

# Application process

**Contact Us:** 

<u>project@ngen.ca</u>

#### **Project Application Process**

\*\*\* All project participants must be a registered member of NGen. Access to the application is only available through the member portal

Become an NGen member www.ngen.ca Submit for Screening
(Intake must be completed and an Application
Agreement must be signed by Lead and all partners)

Application Development:
Complete application
(Application Questions,
Financials, Application
Details)













Login to member portal and start a Project Application (Intake) Application will be reviewed and accepted or rejected through Screening (must be completed and comply with the Project Guide for the challenge

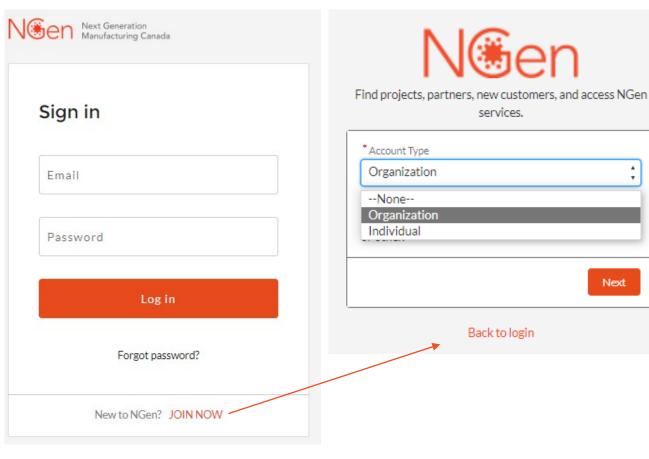
Application submission Deadline

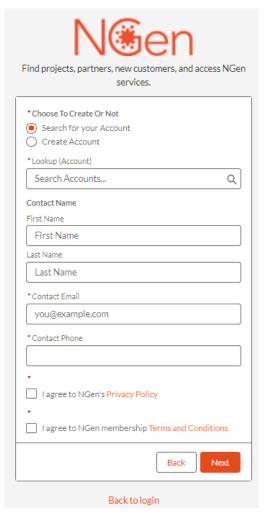
Any project questions or queries, please email project@ngen.ca



# Become an NGen Member www.ngen.ca







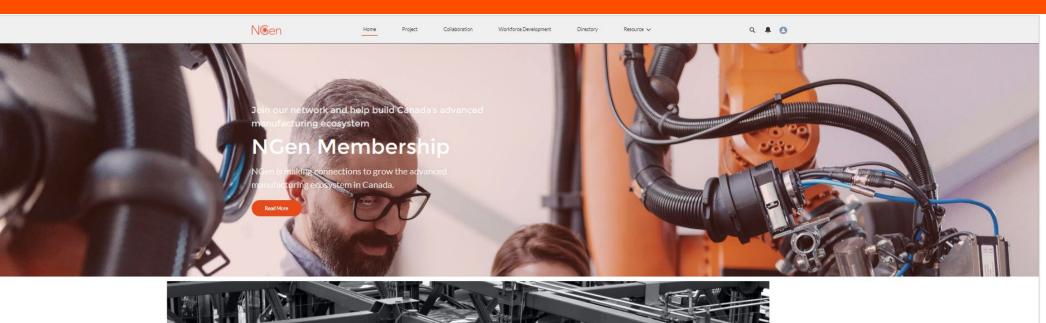
Must be an organization to apply for a project

Organizati



#### Login to member portal







We bring together advanced manufacturing and technology to drive digital transformation.

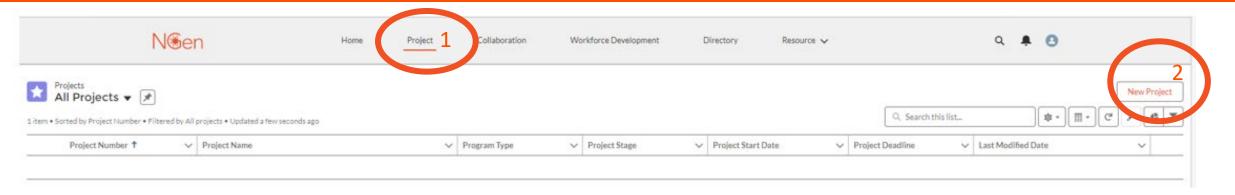
NGen is the industry-led, non-profit organization leading Canada's Global Innovation Clusters Initiative.





