

**Atlantic Innovation Fund – Round IV
Letter of Intent**

Date:

To: Atlantic Canada Opportunities Agency

From: (Name of Proponent):

Address:

Business Number:

Project Name or Title:

Contact Name:

Title:

Telephone Number:

Project Location:

1. Applicable Sector (check only the most prevalent one) - Note: ACOA will assign projects to the sector in which the technology is being applied (e.g., an innovative application of computer software for environmental monitoring would be assigned to the environment sector and cross-referenced to the software sector.)

- Aquaculture
- Energy
- Environment
- Information Technology:
 - E-commerce
 - Software
 - Wireless
 - Geomatics
- Life Sciences:
 - Biotechnology
 - Genomics
 - Health/Medical
- Manufacturing/Processing
- Natural Resources
- Ocean Industries
- Defence and Aerospace
- Physical Sciences (Physics, Chemistry, Engineering)
- Other, specify _____

2. **General Description of the Research Proposal** - include the project objectives, anticipated deliverables and challenges. (~1 ½ page)
3. **Project Financing** - demonstrate progress toward having a realistic financing plan in place to undertake the project in its entirety, without interruptions due to lack of or delays in securing appropriate financing. Identify confirmed financing by inserting a checkmark where appropriate in the “Confirmed?” column of the budget table.

Estimated Project Costs and Financing				
Estimated Project Costs		Estimated Project Financing		
	Total Amount	Contributor	Total Amount	Confirmed?
Building / Renovations				
Other Capital Costs				
Wages and Salaries				
Other Operating Expenses				
		Requested AIF Contribution		
Total Project Costs:		Total Project Financing:		

4. **Key Project Collaborators** (~ ½ - 1 page)
 - a. **Research Team** - list the team members, identified as key to the project’s success, and demonstrate progress toward having their participation confirmed or indicate the likelihood that their participation will be confirmed.
 - b. **Key Collaborators** - identify key project collaborators and demonstrate progress towards having partnership details sufficiently discussed to reasonably expect that partnership agreements could be executed within six months of project approval.
5. **Commercialization Potential of the Research** - identify the proposed resulting product, process or service and associated market potential. (~ ½ - 1 page)
6. **Project Governance** - demonstrate progress toward the development of a governance model for the project, which outlines team members’ roles and responsibilities, including the project management function. (ACOA strongly recommends that project management be held by someone other than the lead researcher.) (~ ½ - 1 page)

I hereby consent to ACOA sharing the information contained in this letter with other federal departments or agencies that may be called upon to help in the assessment of AIF project proposals. This information will be treated in accordance with the *Access to Information Act* and the *Privacy Act*.

Name of Signing Authority for Proponent: _____
(Please Print)

Signature of Signing Authority for Proponent: _____