# Application Form

# Innovation Mobilization Program

# Industry Engagement

**Project Title**:

Application Type: Choose an item.

**Applicant Institution**:

**Industry Engagement Professional**

Name:

Email:

**Event dates**

***The dates of the event should be 2 months following the application date. In case of late submission, please provide a clear justification.***

|  |  |
| --- | --- |
| **Event dates** |  |

**IM Project Costs**

Please fill in Total project cost amount, *The amount entered should not exceed the allowed maximum project amount as per the* [*IM Program Guidelines*](https://www.dropbox.com/s/s2tpdhxzj64gjcb/IM_Program_Guidelines_February%202020.pdf?dl=0)*. Note that Springboard Contribution equals 63% of the total project cost.*

|  |  |
| --- | --- |
| **Total Project Cost ($)** |  |

***Terms & Conditions Signoff***

I have read and agree to the Terms and Conditions as outlined in the IM Program Guidelines that relate to any award made pursuant to this request.

*Springboard IEP Signature*  *Date*

# Industry Engagement Application

***Total application length cannot exceed 6 pages***

1. **Provide a summary of the event including location and date of the event**
2. **Please explain how this event aligns with Springboard mandate.**
3. **Provide a list of participants from your institution with their role at the event?** *(Please specify by industry, academia, government, students and other)*
4. **Provide a list of Industry representative and participants to this event.**
5. **Provide a detailed agenda of the event** *(You may provide as an attachment)*
6. **How will Springboard be promoted?** *(Detail promotion actions before, during and after the event)*
7. **If applicable, detail the event/activity Partners and their role in the event\**
8. **Anticipated Outcomes *(****Providing detailed and anticipated tangible outcomes are required.)*
9. **Budget and Justification** *Please note that the total of this table needs to match the total IM Project Cost for on Page 1 and budget items entered should be the eligible costs you are going to claim from Springboard. If the activity budget is larger than the applied for IM funding, you need to answer Question 10.*

|  |
| --- |
| **Project Budget**  *(add lines as needed)* |
| **Expense** *(please provide itemized list)* | **Amount** |
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| **Total** *(Total IM project Cost CANNOT exceed the maximum of $10,000)* |  |

* *For events above a total cost of $2,000: Food costs need to be broken out and a detailed quote needs to be submitted with the application.*
* *Promotional material costs and other event costs need to be itemized in the justification.*
* *Names of the travelers and details of the travel costs need to be provided in the table. Add any extra relevant information here, etc.*
* *Alcohol is not an eligible expense and cannot be included in the costs.*
1. **If applicable, is the total activity cost greater than the Total IM Project Cost you are applying for? Do you need to leverage additional funding****?** *Briefly list the total project costs and the other funding sources, so we see the contribution the IM Program is making to a larger project.*
2. **Additional Information**