#### Starting an application





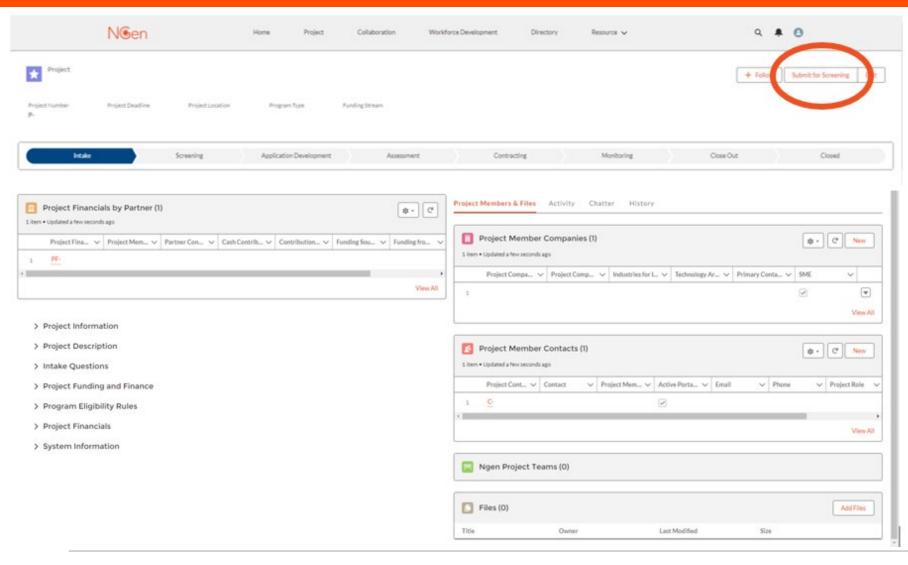
#### A new application will open





#### **Intake for Screening**





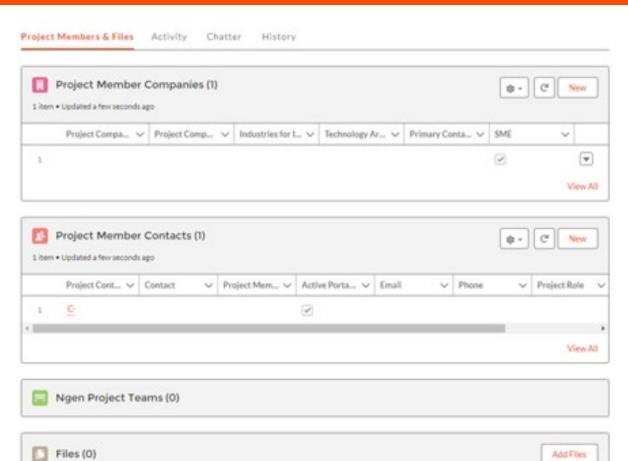
- Complete all sections and when ready "Submit for Screening". If you don't have or know the information for any cell, you can put NA for the time being. You can then go back into your application to update those cells. However, all cells must be completed correctly before you submit for Screening.
- An Application Agreement will need to be signed by the Lead and all Project partners.
- Your application will be reviewed and either approved or rejected through screening to application development.



# Intake for Screening Project Member & Files

Title

Owner



Last Modified

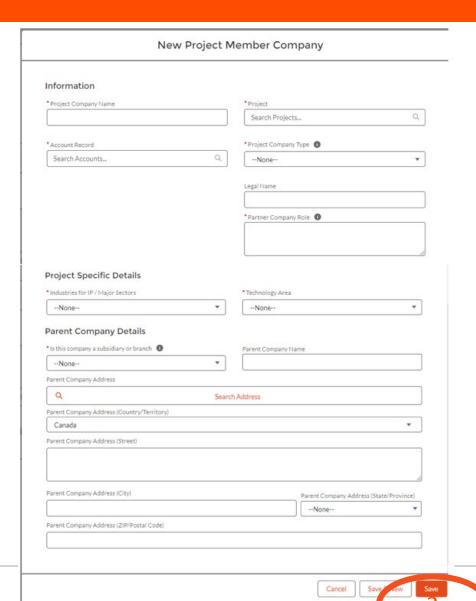
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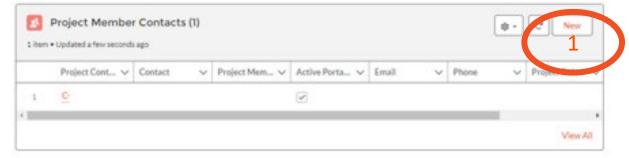
# Intake for Screening Project Member Companies



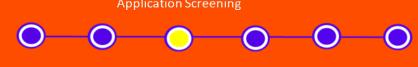
- 1. Click on New
- 2. Fill out each cell and click on Save

