



Form 188 - Instructions

Letter of Intent to Apply for a Technology Access Centre Grant

How to Complete Form 188

*See the Letter of Intent (LOI) **deadline dates** in the Technology Access Centres (TAC) grant description*

Checklist for a complete Letter of Intent (LOI) to apply for the TAC Grant

- Form 188
- Budget justification (attachment – one page only)
- Description of the proposed initiative (attachment – up to five pages)
- For colleges with an existing NSERC funded TAC(s) only: Description of the novelty of the targeted applied research area (attachment – one page per existing NSERC-funded TAC)
- Letter from the President of the college (attachment – one page)
- First letter of support from regional, provincial and local organizations (one page)
- Second letter of support from regional, provincial and local organizations (attachment – one page)
- Electronic version of the application in a single PDF searchable format

Read the following documents before you start completing Form 188:

1. **Frequently Asked Questions** on how to use the On-line System;
2. General Instructions on how to complete Form 188. These instructions are found below;
3. The **grant description**;
4. The relevant college **eligibility** sections.

Who should I contact if I need help?

Send an email to colleges@nserc-crsng.gc.ca or call 613-944-5802.

Please include an email address and telephone number where you may be contacted.



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Before you begin

Note: You should use the following instructions to complete the form. The description of the proposed initiative, description of the novelty of the targeted applied research area (only for colleges with an existing TAC(s)), the budget justification, the letter from the president of the college, and up to two letters of support from organizations supporting the proposal are "free form" and can be attached to the Form 188. Please provide this information using the presentation standards listed under the Attachment section of these instructions.

See the section "How to submit your Form 188" below.

Collection and Use of Personal Information

All personal information provided to the College and Community Innovation (CCI) program that relates to identifiable researchers, company officials, college employees, community members, students and others will be used to review applications and administer and monitor awards. NSERC and the other participating federal agencies—the Social Sciences and Humanities Research Council of Canada (SSHRC), and the Canadian Institutes of Health Research (CIHR)—will share this information among themselves, as required to administer the program. The agencies will manage the information in a secure manner. All three agencies are subject to the [Access to Information Act and the Privacy Act](#), which strictly limit the use and disclosure of personal and other sensitive information. For more details on the use and disclosure of this information, read the document entitled [Use and Disclosure of Personal Information Provided to the College and Community Innovation Program](#). For more details on protection, access rights and the operation of these laws within each agency, please consult their respective Web sites: www.nserc-crsng.gc.ca, www.sshrc-crsh.gc.ca et www.cihr-irsc.gc.ca.



Under the **Privacy Act**, federal institutions must collect personal information directly from the individual to whom it relates. For the CCI program, the collection of personal information will be done indirectly because the college will be soliciting or providing personal information in support of its proposal. The colleges will have to ensure that individuals from whom they solicit support letters, or whose information they provide in a Letter of Intent (LOI) or full proposal, have been fully informed of the various uses and disclosure of this information by the CCI program. One way for colleges to accomplish this is to provide the document entitled *Use and Disclosure of Personal Information Provided to the College and Community Innovation Program* to these participants and sponsors and ask them to confirm their understanding and acceptance of it. The submission of an LOI or proposal by the college will constitute an attestation that the various participants have been informed and have authorized the college to provide this information to NSERC.

Completing Form 188 (Letter of Intent to Apply for a Technology Access Centre Grant)

An LOI must be submitted prior to sending a full application. It will be evaluated against the selection criteria for this grant and used for screening purposes to determine which colleges will be invited to submit full applications. Following the evaluation of Form 188, only successful applicants will be invited to submit full grant applications.

For a TAC grant, one person (also referred to as the “applicant”) from a college must be designated to complete Form 188 on behalf of the college.

Full applications that are submitted without first sending a Form 188 will not be considered.

APPLICANT

Name

Provide your family name, first name and all initials.

Personal Identification Number

All NSERC applicants have been, or will be, given a personal identification number (PIN). Once you have your PIN, use it each time you apply for a grant and in all correspondence with NSERC. If you have not yet been issued a PIN, or if you don't know your PIN, leave this space blank.



