



CRIAQ
www.criaq.aero



Consortium de recherche et d'innovation en aérospatiale au Québec
Consortium for Research and Innovation in Aerospace in Québec

ÉTAPES DE DÉMARRAGE DE PROJETS PROJECT LAUNCH PROCESS

Cédric Prince /
Directeur Projets, CRIAQ
Director Projects, CRIAQ

Atelier CRIAQ – Projets Gaz à Effet de Serre
CRIAQ Workshop – Greenhouse Gas Projects

Montréal, 18 août 2011

Étapes de démarrage de projets

Project launch process

2 à 3 mois
2 to 3 months

Attentes des partenaires et sélection de l'équipe de recherche

Partners expectations and research team selection

Dépôt du sommaire exécutif (Comité de la recherche du 5 octobre ou décembre 2011)

Executive Summary submission (CRIAQ Research committee of October 5th 2011 or December 2011)

Soumission au CRSNG – 31 mars 2012
NSERC submission – March 31st, 2012

Préparation de la demande au CRSNG

Preparation of NSERC Proposal

Documents d'appui

Supporting Documents

3 mois
3 months

Entente CRIAQ

CRIAQ Agreement

Préparation de la demande d'acceptation au MDDEP (CIRAIG et CRIAQ)

Preparation of MDDEP application (CIRAIG and CRIAQ)

Confirmation de l'engagement financier du CRIAQ

Financial commitment by CRIAQ

Atelier
workshop

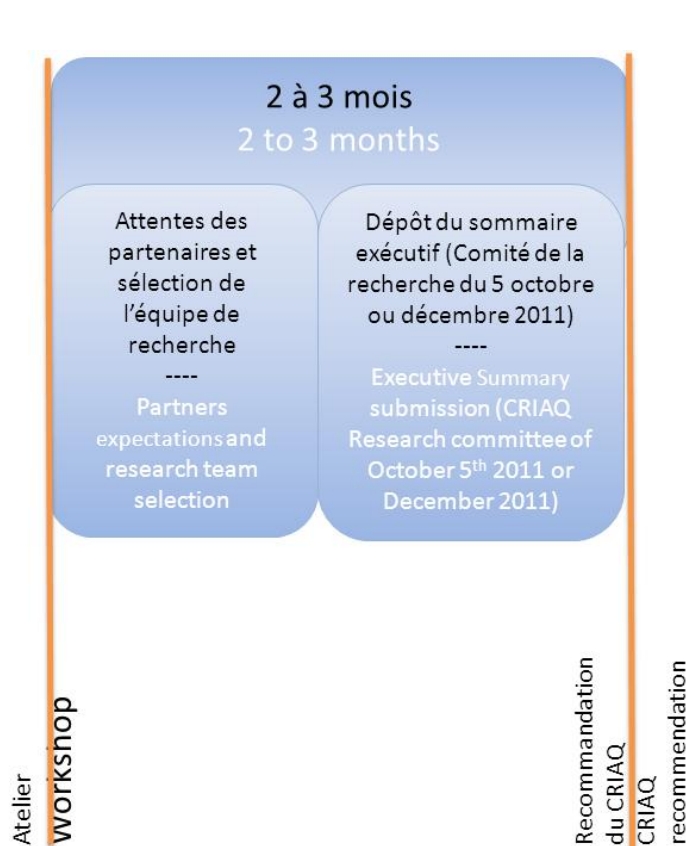
Recommandation
du CRIAQ
CRIAQ
recommendation