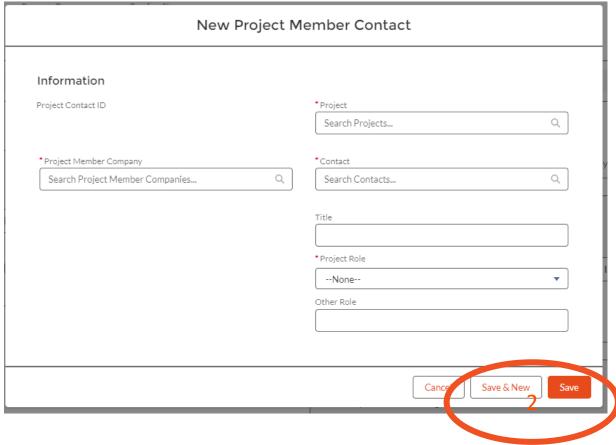


#### **Intake for Screening Project Member Contacts**



- 1. Click on New
- 2. Fill out each cell and click on Save or Save & New



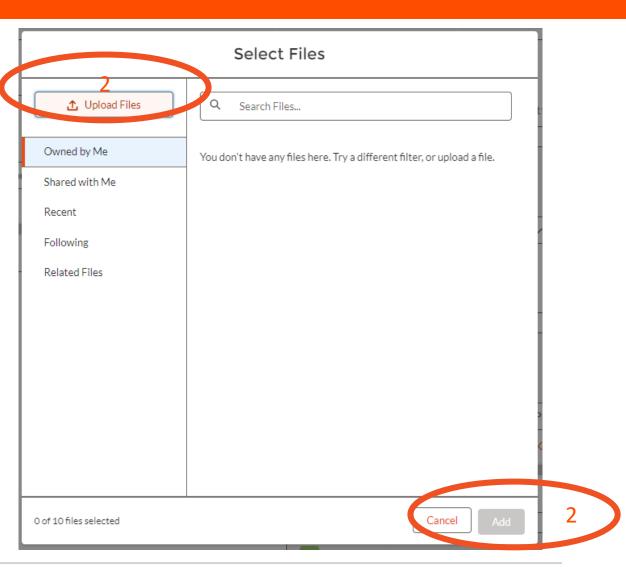


# Intake for Screening Files





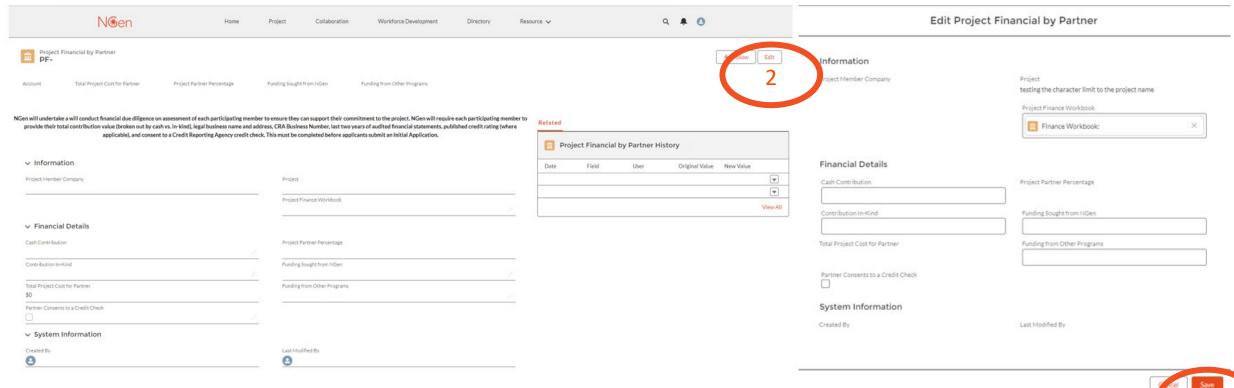
- 1. Use this space to upload and share files. Click on "Add Files"
- 2. Upload Files and click on "Add"







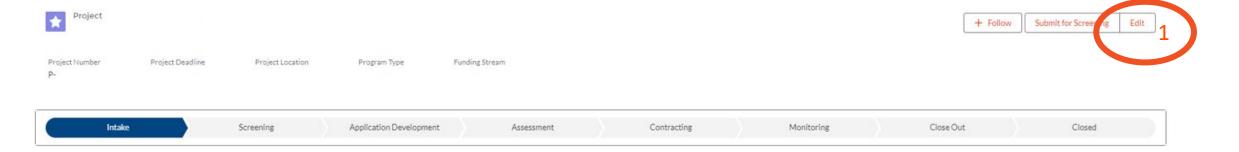
- 1. Click on the PF-XXXX
- 2. Click on Edit
- 3. Fill out each cell and check off check box and click on Save





#### **Intake for Screening**





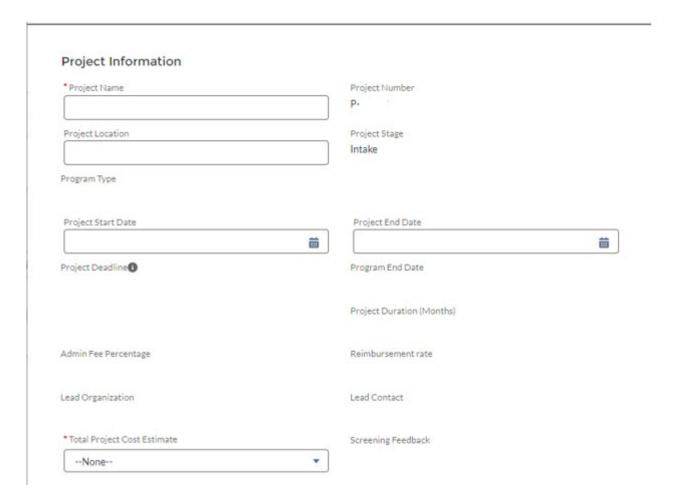


- 1. Click on Edit to complete all these sections
- 2. When you are finished, press Save or Save & New



#### **Intake / Screening Project Information**

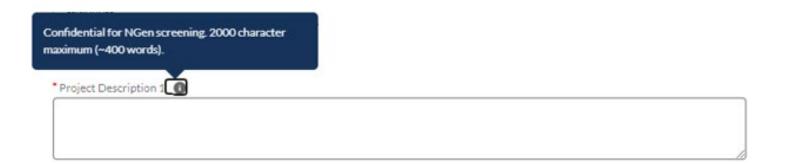




• Fill out the cells available. Some of the cells will auto populate the information you already entered (slide 5)

# Intake / Screening Project Description





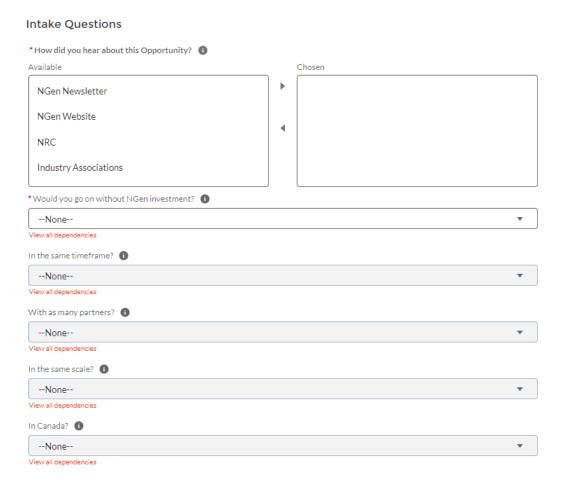
• Fill out both Project Description 1 and 2

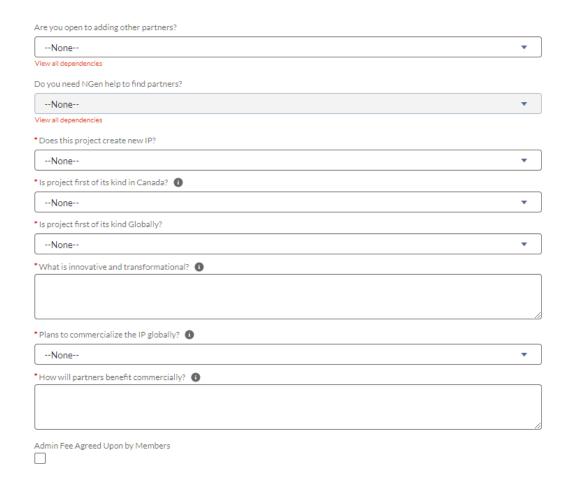
Shareable with other government agencies. 2000 character maximum (~400 words).

