCE Application Support ([application-support@oce.zendesk.com](mailto:application-support@oce.zendesk.com), 416-861-1092 x2400)



## APPENDIX 1: DETAILED APPLICATION INSTRUCTIONS

### APPLICATION INFORMATION TAB

1. Application Title
  - Provide a descriptive title outlining the focus of the application/project. Please ensure that the spelling and grammar are correct, since titles of approved projects will be posted on OCE's website.
2. Academic Institution
  - Select the post-secondary institution from the drop-down list. For this program, the applicant must be from an Ontario publicly funded post-secondary institution (university, college or research hospital).
3. Duration
  - Provide the duration for completion of the proposed activities. Ensure that the duration is realistic and within the program guidelines (minimum 12 months and maximum 24 months).
  - If the project is approved, the start date will be set once all requirements for activation of the project are met, and the end date will be automatically calculated based on the project duration.
4. Summary of Proposal for Public Release
  - Provide a short (250-word maximum), plain-language description of the project, which you approve for public release and for posting on OCE's website if the application is funded by OCE. Do not include any contact information. Please ensure that the spelling and grammar are correct, since summaries of approved projects will be posted on OCE's website.
5. Project Category
  - Select the classifications that most accurately reflect your application/project. All fields (main and sub-categories) must be selected.
    - A. CFI Code: Select first the primary code and then the secondary code from the drop-down list (select Other Research if none are applicable).
    - B. CFI Discipline: Select first the primary discipline and then the secondary discipline from the drop-down list.
    - C. Application Stage Gate: Select the most appropriate description based on the stage of your application/project
      - **Discovery (stage 0)** - The first part of any product development. During this basic stage the development team is simply deciding what projects the company wants and is capable to pursue.
      - **Scoping (stage 1)** - The product and its corresponding market are evaluated. The researchers must recognize the strengths and weaknesses of the product and what it is going to offer to the potential consumer.
      - **Building the Business Case and Plan (stage 2)** - The last stage of concept development where it is crucial for companies to perform a solid analysis before they begin developing the product.
      - **Development (stage 3)** - Plans from previous steps are actually executed. The product's design and development is carried out, including some early, simple tests of the product and perhaps some early customer testing. The product's marketing and production plans are also developed during this stage.
      - **Testing and Validation (stage 4)** - Validation is provided for the entire project. The areas that will be evaluated include: the product itself, the production/manufacturing process, customer acceptance, and the financial merit of the project.



- **Product Launch (stage 5)** - The culmination of the product having met the proper requirements of the previous stage-gates. Development teams must come up with a marketing strategy to generate customer demand for the product. The company must also decide how large scale they anticipate the market for a new product to be and thus determine the size of their starting volume production. In addition part of the launch stage is training sales personnel and support personnel who are very familiar with the product and that can assist in market sales of this product.
- D. Ontario Innovation Agenda: Select one of the following sectors which best reflects your project:
- Bio-economy and clean technologies
  - Advanced health technologies
  - Pharmaceutical research and manufacturing
  - Digital media and information & communication technologies
  - Advanced manufacturing

#### 6. Keywords

- Add keywords that describe the technical elements of the application. This will assist OCE in identifying suitable expert reviewers.

### TEAM INFORMATION TAB

#### 1. Applicant Information

- The applicant is typically the recipient of the OCE funding. For this program, the applicant (and co-applicant, if applicable) must be a principal investigator at an Ontario university or research hospital, or an applied research officer at an Ontario college.
- Select the number of co-applicants (if applicable) to add the appropriate number of contact sections.
- For all project contacts, provide the full first name (no short versions or nicknames), full institution name and email address.

#### 2. Project Contributors

- Project Contributors are companies (industry partners) providing cash and/or in-kind contributions to the project.
- Select the total number of Project Contributors associated with the project to add the appropriate number of contact sections. For this program, there must be at least one Project Contributor in Ontario.
- For all project contacts, provide the full first name (no short versions or nicknames), full legal company name and email address. The company name will be included in the OCE Funding Agreement; do not include multiple names from the same company in this section.
- Each Project Contributor must complete a mandatory Company Profile survey. The applicant must click on the button "Click here for Survey URL", copy the link provided and send it to the contact person at the Project Contributor organization. The contact must complete and submit the survey before the application may be submitted. Completed surveys are visible in the Company Profile-Response Summary section.
  - Business Development Bank of Canada section:
    - Companies that require a loan to support their contribution towards a VIPI project, or who have other business projects that need financing, can apply for a loan of up to \$50,000 with zero fees and flexible, convenient terms. Additionally, BDC offers a range of advisory services to assist SMEs to accelerate growth, improve productivity and build organizational capabilities.
    - Industry partners on VIP projects have simplified access to BDC financing through a dedicated, online portal for OCE client companies. Loans are generally available within two to five business days.



- If the industry partner would like access to the BDC portal, they should select “Yes” in the checkbox. For more information about BDC and its programs to support SMEs, contact Catherine Vanderzwan at Catherine.VANDERZWAN@bdc.ca.

### 3. Project Team Members

- Click on the button “Click here to Enter/Edit Team Member Table” to open the Team Table.
- List all post-secondary and/or industry team members that will be involved in the project, including the applicant(s), Project Contributor (industry partner) team member(s), students/postdocs or other Highly Qualified Personnel (HQP), and any other team members who are contributing to the advancement of this project. If a team member is yet to be identified (e.g. student/postdoc), list their name as “TBD” and include a description of the required expertise. Ensure that the list of team members is in alignment with the activities in the Milestone table.