Dépôt de la
demande
Application
Submission

Signature

Étape 1: Atelier CRIAQ / Exemple de fiche projet

STEP 1: CRIAQ Workshop / Example of output



Projet no./Project
THEME-501
TRL **Durée / Duration**
2-4 **3 years**

Title of the project

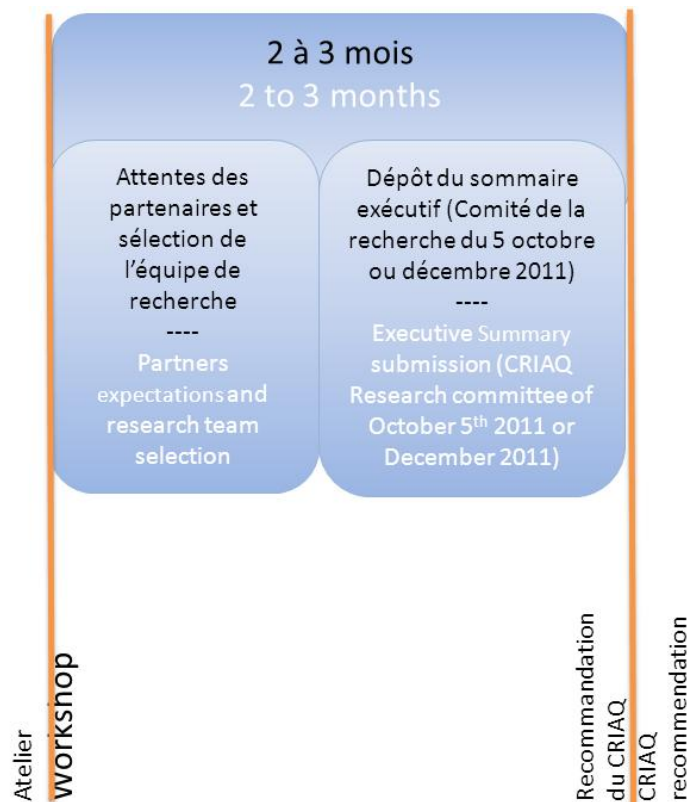
Partenaires potentiels / Potential Partners

Industrials	Names	Research units	Names
Company A	xyz	University D	vwx
Company A	abc	University E	efg
Company B	fgh	University E	ghi
Company C	rst	Research Center F	opq

- Identification of an Industry Project Manager
** Not the official leader of the project
- Identification of potential academic leaders

Étape 2 a: Définition des besoins des partenaires industriels

STEP 2 a: Industry Partners Expectations



What:

The Industrial Partners meet to share their needs and to establish a common approach to the Project.

When:

As soon as possible following the Workshop (i.e. August – September 2011)

Who:

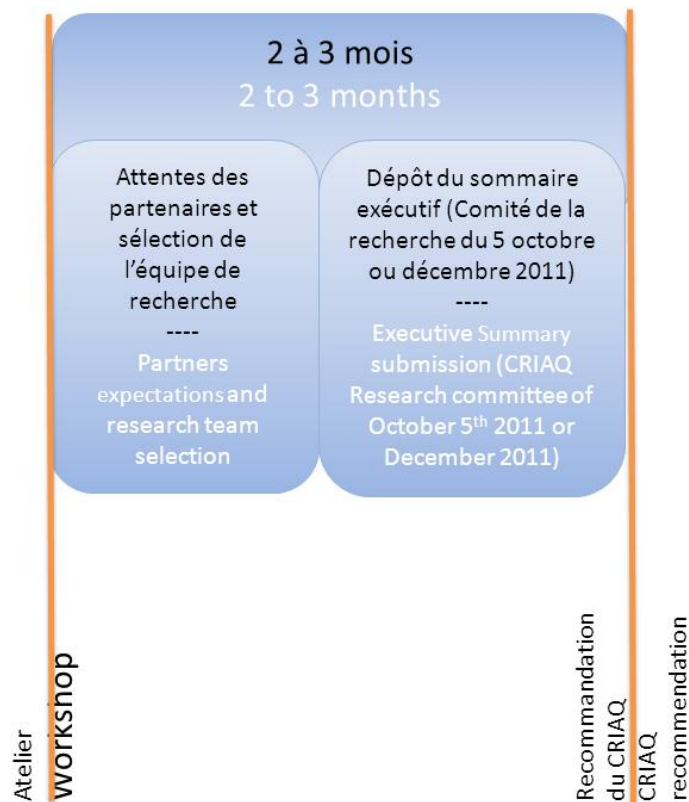
The Industrial Project Manager organises the meeting

Output:

A clear baseline of all the industry partners expectations.

Étape 2 b: Sélection du leader universitaire

STEP 2 b: Academic leader selection



What:

The researchers interested to lead the project send to the Industrial Project Manager a short summary of their expertise relevant to the project (**template to be provided by CRIAQ**).

When:

As soon as possible following the Workshop (i.e. August 2011)

Who:

Based on their expectations for the project, the industrial partners review each summary and select who will be the Principal Investigator of the project.