\* Project Description 2

#### **Intake / Screening Intake Questions**





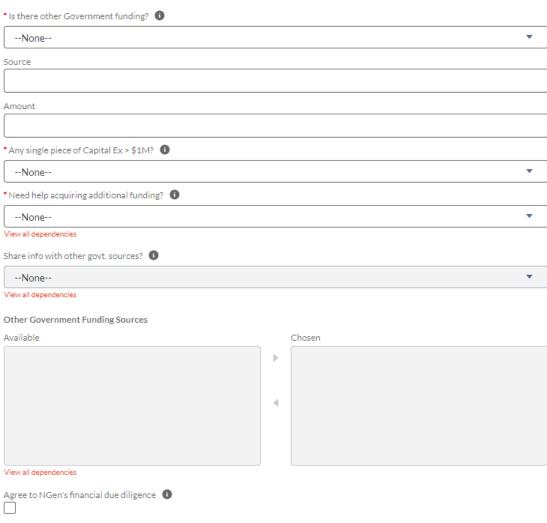


Fill all cells and check off the check box



## Application Screening

#### **Project Funding and Finance**



• Fill all cells and check off the check box

#### **Intake / Screening Project Eligibility Rules**

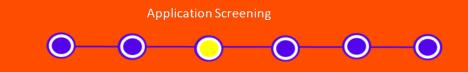


#### **Program Eligibility Rules**

Eligibility Rules

Eligibility Rules Confirmation

• The Eligibility Rules are in the Project Guide. Please review and check off the check box for Eligibility **Rules Confirmation** 



#### **Project Financials** System Information Intake Cash Contribution Percentage Intake Cash Contribution Total Created By Last Modified By \$0 Intake Contribution In-Kind Total Intake Contribution In-Kind Percentage \$0 Intake Funding Sought from NGen Total Intake Funding Sought from NGen % \$0 Intake Funding from Other Programs Total Intake Funding from Other Programs % \$0 Save & New Save Cancel Intake Total Project Cost \$0

- Project Financials will show you the total summary of everything you have entered in the Project Financials by Partner
- System Information shows you who created the application and who it was modified last by
- When you are finished click on Save.



#### **NGen Screening**

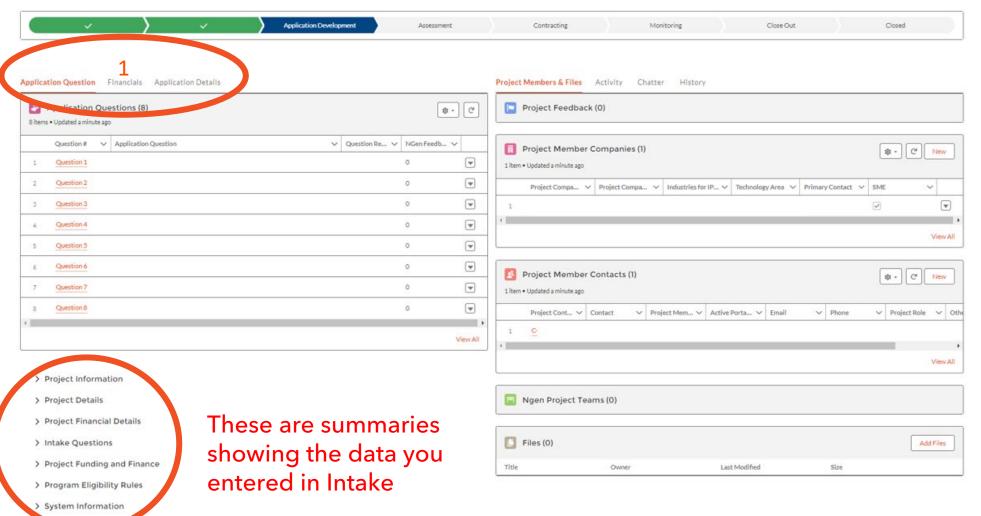
#### project@ngen.ca



- Once complete "Submit for Screening".
   \*Submitting for Screening is not submitting a Full Application for funding.\*
- The Screening allows NGen to identify any projects that do not meet the NGen Project Scope so that the issues can either be resolved or the applicant can withdraw without putting time and effort into the full application. Your application will either be accepted or rejected. If accepted, your application will then move to Application Development
- Following a notification of successful Screening, NGen Finance will begin the Financial Due Diligence (FDD) process and collect your finance documents.
- If there are any issues or concerns at this stage, you will be contacted by your application's assigned Project Development Director, or the Project Finance team.

