NET ZERO ECT RESEARCH PROGRAM

PROPOSAL SUBMISSION TEMPLATE

Please see NOTES and PROPOSAL REQUIREMENTS at the end of this template. Refer to the APPLICANT GUIDE for more detail.

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| **Project Title:** |
| **Mark X beside the funding stream you are applying to:**  Stream 1 funding Stream 2 funding   * Stream 1 - 12 month projects: conceptual, early-stage genesis of novel technologies/concepts in NS * Stream 2 - 18 month projects: evaluating the suitability of technologies/concepts emerging elsewhere for NS |
| **Lead Institution or Company:** |
| **Lead Researcher (aka Lead Applicant, Proponent):** |
| **Project Partners (list only the lead person’s name and Institution or Company):** |
| **Lead Researcher Contact Information**  **Name:**  **Phone Number:**  **Email:** |
| **1. PROJECT OVERVIEW:** max 300 words, non-confidential.Please provide an overview of the proposed research in non-technical terms. Please include the project objective(s), general approach and expected primary outcomes(s). |

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| **2. PROJECT RESEARCH OBJECTIVES** Please describe how the project aligns with Stream 1 or Stream 2 (Sec. 4 of the Applicant Guide).Please describe the research objective(s), i.e., what the research will accomplish. |
| **3. ECT PROGRAM OBJECTIVES** Please indicate how the project will address one or more all of the Program Objectives listed in Sec. 2 of the Applicant Guide. |
| **4. PRIORITY RESEARCH THEMES** Please describe research issue or challenge; i.e., how the project will address knowledge gaps to reduce GHGs in NS in one or more of the Priority Research Themes (App. 1 in the Applicant Guide). In addition, please describe how addressing the knowledge gap will result in economic benefits to Nova Scotia. |
| **5.** **WORK SCOPE** Please describe the tasks that will be undertaken, the anticipated time per task, the methods used, and the deliverables to NZA (interim/final presentations, reports, publications, etc.) This section will be used in the contract with successful Applicants so Applicants must use a structured approach that lists, for example, tasks or work packages. Please see Task Example appended to this template and the non-mandatory example spreadsheet “Work Scope Task Support” on the ECT Program Website. |
| **6.** **TEAM AND PARTNERS** Please briefly describe the partner organizations, their roles in the project and provide brief bios of all key participants. CVs are not required. If applicable, include details on any specialized research facility or equipment that will be used. If applicable in multi-partner projects, please insert or append an organizational chart that describes reporting and management roles. |
| **7. BUDGET** Please complete and submit the separate “Budget Submission Template”. No text is required in this section. |
| **8. PROJECT COMMUNICATION PLAN** Please describe the expected project outcomes and how these outcomes (and deliverables, as applicable) will be disseminated to a broader audience. |
| **9.** **EQUITY, DIVERSITY, INCLUSION AND ACCESSIBILITY (EDIA)**  **EDIA in Research Practice**   1. Do you or any of your co-applicants identify as belonging to an equity-seeking group?   -Yes  -No  -Do not know  -Prefer not to answer   1. If you plan to hire additional team members to work on the proposed project, what measures will you take to ensure that a diverse pool of candidates can access and apply for positions? 2. In the management of your team, how will you ensure that all team members have the support needed to fully participate in the research program and to access opportunities for networking and skill development?   **EDIA in Research Design**   1. If any of your research activities will be carried out at an offsite location and/or will require the participation of community members, what measures will you take to ensure that community needs and/or concerns are accounted for in the design and execution of your research project? 2. Could the outcomes of your research project impact (positively or negatively) equity-seeking groups? If so, what measures will you take to avoid any negative impacts and enhance benefits to those equity-seeking groups? If not, please explain and justify why EDIA in Research Design does not apply to this project (see NOTES for more detail). |
| **10. RISK** Please describe any perceived risks to project success, such as risk in securing needed personnel and/or additional funding or leverage, risks to project timing, safety or environment-related risks, etc. Please describe how you will manage these risks. |
| **11. MITACS** (Optional) The ECT Program is pre-approved for Mitacs funding, pending Mitacs review of this application. If you would like Mitacs interns to support your project, please provide the details below. The intern(s) must be secured at time of proposal submission.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Intern Name** | **Academic level** | **Length of internship** | **Academic**  **Institution(s)** | **Academic**  **Supervisor(s)** | **Additional Partner**  **Organization\*** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   \*Net Zero Atlantic (NZA) qualifies as a partner organization. Please list NZA and/or any other partner organization who will contribute to the Mitacs sponsorship. |

**External Reviewer Recommendations (not mandatory / not scored):**

Please include the name and contact details for 1-2 subject matter experts related to the proposed research. The names may be used as external reviewers for proposal and/or final report review.