Output:

Announcement to the team by the Industry Project Manager of the selection of a Principal Investigator. From now on, the PI will be the leader of the project (call meetings, write the proposal, overall management, etc.)

Étape 3: Sommaire exécutif

STEP 3: Executive Summary



What:

All partners meet to discuss the project in light of the business needs: scope, objectives, TRL, timeframe, budget, industrial commitments, partners missing if any

When:

Executive summaries to be presented at our next Research Committee (October 5th, 2011). Possibility to submit for the Research Committee of December 2011.

Who:

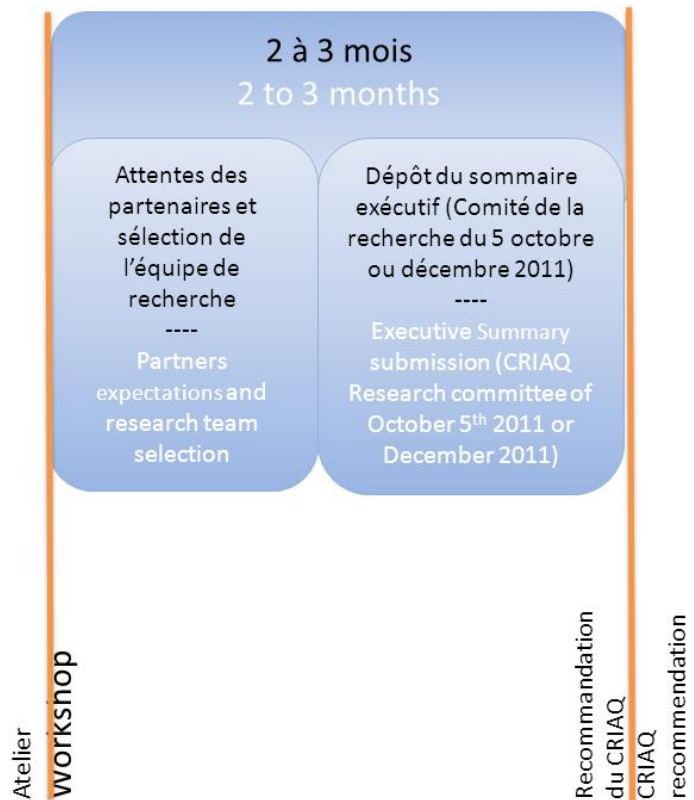
The Principal Investigator (PI) is responsible for organizing the meeting, preparing the Executive Summary and sending it to CRIAQ

Output:

A form of 5 pages available on CRIAQ website

Étape 4: Recommandation du CRIAQ

STEP 4: CRIAQ recommendation



What:

The CRIAQ authorities evaluate the relevance of each project, based on the Executive Summary submitted

When:

The CRIAQ Research Committee meets on October 5th 2011 (next one in December 2011), and makes a recommendation to the CRIAQ Board to support the Project

Who:

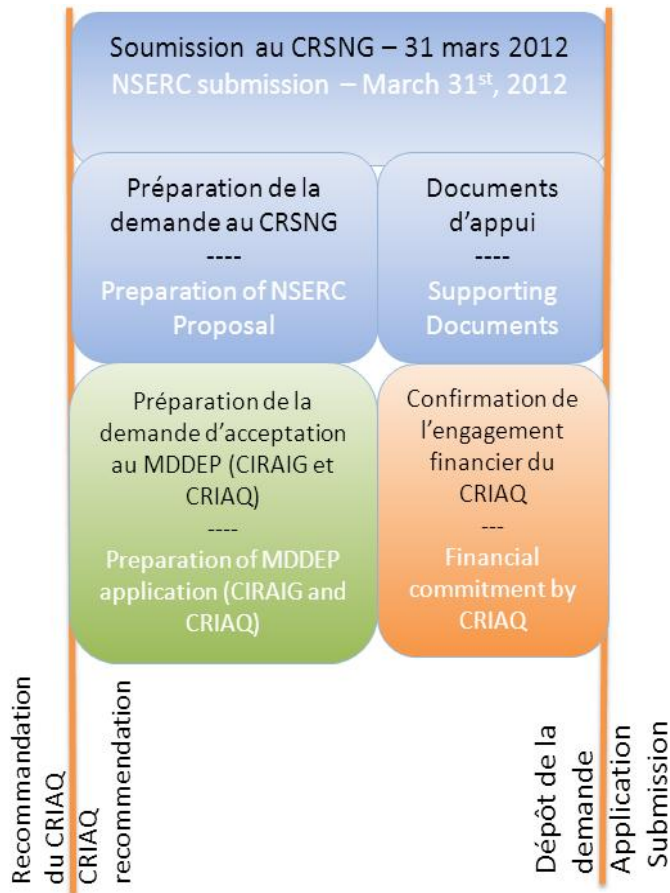
The CRIAQ personnel informs the PI of the decision