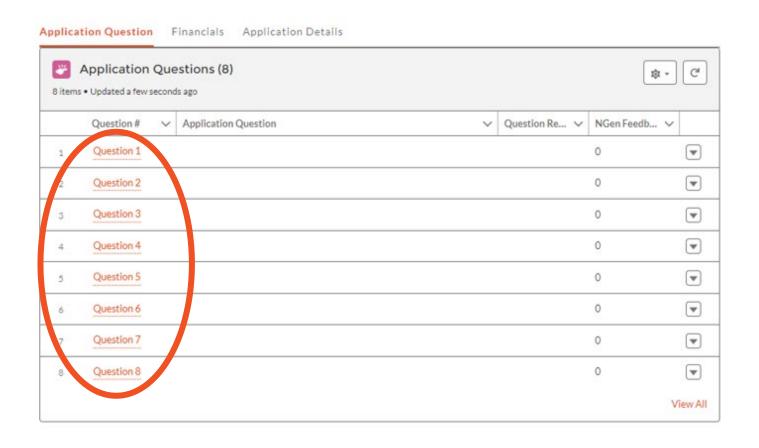






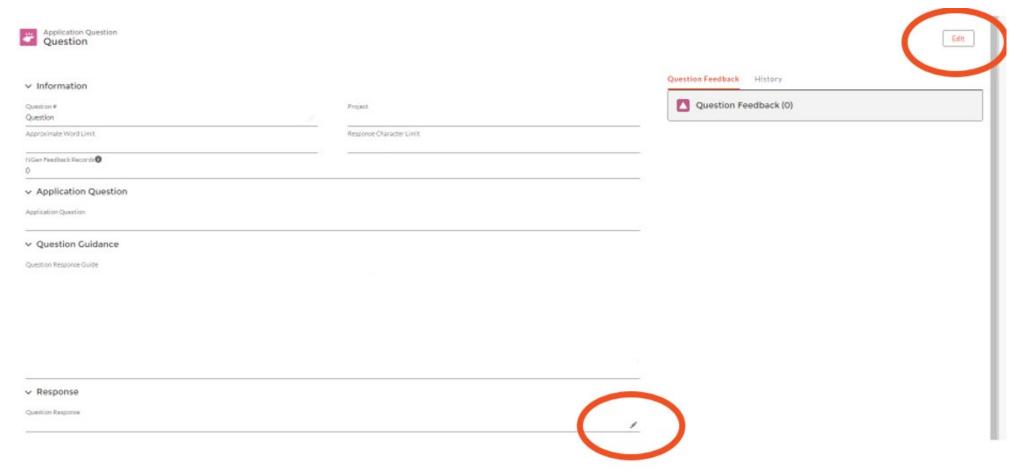
- 1. You are now in Application Development where you need to fill out 3 additional sections
- Application Question
- **■** Financials
- Application Details





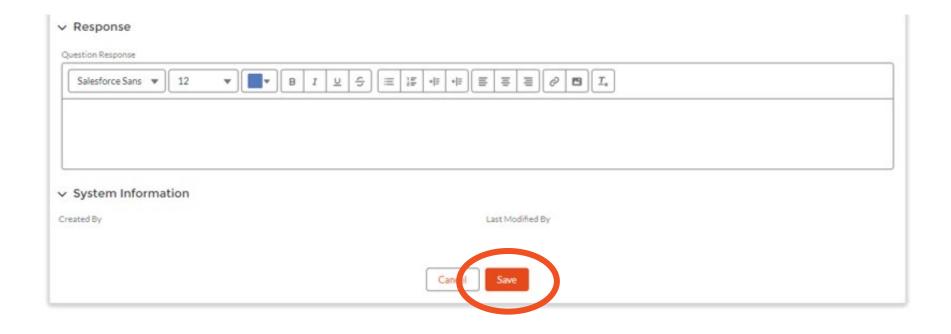
Click on the questions to begin.





Click on edit or the pencil to open it in edit mode.





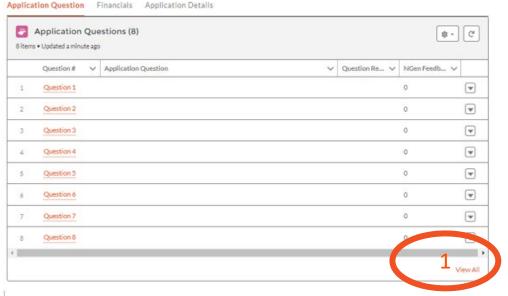
Fill in your response and "Save". Click on the Project name to go back to questions.

Repeat for each question.

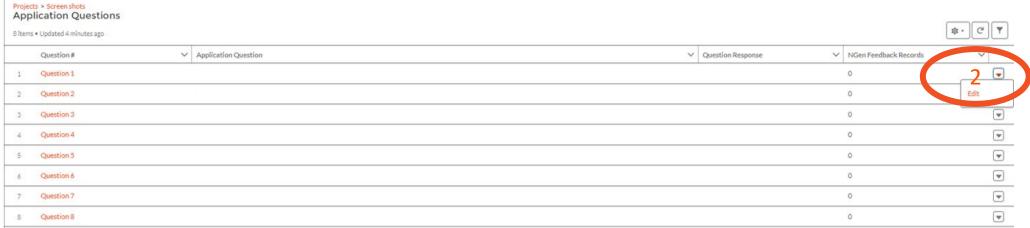
OR use "View All" option (see next slide).





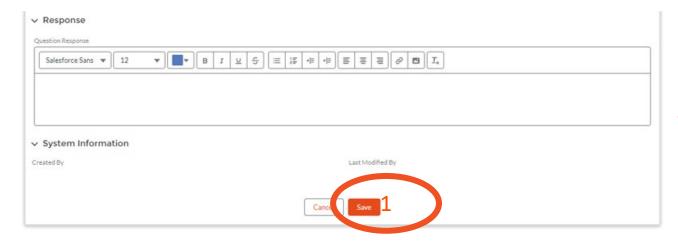


- 1. Click on "View All".
- 2. Click on the arrow and then "Edit".









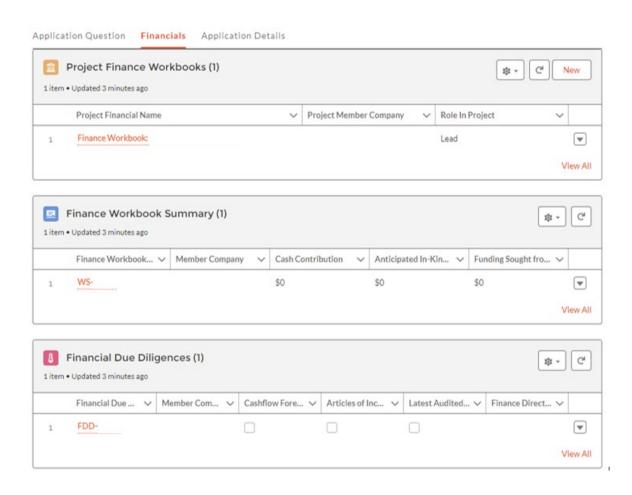
- 1. Fill in your response and "Save".
- You will be back on the View All screen, click on the arrow and edit on the next question.
   Repeat for each question.





# Application Development Financials

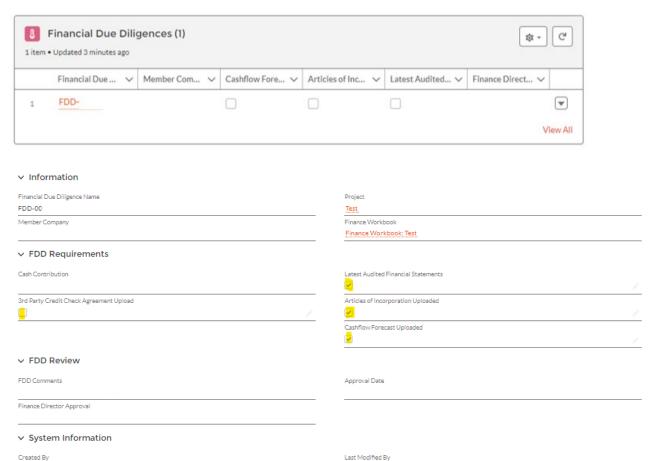




Each section needs to be completed separately by both the Lead applicant and each partner.