Institution

Provide the name of your college. Note that your college must be eligible to the CCI program in order for you to submit a Letter of Intent for a Technology Access Centre grant.

Telephone Number and Email Address

Provide contact information associated with your role at the college.

PROJECT SUMMARY

Title Provide the name of the proposed Technology Access Centre. Do not include company names or the full name of the college.

Key Words

Provide a maximum of 10 key words that describe this proposal.

PROPOSED EXPENDITURES

Indicate the range (within a few tens of thousands of dollars) of the annual funding required for the next five years. This can be revised when submitting a full application. Include cash contributions from partnering organizations, if known.

Applications can include a request for up to \$350,000 per year over five years. For colleges in Quebec, given the substantial network of centres that support small and medium-sized enterprise (SME) innovation, proposals will be limited to a maximum of \$100,000 per year and must be in support of an incremental administrative, research management or business development position (and associated expenses) for an established centre of the college.

SUMMARY OF PROPOSAL

In the space provided, briefly describe the nature of the proposal, context, objectives, planned activities, and anticipated results and benefits of local or regional innovation. This plain language summary will be evaluated by peer reviewers as part of the LOI.



ATTACHMENTS

The following documents are considered attachments:

1. Budget justification;
2. Description of the proposed initiative;
3. Description of the novelty of the targeted applied research area (only for colleges with an existing TAC(s));
4. Letter from the president of the college;
5. First letter of support from regional, provincial or local organizations;
6. Second letter of support from regional, provincial or local organizations.

General Presentation of Attachments

Attachments are "free form". All sections of the application should be combined and submitted in a single PDF searchable format:

- Use white paper, 8 1/2 x 11 inches (216 mm x 279 mm), portrait format, with a single column, unless specified otherwise;
- Set margins at 3/4 of an inch (1.87 cm) minimum, all around;
- All text must be in Times New Roman font, size 12 pt;
- Your family name and PIN must appear outside the set margins at the top-right corner of every page.

BUDGET JUSTIFICATION

In an attached document (up to one page), provide a brief explanation and justification for each line item of your proposed expenditures according to the instructions specific to this grant type. Please refer to the grant description for **eligible expenses**. Show and describe any expected support from other organizations in the budget and budget justification sections. Explain how the NSERC support will be incremental to those to be provided by other supporting partners (including the college, provincial and regional agencies).

Salaries and Benefits

Give the names (if known), categories of employment, and proposed salaries (including non-discretionary benefits) of key centre management, administrative, marketing and applied research staff. Briefly describe the responsibilities for each position and indicate the percentage of time they will be spending on this project



over its lifespan. Salary for full-time faculty is not an eligible expense and should not be included in project costs. Faculty release costs are eligible as described in the [College and Community Innovation Program Tri-Agency Financial Administration Guide](#). Salary for part-time faculty is eligible. It should be included under “Other expenditures” and explained in the budget justification.

Operating Expenses and Supplies

Describe the expenses required to operate the centre, including administrative, utility and other typical office-related expenses. Provide details and explain major items.

Equipment Expenses

Describe equipment to be purchased that is required for the centre to succeed.

Marketing and Business Development

Describe the anticipated expenses for business development and knowledge transfer over the first term of the centre.

Research and Technology Transfer Support Services

Describe expenses related to research support and technology transfer support to be undertaken by the centre. This can include the cost of writing proposals, and conducting workshops for local companies.

Other Expenditures (specify)

Describe other expenses, identifying each grouping of expenses by a heading.

Cash Support from the College for the Operations of the Proposed Centre

Indicate the amount of cash the college is currently anticipating to commit to the operation of the centre. This can be confirmed and adjusted at the time of the full application. The partial or full salary of college employees being paid directly by the college are considered college in-kind contributions and should be placed in the section “total in-kind contributions from the college and other partners”.



Cash Support from Partners for the Operations of the Proposed Centre

Indicate the amount of cash other supporting organizations are currently anticipating to commit to the operation of the centre. This can be confirmed and adjusted at the time of the full application. Do not include funds for delivery of services or funds provided in the form of grants and contributions.