Output:

A go-ahead for the PI to start preparing the NSERC proposal; customized support/recommendations by CRIAQ personnel

Étape 5 a: Préparation de la demande au CRSNG

STEP 5 a: Preparation of NSERC Proposal



What:

A detailed project proposal, including SOW, Gantt chart, budget, cash and in-kind contributions of every partner

When:

The NSERC proposition must be submitted for March 31st, 2012

Who:

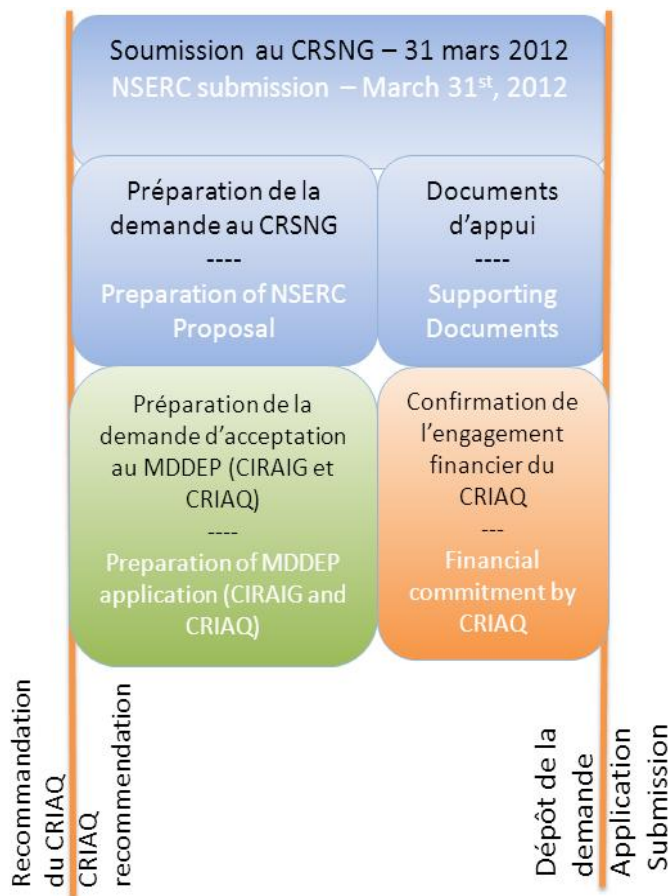
All the partners meet to define the Project. The PI is responsible for organizing the meetings and preparing the proposal. CRIAQ personnel offers customized support.

Output:

The NSERC form for CRD project proposals (Form 101)

Étape 5 b: Préparation de la demande d'acceptation MDDEP

STEP 5 b: Preparation of MDDEP's application



What:

A document that describes the potential of reduction of GHG for the project. This document will be submitted to MDDEP for approval.

When:

The MDDEP application should be done in parallel of the NSERC application

Who:

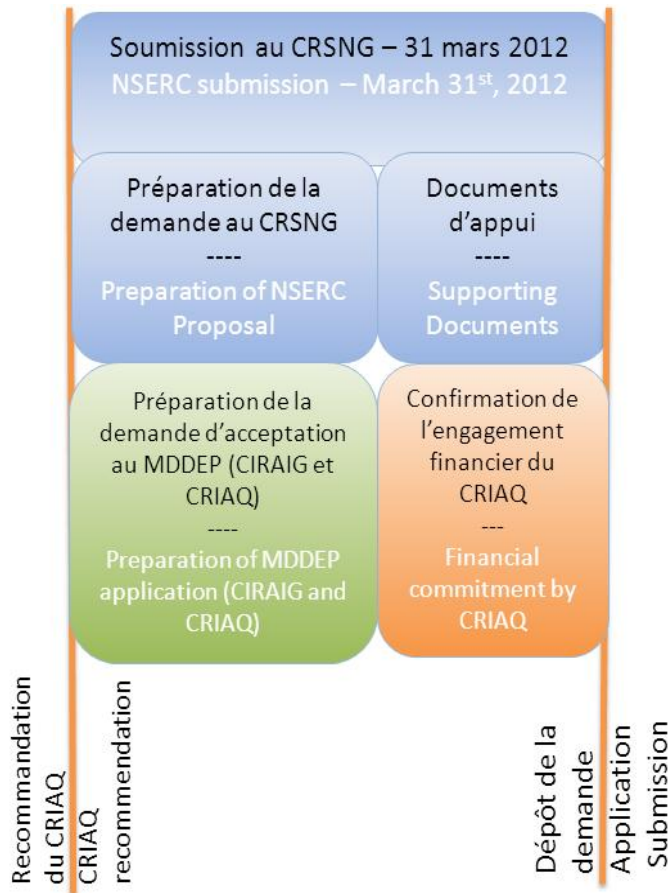
The PI, in collaboration with CIRAIG and CRIAQ

Output:

The MDDEP application to be submitted.

Étape 6: Documents d'appui

STEP 6: Supporting Documents



What:

A set of supporting documents are necessary to submit:

- Form 183A
- Support letter, with details on cash and in-kind contributions
- Letter of compliance for Controlled Goods (CG)

When:

As soon as the PI circulates the NSERC proposal (Form 101)

Who:

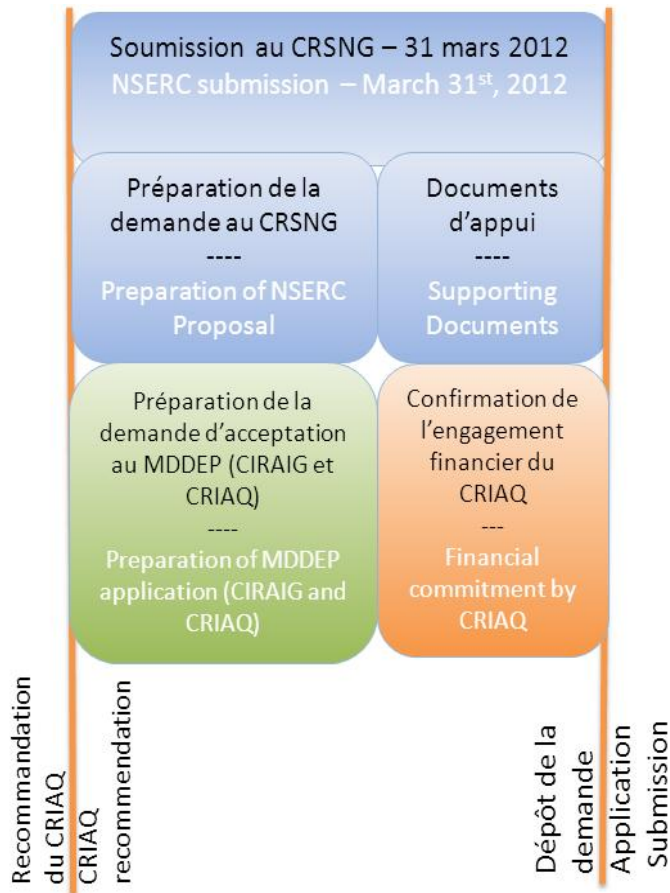
The industrial partners

Output:

A set of documents to be added to the NSERC application

Étape 7: Soumission de la demande

STEP 7: Application Submission



Output:

NSERC sends a letter of acknowledgement, upon which CRIAQ releases an advance payment of \$20K to the University to help secure some students

What:

The full application (all forms & letters of support) is submitted on-line

When:

As soon as all the supporting documents are received

Who:

The PI, with the help of the University Office of Research

Étape 8: Entente CRIAQ

STEP 8: CRIAQ Agreement



What:

A Project Agreement that contains IP clauses, SOW, schedule of payments, etc., based on a generic text used for all CRIAQ projects and in line with the most recent NSERC policy.