For detailed explanation on expense eligibility, please see the Finance Guidance Presentation







On this screen you can load your confidential files on the right (click "related") and check boxes that tell us what documents you have submitted for our approval.



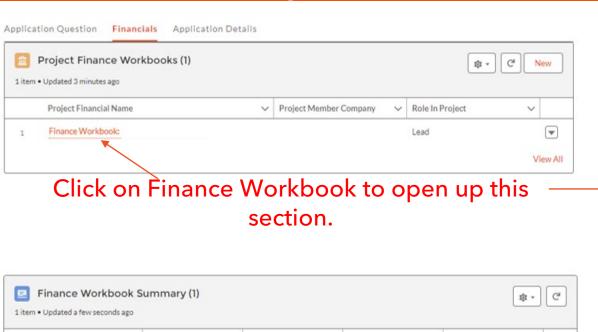
# **Application Development**Financials - Project Finance Workbooks

∨ Cash Contribution ∨ Anticipated In-Kin... ∨ Funding Sought fro... ∨

-

View All





The summary is populated from the data entered in the Workbooks

When all the sections are completed, you can click on "Update to Review Requested" (top right-hand corner of Financial Workbooks page), which will inform the Finance Director, this is ready for review

+ Follow Update to Review Requested Edit

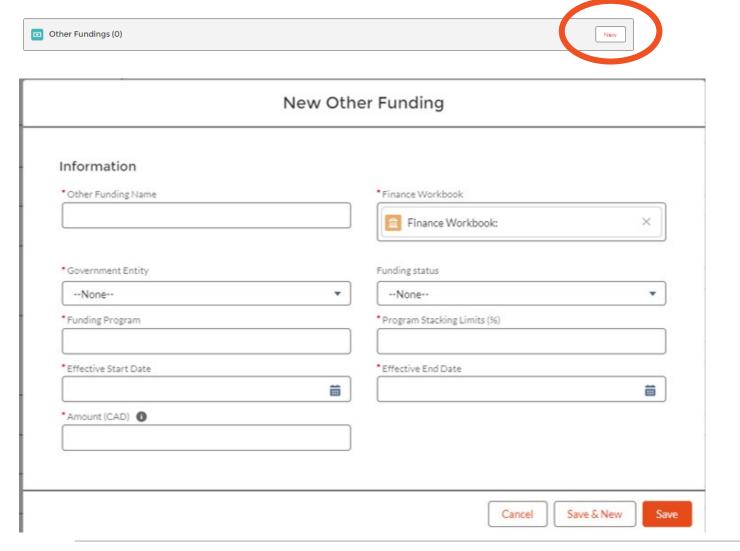


Finance Workbook... V Member Company

WS-

1

Financials - Project Finance Workbooks - Other Funding



Click on "New" to fill out this section & then "Save"

Be sure to indicate whether the funding is confirmed or pending approval



Financials - Project Finance Workbooks - Labour Cost

Save & New



#### **New Labour Cost**

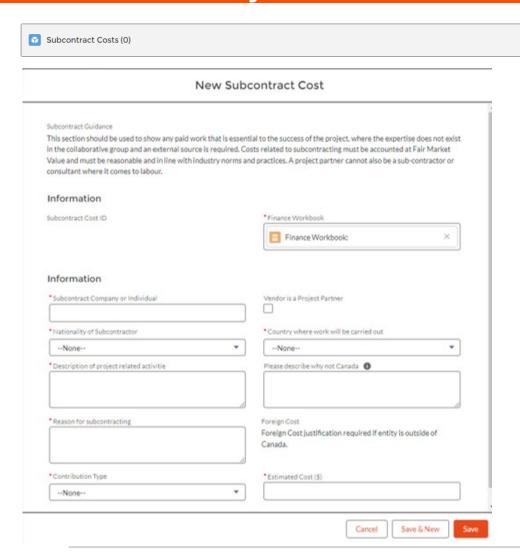
#### Labour Guidance

Includes the portion of gross wages or salaries for personnel working directly on the project activities. This will include CPP, EI & EHT, but must exclude any discretionary benefits (i.e. health & dental) or bonuses. Ensure to provide the role or title of the labour individual (include # of jobs if more than 1), brief description of the activities of each role within the project, hourly gross salary (convert "Salary" to hourly dividing by 2,080 working hours), and the total labour hours towards the project. In calculating the labour costs, the costs of routine administration and operations of the organization are ineligible. That portion of salary costs of staff that can be shown to be in direct support of carrying out the Project (i.e. project managers, project accountants) can be considered Eligible Funded Project Costs.

Labour Cost ID	* Finance Workbook	
	Finance Workbook:	
.about Cost Details	* Description of Eligible Activities	
*Physical Location of Individual	*Country of Paying Entity	
	▼None	
None		
None *Per Hour Wage + Statutory Benefits	Foreign Cost  Foreign Cost justification required if physical location or paying entity are outside of Canada.	