## PROPOSAL TAB

### 1. Milestone Table

1. Click on the button “Add/Edit Milestone” to enter project milestones.
2. Add one line for each key project milestone/activity (limit the description to 100 words). Enter the associated team member(s), expected outcomes and time frame. Indicate where each activity is to be performed (post-secondary institution or Project Contributor).
3. For the time frame, enter the estimated start and end month of the activity (e.g. From Month 1 to Month 3).
4. Milestones/activities must be specific enough for a reviewer to assess the major activities and decision points within the project. They will also be used in reports by OCE to assess project progress and outcomes.

### 2. Proposal

1. Click on the button “Download Word Template” to open a fillable word document containing the EOI questions.
2. Complete all questions in the template, in partnership with the Project Contributor.
3. Save the completed file as a pdf document.
4. Click on the button “Upload Proposal” to upload the pdf file to the application.

## USE OF FUNDS TAB

### 1. Sources of Funds

- Review the list of Funding Contributors to ensure that all sources of cash and/or in-kind contributions are included in the budget. OCE and all Project Contributors (industry partners) must be listed. If you are missing a Project Contributor in the list, add the additional names under the “Team Information” Tab, in the “Project Contributors” section.

### 2. Budget

1. Click on the button “Add/Update Budget Item” to enter the project budget.
2. Click on the + button to enter new budget line items. Ensure that expenses are separated by source of funds (OCE and Project Contributor(s)).
3. Enter a brief description of the activities related to the budget line
4. Enter who is going to receive the funds (Payee) and where the funds will be spent (Location)
5. Select one of the available expenditure types (Category) from the drop down list
6. Select the appropriate Source of Funds from the drop down list
7. Select the Type of Funds (cash or in-kind) from the drop down list
8. Enter the Quantity, Unit and Rate (see the example calculation below)



Description	Budget Category	Quantity	Unit	Rate	Total	Calculation
Dr. A working 65 hours on Milestone 1 for one month. To be paid \$3,500 for this task.	Salary & Benefits	0.43	Month	\$8,139.50	\$3,500	@150hrs work month (37.5 per week, official work week in Canada), 65 hrs = 65/150 = 0.43 months; Rate = Total/Quantity: 3500/0.43 = 8,139.5

- Please ensure that the totals in the budget table reflect at a minimum the required matching contributions for the program. For this program, the maximum funding request from OCE is \$150,000 (between \$50,000 and \$75,000 per year), with a minimum 1:1 match from the Project Contributor of which 50% must be in cash.
- For a list of eligible expenses, please see the following link: <http://www.ontario.org/docs/default-source/default-document-library/vip-schedule-c-eligible-expenses.pdf?sfvrsn=2>
- Institutional overhead is not an eligible project expense and must not be included in either the OCE-funded or industry-funded portions of the budget. Overhead will be paid separately to the post-secondary institutions on an annual basis as a percentage of total OCE-funded direct research costs. The overhead on the industry-funded portion of the project must be discussed with your institution’s research administration office at the time of application to ensure it is correctly accounted for.
- Enter any Other Contributions if applicable. “Other Contributions” are cash or in-kind support received from other funding sources currently held by the applicant that is conceptually or financially related to the current application to OCE. These funding sources are not party to the OCE funding agreement. If the contributions to the VIPII project are being jointly leveraged with a NSERC CRD or ARD project, the amount of NSERC funding must be entered here.
- Once all items are completed, click the “Save Budget” button and close the budget.

3. Budget Justification

- Referring to the Budget Table, provide additional information to justify how OCE, Project Contributors, Program Partners (as applicable) and Other Contributors (as applicable) will support the successful completion of the project. Outline how the project plan, activities and outcomes are related to the proposed budget.
- Clearly quantify and justify the in-kind contributions. For salary in-kind contributions, indicate the role of company personnel, the number of hours to be devoted to the project, the hourly rate of compensation used to assess the value of the in-kind contribution, and how the total value was calculated. The maximum allowable rate for salary in-kind is \$100/hr.
- If the contributions to the VIPII project are being jointly leveraged with a NSERC CRD or ARD project, include a description of the project expenses to be funded by the CRD or ARD program.

**SUPPORTING DOCUMENTS TAB**

Attach the following documents in the associated upload section:

1. Resume, Curriculum Vitae, NSERC Form 100CV or NSERC Form 103CV and/or LinkedIn Profile(s) of applicant and co-applicant (mandatory), and other key team members associated with the application (recommended).



2. Project Contributor (Industry Partner) Letter of Support (mandatory). The letter should be provided on company letterhead, signed, and include the cash and in-kind contributions specified in the project budget.
3. Application Signature Page containing required signatures from the Applicant and Office of Research. (Note: other signatures may be required by the institution's Office of Research.) Use the "Preview Application" button to generate a pdf of the application, print the signature page (at the end of the preview file), obtain all required signatures and upload as a pdf file. If the signatures are contained in multiple individual pages, please combine and load the pages as one pdf document.
4. Schedule D – Intellectual Property Term Sheet (optional). This Schedule D will be incorporated into the OCE funding agreement and must be agreed upon by all parties (applicant, institution and Project Contributor(s) (industry partner(s)), as applicable. If the Schedule D is not provided with the application upon submission, it will be required upon approval of the project to enable signature of the OCE funding agreement within 30 days.
5. Any additional supporting documents that are relevant to your application (that are not included in the mandatory attachments). This may include additional figures, business plans, publications, patents, or other documents. Please note that reviewers are not obligated to read these additional documents in their assessment of the project. If the contributions to the VIPII project are being jointly leveraged with a NSERC CRD or ARD project, the CRD or ARD application (draft or final version) should be uploaded here.

#### **TERMS AND CONDITIONS TAB**

All terms and conditions must be checked prior to submission.