

GRANT AGREEMENT

Note: Premier's Discovery Awards funding will be governed by a grant agreement with the successful nominee and their institution, as set out below. Schedules are to be completed only by the successful nominee and their institution and are not to be submitted with a nomination.

THIS AGREEMENT is made as of the <Insert Date> (the "Effective Date")

BETWEEN: **HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO as represented by the Minister of Research and Innovation**
(hereinafter referred to as "Ontario")

AND

<Insert Name of Institution>

(hereinafter referred to as the "Institution")

RECITALS

WHEREAS the Government of Ontario has introduced the Premier's Discovery Award program to recognize and support research excellence in Ontario;

AND WHEREAS the Institution and <Insert Name> (hereinafter referred to as the "Innovator") have submitted an application for financial assistance from the Premier's Discovery Award program;

AND WHEREAS the Institution is prepared to administer and disburse the grant of funds received from Ontario to enable the Innovator to conduct the activities set out in Schedule "A" hereinafter referred to as the "Project") subject to the terms and conditions in this Agreement;

AND WHEREAS Ontario is prepared to provide financial assistance to the Institution in the form of a Grant to assist the Institution to deliver the Project, subject to the terms and conditions in this Agreement;

AND WHEREAS Ontario and the Institution wish to set out in this Agreement their respective rights and obligations concerning the Grant of funds from Ontario;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual promises and covenants contained in it, Ontario and the Institution agree as follows:

ARTICLE 1 - INTERPRETATION OF THE AGREEMENT

1.1 Definitions. The following terms shall have the meanings ascribed to them below unless there is something in the context inconsistent therewith:

- (a) “Agreement” means this agreement and all of the Schedules hereto, and all amendments made hereto in accordance with the provisions hereof;
- (b) “Disbursement” means any advance of funds by Ontario on account of the Grant;
- (c) “Effective Date” means the date first set out above;
- (d) “Eligible Project Expenditures” means those costs described in Schedule “D” hereto which are incurred by the Institution from the Effective Date to <Insert Date>;
- (e) “Grant” means the financial assistance to the Institution of up to a maximum total amount of \$<Insert Amount> to be disbursed by and repaid to Ontario in the manner provided in this Agreement;
- (f) “Innovator” has the meaning first set out above;
- (g) “Milestones and Deliverables” means the key Project tasks and timelines described in Schedule "B" hereto;
- (h) “Project” means the research project entitled <Insert Title>, more particularly described in Schedule “A” hereto”;
- (i) “Institution” has the meaning first set out above;
- (j) “Term” means the period commencing on the Effective Date and ending on <Insert Date> (if all obligations of the Institution pursuant to this Agreement have been satisfied.)

1.2 The division of this Agreement into articles, sections, clauses, paragraphs and the insertion of headings are for the convenience of reference only and shall not affect the construction or interpretation of this Agreement.

1.3 The words “herein”, “hereof” and “hereunder” and other words of similar import refer to this Agreement as a whole and not to any particular article, section, paragraph or other subdivision of this Agreement.

1.4 Any reference to currency is to Canadian currency and any amount advanced, paid or calculated is to be advanced, paid or calculated in Canadian currency.

1.5 All references to Schedules refer to Schedules of this Agreement which are part of and form an integral part of this Agreement. The Schedules of this Agreement are:

Schedule “A”	Project Description
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Schedule “B”	Milestones and Deliverables
Schedule “C”	Project Budget
Schedule “D”	Eligible Project Expenditures
Schedule “E”	Annual Project Progress Report

ARTICLE 2 - THE PROJECT

- 2.1 Ontario agrees, subject to the terms, conditions and provisions of this Agreement, to provide financial assistance in the form of a Grant to assist the Institution to carry out the Project.
- 2.2 The Institution shall implement and carry out the Project substantially in accordance with the Project Description, Milestones and Deliverables and Project Budget described in Schedules "A", “B” and “C”.
- 2.3 The Institution shall expend the Grant only on Eligible Project Expenditures. The Eligible Project Expenditures which are eligible for reimbursement from the Grant funds, are more particularly set out and described in Schedule “D”.
- 2.4 The Institution shall start the Project on <Insert Date> and shall complete the Project on or before <Insert Date>.
- 2.5 The Institution shall use the Grant solely for the purposes of Eligible Project Expenditures and no material change shall be made to the Project without the prior written consent of Ontario.
- 2.6 The Institution shall ensure that during the Term all subcontracts, including consultant contracts, for work and services and for the purchase of goods related to the Project achieve best value for money spent and are obtained through the Institution’s procurement policies.
- 2.7 The parties agree that Ontario shall not acquire any title or ownership rights, including copyright, in the intellectual property developed or created by the Institution and/or Innovator. Ownership of the intellectual property developed pursuant to or resulting from the Project shall be with the inventor thereof, or the Institution and/or Innovator as determined by them in accordance with the Institution’s intellectual property policy, which shall be provided to Ontario if requested.

ARTICLE 3 - REPRESENTATIONS AND WARRANTIES AND CONDITIONS

- 3.1 The Institution represents and warrants to and in favour of Ontario:
 - (a) It is a corporate body validly existing in good standing under the laws of the Province of Ontario and is responsible for the Project. The execution, delivery and performance of this Agreement has been duly and validly authorized by the necessary corporate actions of the Institution and when executed and delivered by the Institution constitutes a legal, valid and

binding obligation of the Institution enforceable in accordance with the terms hereof.