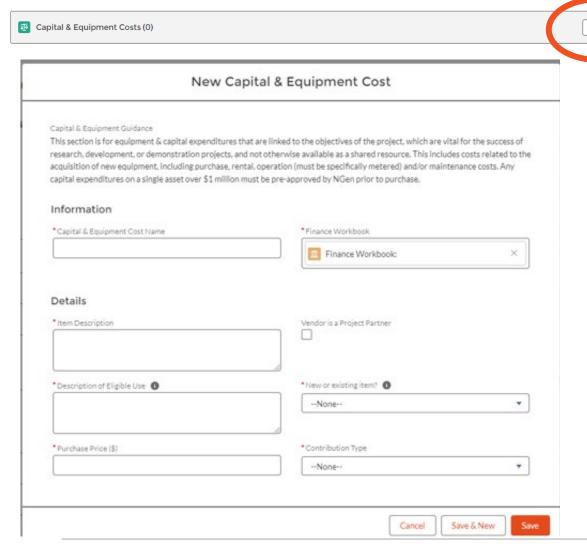


Financials - Project Finance Workbooks - Subcontract Cost



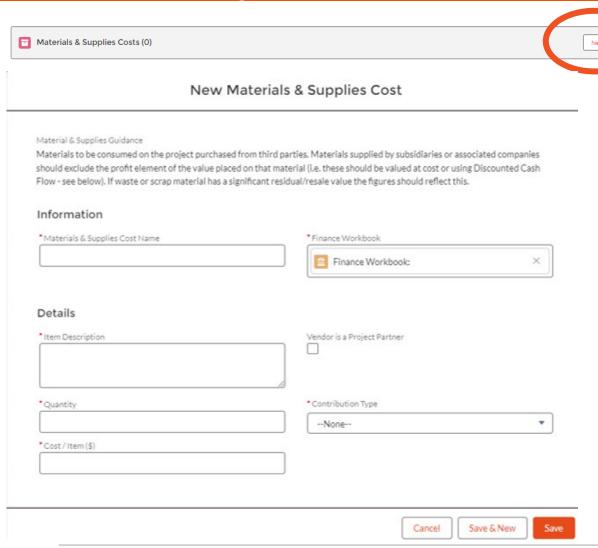


Financials - Project Finance Workbooks - Capital & Equipment Cost



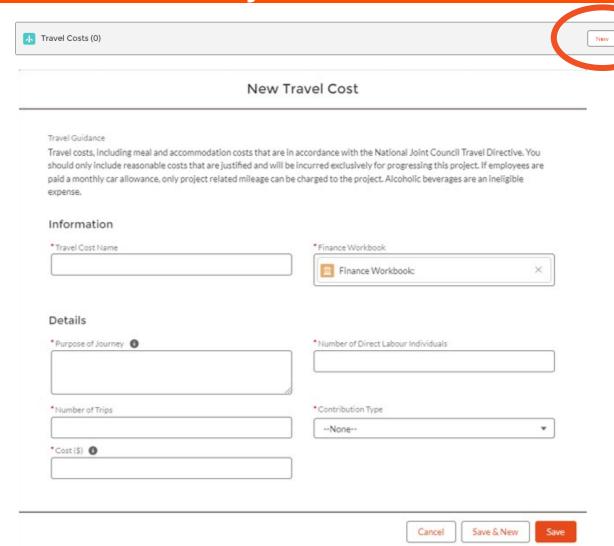


Financials - Project Finance Workbooks - Materials & Supplies Cost





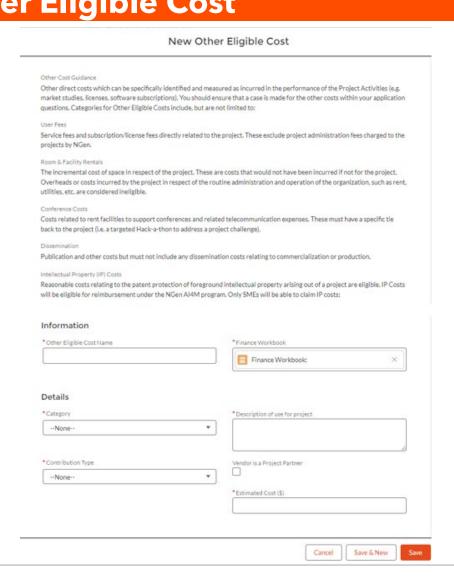






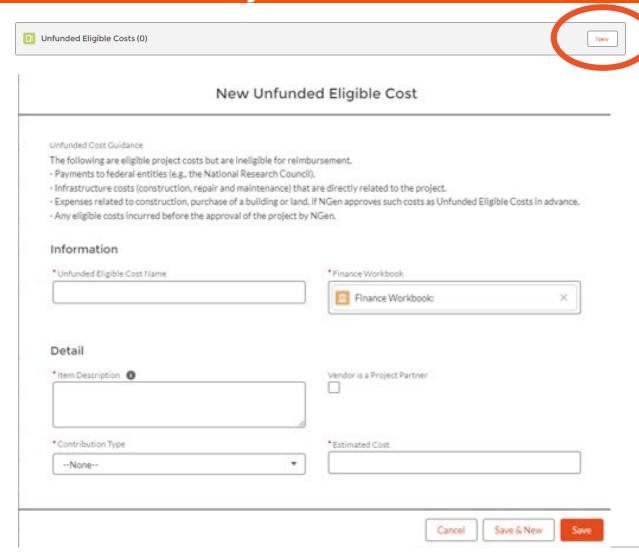
# **Application Development**Financials - Project Finance Workbooks - Other Eligible Cost





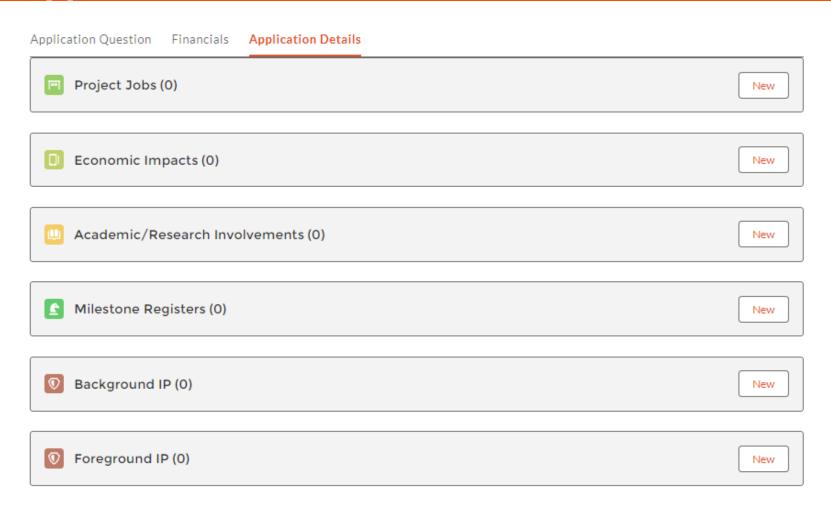


Financials - Project Finance Workbooks - Unfunded Eligible Cost









Each section needs to be completed separately by both the Lead applicant and each partner.

