

Ontario-China Research and Innovation Fund (OCRIF)

Application Instructions

Cover Page

Please enter the following information in the table provided:

- **Project Name:** enter the name of your proposal. Please be concise.
- **Applying Organization:** enter the full legal name of the lead Ontario institution submitting the application.
- **Project Manager:** enter the name of the individual who will be responsible for the day-to-day management of the project.

SECTION A: GENERAL INFORMATION

1. Project Term

Please list the start date and end date for the project. Project should not be longer than three years.

2. Research Focus of Project

Please select the sector which best describes your project's primary area of research focus.

List the project's primary and secondary research discipline codes as per the [list available on the website](#). Also, please select the project's area of application code [using the list provided within the application](#).

3. Organizational Structure of Lead Ontario Applicant

Select the option button which best identifies the organizational structure of the lead Ontario institution applying for OCRIF funding.

4. Principal Investigator for Ontario

Provide the following contact information for the Principal Investigator associated with the project:

- Name
- Title
- Department
- Institution
- Mailing Address
- City/Town
- Province
- Postal Code
- Telephone
- Fax
- E-mail address

5. Institutional Contact

Provide the contact information from the lead Institution who will be MRIS's main point of contact for administrative matters:

- Name
- Title
- Department
- Institution
- Mailing Address
- City/Town
- Province
- Postal Code
- Telephone
- Fax
- E-mail address

6. Project Manager

Provide the following contact information for the project manager associated with the project:

- Name
- Title
- Department
- Institution
- Mailing Address
- City/Town
- Province
- Postal Code
- Telephone

- Fax
- E-mail address

This person will be the Ministry's main point of contact for administrative matters relating to the project.

7. Lead China Partner

Provide the following contact information for the Chinese Principal Investigator:

- Name
- Title
- Department
- Institution
- Mailing Address
- City/Town
- Province
- Postal Code
- Telephone
- Fax
- E-mail address

Add additional tables as necessary for each institutional partner associated with the project.

8. Ontario Private Sector Partner(s)

Provide the following contact information **for each** Ontario private sector project partner associated with the project:

- Name
- Title
- Department
- Organization
- Mailing Address
- City/Town
- Province
- Postal Code
- Country
- Telephone
- Fax
- E-mail address

9. Total Project Team Members

Provide brief information about Ontario team members and China team members, including each member's name, role in the project, title and organization.

10. Total Project Funding Contributions from All Project Partners

Provide funding contributions of each Ontario and Chinese project partner, including organization name, funding contribution amount and specifying whether it is a cash or in-kind contribution. Provide the total of amount of Ontario funding contributions and the total of amount of China funding contributions.

SECTION B: COLLABORATION FOUNDATION AND CAPABILITY

11. Qualifications of Principal Investigators and Co-Investigator(s)

Briefly describe the relevant qualifications of the Principal Investigators (PIs) and other senior level investigators involved in the project for both Ontario and China. Include a list of five representative achievements within the past five years (e.g., peer-reviewed publications, invention disclosures, patent applications or licenses). Please limit your answer to 500 words in 12 point type for each project lead. Attach detailed CVs of PIs and Co-Investigator(s) with information on key publications and accomplishments.

12. Role of Project Partners and Expected Contribution

Briefly explain the role each project partner will play in the project, including the collaboration capability and expected contribution to the project. Please limit your answer to 500 words in 12 point type for each partner.

13. Role of Private Sector Partner(s) and Expected Contribution

Describe the role each private sector partner will play in the project, including the collaboration capability, resource commitment and expected contribution to the project. Please limit your answer to 500 words in 12 point type.

14. Collaboration Foundation and Feasibility

Describe whether the Ontario project team and China project team have established a mutually agreed upon collaboration platform and regular communication channels. In addition, please specify whether both sides are able to commit related project resources, including talent, technology, funding and project management, to ensure both teams can implement the project and achieve project objectives. Please limit your answer to 500 words in 12 point type.

SECTION C: RATIONALE FOR COLLABORATING WITH CHINA

15. Urgency and Necessity of Collaborating with China

Please define the scientific, economic, or social problem(s) that the research project team aims to address. Specify how the research can address a strategic need for Ontario and China. Describe the urgency and necessity of collaborating with China to provide solutions to the problem(s). Outline how the collaboration will lead to the advancement of scientific research capabilities and generate economic and social benefits for Ontario and China. Please limit your answer to 1,000 words in 12 point type.

