

What should proposals contain?

Proposals requesting financial support should be 4 to 8 pages in length and should be organized under the following headings:

Objectives — Point out what will be the expected result of the proposed activity and how that result will contribute to the development of new or improved products, processes, or services in Canada.

Technology — Describe the technology sought, its present state of development in Canada and in other countries, and its availability from foreign sources.

Workplan — Describe the planned activities, the timing and allocation of tasks, and how these activities will contribute to the objective.

Follow-up — Describe the planned follow-up activities that will produce the economic benefits and competitive advantage expected from acquiring the technology, including how, and to what extent, the foreign technology will be further developed or improved in Canada.

Participants — Identify the manager responsible for the activity, the Canadian and the foreign participants.

Capabilities — Describe the current capabilities of the Canadian participants with respect to the technology sought, and the degree of risk in applying the technology.

Costs — Identify the total expenditures to be incurred in acquiring this technology, the amount requested from TIP, and the source of funds for the remaining costs. Indicate why TIP funding is required, and why formally allocated budgets are not adequate to support the proposed activity.

For collaborative R & D projects and long-term working visits, an annex to the proposal must provide information on the management of the activity, including an organizational chart, *curricula vitae* of project participants, the organization's most recent financial statement or annual report, and any other material relevant to the organization's ability to carry out the project.