# **Application Development**Application Details - Project Jobs



New Project Jobs		
nformation		
Project Job ID	*Project	
	Search Projects Q	
Related Member Company Search Project Member Companies	Stage Stamp	
*Direct or Indirect Job		
None	•	
Jobs Details		
JODS Details		
• Jobs Created Over the Course of Project ①	*Jobs Maintained Over Course of Project (1)	
*Jobs Created Over the Course of Project   *Jobs Created 0-2 Years After the Project	* Jobs Maintained Over Course of Project  * Jobs Maintained 0-2 Years After Project	
*Jobs Created 0-2 Years After the Project	*Jobs Maintained 0-2 Years After Project	



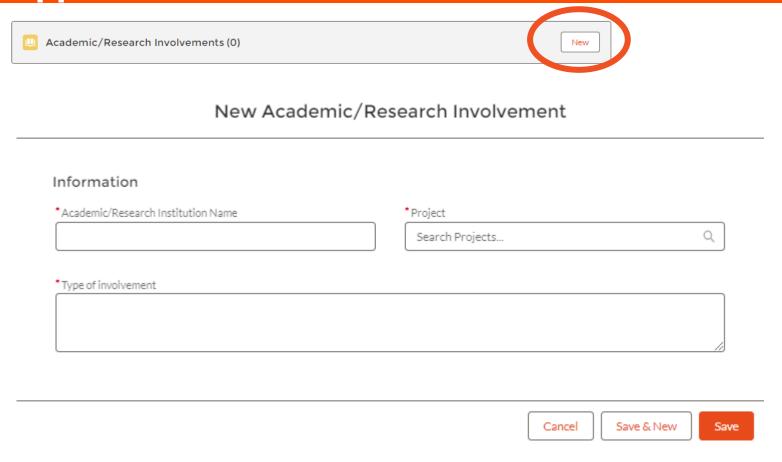
# **Application Development**Application Details - Economic Impacts



Economic Impacts (0)	New	
New I	Economic Impact	
Information		
Economic Impact ID	*Project Search Projects Q	
*Related Company	Stage Stamp	Click on "New" to fill out this section & then "Save"
Economic Impact for Member		
*Additional Revenue Generated 0-2 years	*Additional Revenue Generated 3-5 years	
	Cancel Save & New Save	

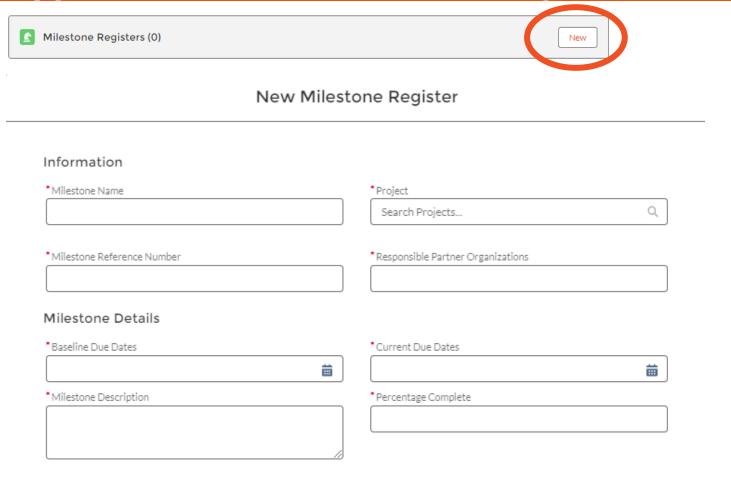






# **Application Development**Application Details - Milestone Register





Click on "New" to fill out this section & then "Save"

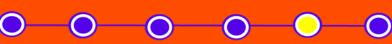
Cancel

Save & New

Save

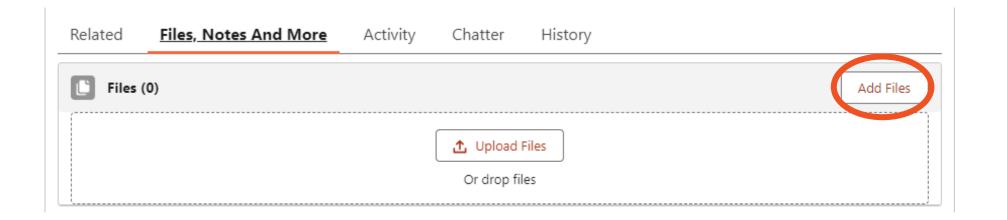


# **Application Development**Application Details - IP Tables



For the Intake process, an IP Tables template is supplied for you to fill out. You will find that with the Guides, templates and presentations/videos (<a href="www.ngen.ca/funding">www.ngen.ca/funding</a>).

Once complete, you need to upload it in the Files, Notes And More "Add Files"





# **Application Development**Submit Application





Once you have completed your application, you can "Submit Application". If your application meets all the requirements outlined in the Guides, your application will then go through the Assessment stage.





#### If your Project is recommended!

Consortium and NGen sign a *Master Project Agreement*.



We Kick-off the project



# Guides, templates and presentations/videos www.ngen.ca/funding

#### **Funding Programs**

NGen administers funding as the leader of Canada's Global Innovation Cluster for Advanced Manufacturing. Apply for new project funding opportunities and review previously administered programs below.

**Open Funding Opportunities** 

These will be found under the Funding Opportunities. Select which one you are applying for



Commercialization of Quantum Technologies Program

Future Funding opportunities

Future Funding opportunities

# **Thank You!** Next Generation Manufacturing Canada project@ngen.ca