Total In-Kind Contributions from the College and Other Partners

Indicate current estimates of the in-kind contributions to the centre from the college and other supporting organizations. For the college in particular, detail the proposed in-kind contributions to the proposed TAC (e.g. administrative support, staff assignments, equipment use or purchase, laboratory renovations, etc.) For a full discussion of the eligibility and value of in-kind contributions, refer to the Guidelines on Eligibility and Value of In-Kind Contributions section of the [Guidelines for Organizations Participating in Research Partnerships Programs](#).

DESCRIPTION OF THE PROPOSED INITIATIVE

The description should not be more than five pages in length. To help you prepare a proposal, refer to the selection criteria section of the TAC grant description. Please provide the **details of the proposed centre** under the following headings:

- **Innovation Support Need:**
 - Describe the economic and innovation environment in which the proposed centre will function.
 - Describe the type of companies the centre will serve, and important aspects related to their financial/business characteristics.
 - Describe the innovation opportunity to be addressed (e.g., the innovation needs of an important business sector or the opportunity to provide an emerging and important suite of technologies or business tools to a viable business segment).
- **College Capabilities:** Describe how the college is the appropriate host for the proposed centre. Draw on the track record, existing staff capabilities and role of the college about the need to support the identified innovation. How does a college demonstrate its existing capability?



- Through the number of private-sector partners and projects to date in the area of the identified opportunity;
 - Through the number and importance of relevant college programs or cluster of courses focused on, or relevant to the identified opportunity;
 - Through the number and capabilities of faculty in the area of the opportunity;
 - Through the relevance of existing infrastructure at the college to the identified opportunity.
- **Stakeholder Involvement:** Identify key stakeholder organizations (e.g., government, economic development organizations, pivotal companies) and describe how they will be involved in, and/or support, the centre.
Demonstrate how the centre would align with local, regional and provincial priorities.
- **Centre Operation:**
 - Describe the types of innovation services, applied research projects and specialized training that the centre will provide to local/regional companies.
 - Describe how the centre will reach potential clients and link to other public- and private-sector providers of related services. Provide examples to demonstrate linkages already active or established.
- **Management Approach:**
 - Describe the management team planned or in place. It is recommended that you include short descriptions (two or three sentences) of the role of each of the key management and technical members (up to five) of the proposed centre.
 - Explain the planned relationship of the centre to the college (corporation or department), the proposed management structure of the centre, and the anticipated composition of the board of directors/advisory board.
- **Link with the college:** Explain the anticipated involvement of faculty and students in the proposed centre.



NOVELTY OF TARGETED APPLIED RESEARCH AREA (Only for colleges with an existing NSERC funded TAC(s))

In an attached document (up to one page for each existing NSERC-funded TAC), provide a detailed explanation demonstrating that the proposed TAC's targeted applied research area is distinct from the previously awarded TAC(s). Describe how the proposed TAC will create significant incremental value to the region's innovation capacity in that it will draw on different applied research disciplines, will require different technical expertise and facilities, and will support a different and significant industry sector from the existing TAC(s).

LETTER FROM THE PRESIDENT OF THE COLLEGE

Provide a letter from the president of the college outlining the college's support for the proposed initiative/centre and the relationship to the college's strategic plan (one page maximum).

LETTERS OF SUPPORT FROM SUPPORTING ORGANIZATIONS

Include two letters of support from regional, provincial and/or local organizations. The letters describe the need for innovation support services in the area of the proposal and the anticipated impacts on the type of companies targeted (one page maximum for each letter). Letters should come from a senior executive and also indicate current or past associations with the college.

If you have many supporting firms or organizations, consider providing a letter from a supporting partner that summarizes the input anticipated from the other organizations. Contributions and interactions from the partners for whom letters are not provided can also be described within the Stakeholder Involvement section.

How to Submit Your Form 188

TAC LOI applications (in a single PDF [searchable](#) format) can be submitted via [NSERC's Secure Upload Site](#).