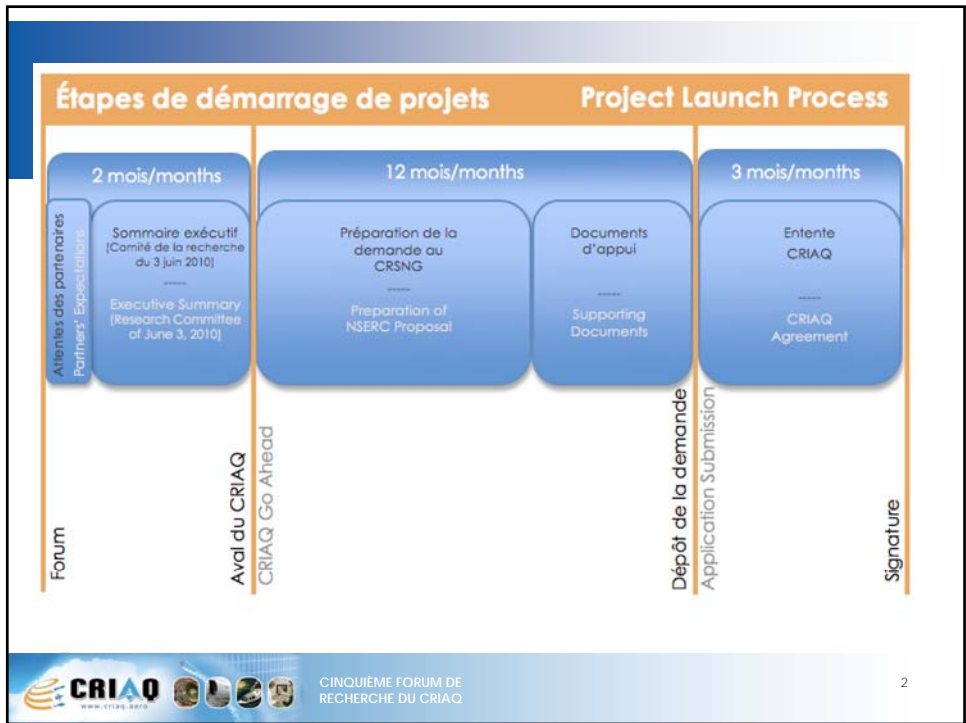


Consortium de recherche et d'innovation en aérospatiale au Québec
Consortium for Research and Innovation in Aerospace in Québec

ÉTAPES DE DÉMARRAGE DE PROJETS PROJECT LAUNCH PROCESS

Dominique Sauvé /
 Directrice des Opérations, CRIAQ

5^e Forum du CRIAQ
 Montréal, 8 avril 2010



STEP 1: CRIAQ Forum / Example of output

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

Title of the project

Partenaires potentiels / Potential Partners

Industriels	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

CINQUIÈME FORUM DE RECHERCHE DU CRIAQ

STEP 2: Establish a baseline of 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 Forum (i.e. April 2010)

Who:

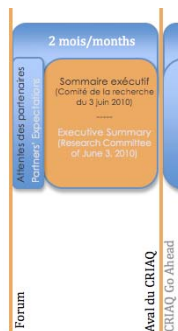
The Industrial Leader organises the meeting

Output:

A clear baseline of all the industry partners expectations is communicated to the Principal Investigator.

CINQUIÈME FORUM DE RECHERCHE DU CRIAQ

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:

By June 1st, in time for the next Research Committee

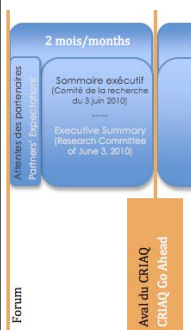
Who:

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



STEP 4: CRIAQ go-ahead



What:

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

When:

The CRIAQ Research Committee meets on **June 3, 2010**, and makes a recommendation to the CRIAQ Board to support the Project

Who:

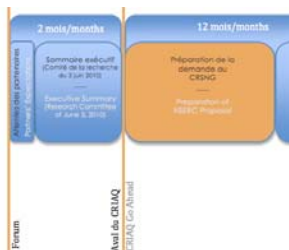
The CRIAQ personnel informs the PI of the decision

Output:

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



STEP 5: Preparation of NSERC Proposal



What:

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

When:

Typically, within 6 to 9 months following the Forum

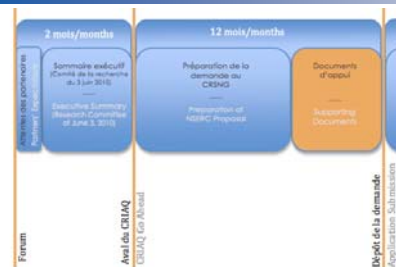
Who:

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)

STEP 6: Supporting Documents



What:

A set of supporting documents are necessary to submit:

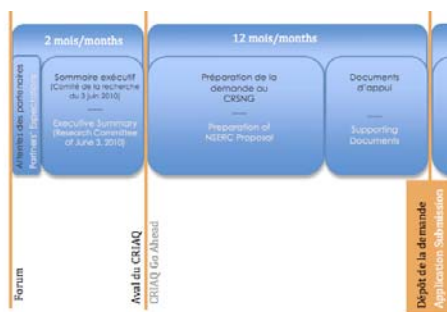
- Form 183A
- Support letter, with details on cash and in-kind contributions
- Letter of compliance for Controlled Goods (CG)

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

STEP 7: Application Submission



Output:

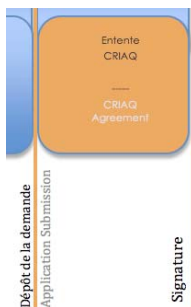
NSERC sends a letter of acknowledgement, upon which CRIAQ releases an advance payment of \$20K to the University to help secure some students

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

STEP 8: 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.

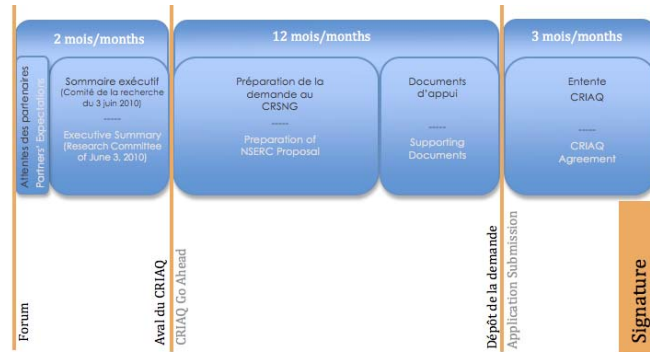
When:

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 = Launch of Project



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



.... But for today: STEP 1!

Projet no./Project

THEME-501

TRL Durée / Duration

2-4 3 years

Title of the project

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