When:

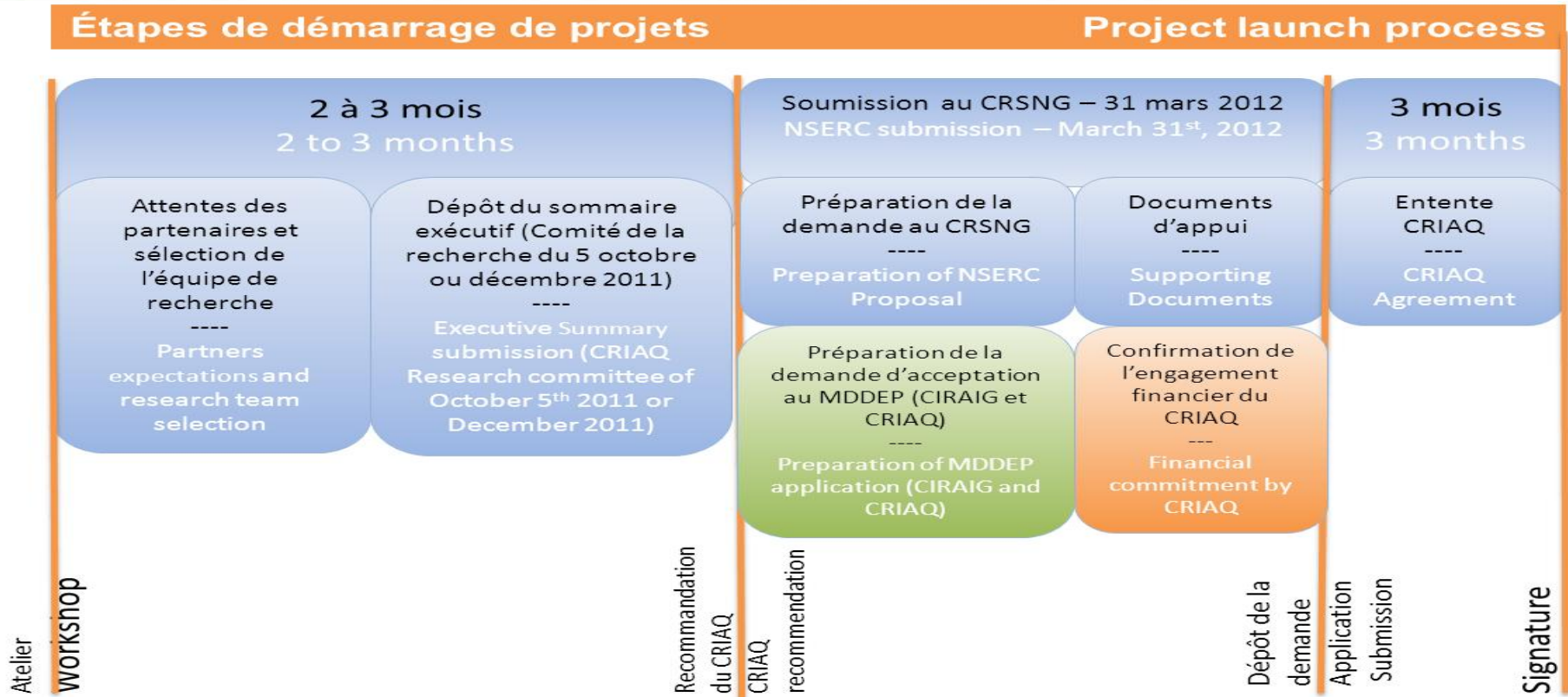
As soon as the application is submitted to NSERC.
The Agreement gets signed on average within 3 months.

Who:

The CRIAQ personnel prepares the Agreement, seeking input from all the partners

Signature = Démarrage du Projet

Signature = Launch of Project



2

Upon signature of the Project Agreement, the funds of Year 1 are released.

....pour aujourd'hui: Étape 1!
 *But for today: STEP 1!*

Projet no./Project

THEME-501

TRL **Durée / Duration**

2-4 3 years

Title of the project

Partenaires potentiels / Potential Partners

Industrials	Names	Research units	Names
Company A	xyz	University D	vwx
Company A	abc	University E	efg
Company B	fgh	University E	ghi
Company C	rst	Research Center F	opq