1. (Name, title, email, area of expertise)
2. (Name, title, email, area of expertise)

**NOTES**

* The non-confidential PROJECT OVERVIEW will be posted on NZA’s website and may be circulated to or by funders of the ECT Research Program.
* Apart from Section 1 PROJECT OVERVIEW, none of the sections have word limits. Please use as much space as needed.
* No appendices, title pages, cover letters, letters of support, signatures or CVs are required.
* If desired the organizational chart and any other supporting information the Applicant feels is relevant can be attached to this template, provided all are saved together and submitted as a single PDF. Please refrain from submitting excess documentation not directly relevant to the proposed project.
* **EQUITY, DIVERSITY, INCLUSION AND ACCESSIBILITY (EDIA)** Note: NZA assumes that EDIA in Research *Practice* will apply to all projects. However, EDIA in Research *Design* may not apply to all projects (i.e., if the research activities will not be conducted offsite and/or if the research activities and/or outcomes will have no significant impact on equity-seeking groups). In this case, the Proponent must explain and justify why EDIA in Research Design does not apply to thier project.
* If applicable, please describe your approach to Intellectual Property development in the WORK SCOPE.
* The project’s research *objective* is a description of what the researcher expects to accomplish by project end – the researcher’s vision of what new clean technology, approach and/or practice will be developed – and why it is needed.
* The *work scope* is a step-by-step description of how the objective(s) will be achieved;
* The *outcome* is the result that will be produced by achieving the project or task objective(s).
* *Deliverables* are any knowledge product produced during the course of the project, or following project closure, that will be submitted to NZA, such as interim and final reports, presentations, webinars, theses, journal publications, etc.

**PROPOSAL REQUIREMENTS**

1. The WORK SCOPE must include regular status meetings with NZA, typically on a quarterly basis or if not quarterly then associated with key end-of-task milestones. Proponents are asked to prepare brief PowerPoint presentations for these meetings.
2. A final non-confidential report describing the project objectives, methods and outcomes is required. The report must be suitable for posting on NZA’s website. Failure to provide the necessary report may disqualify future applications from the affiliated institutions.
3. It is understood that certain deliverables, such as journal publications, student theses, etc. may only be available after the project has ended. If applicable, please describe the nature and timing of these deliverables in the PROJECT COMMUNICATION PLAN.
4. Applicants will be expected to present their non-confidential project results, either interim or final, at one of NZA’s monthly webinars. NZA in collaboration with the Applicant will be responsible for scheduling the webinar.
5. Contracting between the Lead Researcher (Applicant, Proponent) will employ NZA’s standard contract. The WORK SCOPE including project objectives, milestone timing, and deliverables will inserted as Schedule A to the contract.
6. The Lead Researcher is responsible for subcontracting with project partners, disbursing funds to them and ensuring their inputs to the project are received when needed.

**Example Task Breakdown for the WORK SCOPE**

This format is provided for guidance only and is not mandatory. However, the Applicant must provide a concise and comprehensive description of how the project will be undertaken. A second project planning and budgeting tool that can be referenced is the non-mandatory Work Scope Task Support spreadsheet on the ECT Program website.

**Task or Work Package 1: Description** (Start Date-End Date)

Subtask 1

Subtask 2

Subtask 3

Task or Work Package 1: outcomes (if applicable), deliverable (if applicable) and date

**Task or Work Package 2: Description** (Start Date-End Date)

Subtask 1

Subtask 2

Task or Work Package 2:outcomes (if applicable), deliverable (if applicable) and date

**etc.**