16. Complementary Strengths between Ontario and China Teams

Specify the complementary strengths between Ontario and China teams, including: core technology strength, commercialization capabilities, leading-edge scientific theories, technical support, talent resources and market opportunities, etc. Please limit your answer to 1,000 words in 12 point type.

SECTION D: PROJECT PLAN AND SCIENTIFIC EXCELLENCE

17. Project Objective

Describe in no more than three lines, using simple language, the objectives and key elements of the project, including potential benefits for Ontario and China.

18. Project Abstract

Provide an abstract of the project using no more than 500 words in 12 point type and in non-technical language. Please do not include images and/or charts in the summary description.

19. Project Research Plan and Methodology

Describe the research plan and scientific methodology to be used within the context of current advances in your discipline to achieve the project objectives outlined. Please limit your answer to 10 pages in 12 point type.

20. Scientific Excellence and Innovation

Outline the uniqueness of this research project, highlighting the scientific breakthroughs and innovation involved. Specify your project's competitive advantages over state-of-the-art research in your field or other similar solutions available in Ontario, Canada and/or the rest of the world. Please limit your answer to five pages in 12 point type.

21. Commercialization Plan

Describe the long- and/or short-term commercialization potential of the research and when the commercialization can be achieved. Please provide a brief market analysis (with both qualitative and quantitative information). Indicate who is interested in the outcome of any research and strategic alliances, partnerships, or licensing agreements

you have, or plan to have, in place. Outline the key steps that will lead to the potential commercialization of the research outcomes, such as licensing the Intellectual Property (IP) rights, spinning off companies and setting up joint venture companies. Please limit your answer to 5 pages in 12 point type.

22. Communications Plan

Describe how you will communicate the project's scientific accomplishments and activities. Please limit your answer to 500 words in 12 point type.

SECTION E: RESULTS SHARING AND INTELLECTUAL PROPERTY PROTECTION.

23. Expected Research Results

Describe the expected research results from the collaborative project, including publications, new technologies, new products, new devices, new know-how, new materials, and intellectual property rights, etc. Please limit your answer to 1,000 words in 12 point type.

24. Research Results and Intellectual Property Sharing

Describe how project partners will protect and share research results and intellectual property (IP) rights emerging from the collaborative project. Please limit your answer to 1,000 words in 12 point type.

SECTION F: POTENTIAL BENEFITS FOR ONTARIO AND CHINA

25. Potential Scientific Benefits

Outline the potential scientific benefits for Ontario and China and specify whether the project will enhance the profile of Ontario and China within the international research community and generate new intellectual property rights, patents and licenses. Limit your answer to 500 words in 12 point type.

26. Potential Economic Development Benefits

Describe whether the project will generate economic development benefits through the potential commercialization of the research results, investment attraction and new high value job creation in Ontario/China. Please limit your answer to 500 words in 12 point type.

27. Potential Talent Attraction and Retention

Describe whether the project will draw top international research talent to Ontario or attract and retain Highly Qualified Personnel (HQP) in key sectors. Is a researcher

(including both graduate and post-graduate) exchange or internship program a component of the project? Please limit your answer to 500 words in 12 point type.

28. Potential Social and Other Benefits

Describe whether the project will have a significant impact on societal needs and sectoral/regional challenges and/or generate other benefits, such as environmental benefits. Please limit your answer to 500 words in 12 point type.

SECTION G: PROJECT IMPLEMENTATION FEASIBILITY

29. Research Project Milestones and Deliverables

Please list major milestones, measurable deliverables and the expected month and year of completion related to outlined aspects of your project in the table provided. If selected for an OCRIF grant, these will be used to monitor and determine the project's progress against a specific project work plan from the date of OCRIF funding to the point at which the project is fully implemented. (If necessary, please insert additional rows).

In the Commercialization Milestones and Deliverables subsection, please list major milestones and deliverables related to the execution of the Commercialization Plan during the term of the project. State the frequency of project reviews and who will be responsible for assessing IP and technology outputs and actions required. Briefly identify general follow-on steps by the Principal Investigator and/or institution after the funding period.

Please note that for research projects with long-term commercialization potential only, pre-commercialization activities are sufficient (e.g. regular reporting of your progress to your commercialization mentor).

30. Project Management

Applications must clearly outline how the project will be managed.

