# Alliance grants

# Partner organization supplemental information questionnaire

This questionnaire must be completed by the authorized representative of the partner organization.

Partner organizations must complete this questionnaire (in addition to the partner organization form) if they have **fewer than five full-time employees or operating from a home address or a virtual work setting**. NSERC may also request that an organization with five or more full-time employees complete this questionnaire.

NSERC will use this information to aid in the evaluation of applications. NSERC will treat the responses as confidential.

| Partner organization name | Date completed |
| --- | --- |
| INSERT TEXT HERE | INSERT DATE HERE |

## Part 1 – Personnel

1.1 – List **all** of the organization’s employees in Canada,[[1]](#footnote-2) providing their title or role and their diploma/degree, if applicable. Indicate their employment status and their work location with an “x.” For part-time staff, provide the percentage of full-time hours worked. You may add additional lines to the table, if necessary.

| **Employee**  (Name, title or role, diploma/degree, if applicable) | Full-time or  part-time[[2]](#footnote-3) | | Salaried, contract or other[[3]](#footnote-4) | | | Work location[[4]](#footnote-5) | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Full-time | Part-time (%) | Salaried | On contract | Other | Partner organization facility | Elsewhere |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1.2 – Outline the experience and expertise of your organization, its personnel and advisors (as applicable) as they relate to the research project.

 INSERT YOUR TEXT HERE

## Part 2 – Facilities

2.1 – Describe your organization’s Canadian facilities (office, manufacturing, R&D and/or technical workspace) and provide the address or addresses. If your organization is a subsidiary, include any relevant information about the parent organization. If your organization operates from a home address or virtual setting, describe the appropriateness of the setting for the project’s research activities.

 INSERT YOUR TEXT HERE

## Part 3 – Finances

3.1 – In the following table, indicate total revenue and other contributions (grants, investments, equity, loans, etc.) that your organization has received over the past two years by category of source. Provide details on the nature of these sources under “Description.” Add more lines if required.

| **Source** | Dollar value (CDN) | Description |
| --- | --- | --- |
| **Income/revenues** | | |
| Sales of goods and services |  |  |
| Other income/revenue |  |  |
| **Contributions** | | |
| Non-government[[5]](#footnote-6) contributions |  |  |
| Government[[6]](#footnote-7) contributions |  |  |
| Other[[7]](#footnote-8) contributions |  |  |

If significant sales, financing and/or investments were received before this two-year period and within the last five years and would help to demonstrate the company's financial capacity, then please provide the details on the source and value of these funds.

 INSERT YOUR TEXT HERE

## Part 4 – Activity

4.1 – Explain how your organization expects to participate in the project’s research activities, to apply the project research results or to play an active role in translating or mobilizing the knowledge produced by the project, and how the project is linked to your organization’s core activity or competencies.

 INSERT YOUR TEXT HERE

4.2 – (**For not-for-profit organizations only**) Briefly describe the governance and mandate of your organization and its current membership (if applicable). Provide details of past collaborations with post-secondary institutions on research projects and how the results were used.

 INSERT YOUR TEXT HERE

1. If you are an organization with five or more full-time employees and you are submitting this questionnaire upon NSERC’s explicit request, list key employees in Canada (management and technical/operations staff), including those involved in the proposed project. [↑](#footnote-ref-2)
2. Full-time (i.e., does not also hold another job elsewhere) or part-time (i.e., devotes only part-time or occasional efforts to the organization); for part-time, indicate the percentage of full-time hours worked. [↑](#footnote-ref-3)
3. Salaried (i.e., organization issues a T4 or equivalent tax record), contract (i.e., organization pays against invoice, timesheet or similar and does not issue a T4) or other (i.e., currently providing services without monetary compensation or in-kind services). [↑](#footnote-ref-4)
4. Organization premises (i.e., normally operates from workspace at the organization) or elsewhere (i.e., normally operates from outside organization facilities, e.g., private home office). [↑](#footnote-ref-5)
5. Indicate the type of investment, such as owners’ equity, angel investors, venture capital, etc. [↑](#footnote-ref-6)
6. Indicate the sponsoring agency, such as NRC Industrial Research Assistance Program, Atlantic Canada Opportunities Agency, Ontario Centres of Excellence, Western Economic Diversification Canada, etc. [↑](#footnote-ref-7)
7. Specify the source and provide details of the nature of the contribution under “Description.” [↑](#footnote-ref-8)