- Identify the project manager and other key project management staff.
- Provide a resume of the project manager (if known at the time of application).
- Describe the proposed governance structure to manage the project (e.g. Academic Committee, Board of Directors, with a manager or an executive director). The governance structure should not include Ontario government participation.
- Indicate how you plan on forming and maintaining partnerships and coordinating with relevant organizations such as industry, engineering/consulting firms, government ministries or agencies, universities, colleges, and other research institutes) and individuals.

Proposals must also outline how research capacity will be sustained after completion of the project. Please limit your answer to 1,000 words in 12 point type.

(Important: Ensure the proposed governance structure is commensurate with the size, scope and complexity of the proposed project.)

31. Project Resources

Provide an overview demonstrating the lead organization's ability to manage and achieve the project's objectives. Include details of the organization's governance, staff resources, financial viability, legal and accounting services, communications infrastructure, and the geographic extent of its activities in Ontario and/or China. Please limit your answer to 1,000 words in 12 point type.

SECTION H: PROJECT FUNDING

32. Funding Sources

In the summary table provided in the application form, please indicate the sources of funding to be used to support the project, including the amount requested under OCRIF. Successful Ontario applicants will be eligible to receive \$250,000 from Ontario.

Ontario applicants should direct their lead Chinese project partner to apply for funding through the Ministry of Science and Technology (MOST). Applicants must provide letters confirming evidence of matching funding from all project partners providing cash or in-kind contributions to the project. Letters should detail both the value and nature of the contribution.

Budget Forms

In addition to the summary table, a budget for the proposed project must be prepared using the Excel workbook provided on the program website. The OCRIF Budget Forms consist of three separate Excel forms (Schedules A, B and C).

Applicants must complete the OCRIF Annual Budget Form (Schedule A) outlining the annual project resources and expenditures over the total project term. Please fully disclose the funding sources (e.g., federal government grants, etc.), timelines and amounts for any ongoing and anticipated funding pertaining to research that may overlap with the proposed project.

Cash and in-kind contributions from private sector partners are to be further detailed in the OCRIF Private Sector Contribution Form (Schedule B).

Applicants must also provide a detailed explanation and justification for each budget item within the OCRIF Budget Justification Form (Schedule C). Please provide sufficient information to allow reviewers to assess whether the resources requested are appropriate for the execution of your project.

For the Salaries and Benefits section, please provide the following detail:

- names of individuals involved in your project (if known)
- the portion of their time (%) expected to be spent on the project
- their function or activities in the project and explain the need for that function in the project.

For training of HQP (highly qualified personnel), provide details of program or training activities.

Administrative salaries should be included in the "Management Administration category" of the budget form.

(Important: Refer to the OCRIF Program Guidelines for further information on eligible expenses.)

SECTION I: PROJECT REVIEW

33. External Expert Reviewers

Please provide the names and contact information of three experts who could provide scientific review of your application. The suggested experts should not have a conflict of interest (Col) with the proposal or any of the researchers associated with the proposal. (Please see Col Agreement for Expert Reviewers). In this section, you may also provide up to two names of experts you do NOT want to provide a scientific review of your application.

Important: The Ministry reserves the right to choose reviewers and may select reviewers other than those suggested by the applicant.

If your application, or components of it, have already been peer reviewed (e.g. Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council or Social Sciences and Humanities Research Council reviews), please provide a copy of the review or the authorization to access it. Similarly, if the Investigators associated with a proposal have a record of successful applications with other granting agencies, information regarding this record should be provided.

SECTION J: SUPPORTING INFORMATION

34. Supporting Information

Please list all supporting materials submitted with the OCRIF application in the table provided, including detailed CVs of PIs and co-investigator(s), funding and support letters, IP sharing agreement and signed collaboration agreement (if applicable), etc. Insert additional rows as necessary.

SECTION K: REPORTING REQUIREMENTS

Please note that successful applicants will be required to submit an annual status report detailing the significant accomplishments and performance measures of the project, along with achievement of milestones and deliverables as set out in the above project plan in a form and substance satisfactory to Ontario, certified by an officer of the Lead Institution.

Successful applicants must also provide an updated budget, which is to be submitted annually as part of regular reporting. Funds will be dispersed annually by direct deposit based on a reconciliation of year-to-date expenditures versus budget estimates, following the completion of project reporting requirements.

In addition, the Lead Institution will also be required to submit a completed final report at the end of the project term. Ten percent (10%) of the total OCRIF grant will be held back until the final report is received. Reporting requirements will be detailed in the grant agreement with successful applicants.

SECTION L: AUTHORIZATION

Please have an authorized signing officer read, sign and date the application prior to submission to OCE.