- (b) The description of the Project, Milestones and Deliverables and Project Budget are accurately set out in Schedules "A", "B" and "C" hereto.
- (c) The information supplied to Ontario in support of the application by the Institution and Innovator for the Grant is true and accurate and the Institution and Innovator recognize that Ontario has relied upon the truth, authenticity and accuracy of the information in authorizing the Grant.
- (d) The Grant funds will be administered and disbursed by the Institution on behalf of the Innovator in accordance with the terms and conditions of this Agreement.
- (e) The Institution shall provide the Innovator with a copy of this Agreement and any authorized amendments thereto and make him or her aware of the terms and conditions of this Agreement and that the Grant is subject and conditional on this Agreement.
- (f) The proceeds of the Grant will be used by the Institution exclusively for Eligible Project Expenditures and for no other purposes.
- (g) The Institution and/or Innovator either owns the background intellectual property in the Project or holds sufficient rights to permit the Project to be carried out and the intellectual property to be exploited by the Institution and/or Innovator.
- (h) The Institution shall forthwith notify Ontario of any material change that would adversely or otherwise affect the ability of the Institution to fulfill its obligations under this Agreement or the carrying out of the Project or performance and/or attainment of the Milestones and Deliverables and the Project Budget as set out in Schedules "B" and "C".

3.2 The Institution represents, covenants and warrants that unless otherwise advised beforehand by Ontario, it will acknowledge and credit Ontario's financial contribution to the Project in all of its advertising and promotional material of whatever nature or kind provided that:

- (a) The aforementioned material indicates that the opinions, results and conclusions are those of the authors and that no endorsement by Ontario is intended or inferred; and
- (b) In the case of a media event, the Institution shall work with Ontario to define a role for an Ontario Government spokesperson and include an Ontario press release and background material in the press kit.

- 3.3** The Institution shall not sell, lease or otherwise dispose of the equipment or fixtures, or any of the items forming a part of the Project, as described in Schedule “A”, during the Term without the prior written consent of Ontario.
- 3.4** The Institution and Innovator shall be in substantial compliance with all applicable laws, regulations and orders and duly observe all requirements of governmental authorities, and all statutes and regulations which could affect the performance of the Agreement and the Project during the Term.

ARTICLE 4 - THE GRANT

- 4.1** The total projected costs and expenses for the Project are anticipated to be \$<Insert Amount>. Subject to and in accordance with all of the terms and conditions of this Agreement and in reliance on the representations and warranties in Article 3 hereof, Ontario agrees to provide the Institution with a Grant up to a maximum total amount of \$<Insert Amount> to assist the Institution to carry out the Project.
- 4.2** Disbursements by Ontario on account of the Grant shall be subject to and conditional upon prior completion, to the satisfaction of Ontario, of the terms and conditions set out in Article 5 hereto.
- 4.3** In no event shall Ontario be responsible to pay the Institution any amount in excess of the Grant if the Grant is insufficient to cover the purpose of the Grant or the Institution’s Eligible Project Expenditures.
- 4.4** The Institution agrees that any portion of the Grant that has not been used to pay for Eligible Project Expenditures shall be repaid to Ontario on demand.

ARTICLE 5 - TERMS AND CONDITIONS OF DISBURSEMENT

- 5.1** Disbursements of the Grant by Ontario to the Institution on account of the Grant shall be made on the following timetable but subject to and conditional upon the performance and/or attainment of the Milestones and Deliverables as set out in Schedule “B” hereto and also conditional upon compliance with the terms and conditions of disbursement set out in this Article 5 hereof:
- (a) the amount of \$<Insert Amount> upon the execution of this Agreement by both parties; and
 - (b) the amount of \$<Insert Amount> upon completion of the Project and receipt by Ontario of the final Project report and financial statement, in a form and substance satisfactory to Ontario required under Section 6.2 of this Agreement.
- 5.2** Ontario reserves the right to cancel any portion of the maximum Grant amount not disbursed by <Insert Date> unless otherwise approved by Ontario beforehand.
- 5.3** The obligation of Ontario to make Disbursements on account of the Grant is subject to there being an appropriation approved by the Legislative Assembly of Ontario for the fiscal year in which the Disbursement is to be made.

ARTICLE 6 - REPORTING AND MONITORING

6.1 The Institution shall keep and maintain all records, invoices and other documents relating to the Grant funds in a manner consistent with generally accepted accounting principles and administrative practices, and shall maintain such records and keep them available for review by Ontario and its agents during the Term and for a period of seven (7) years thereafter. The Institution and the Innovator authorize Ontario and its agents, upon forty-eight (48) hours' notice or such other time as agreed upon by the parties and during normal business hours, to visit their premises to review the progress of the Project and to inspect and copy any records, invoices and documents in the possession or under the control of the Institution and the Innovator relating to the Project and the Grant funds. Ontario's right of inspection includes the right to perform a full or partial audit. To assist Ontario in the tasks described in this section, the Institution and the Innovator shall provide any other information to Ontario reasonably requested by Ontario.

6.2 The Institution shall provide to Ontario:

- (a) on or before <Insert Date> of each year of the Project, an annual Project progress report, in the form of Schedule "E" hereto, satisfactory to Ontario and such other information, records or reports as Ontario may reasonably request;
- (b) on or before the <Insert Date> day of <Insert Date>, two (2) copies of the final Project report, in a form and substance satisfactory to Ontario, summarizing the successes of the Project, the impact on the related field of study and the achievement of the Milestones and Deliverables set out in Schedule "B". This final Project report shall be accompanied by a financial statement for the Project, in a form satisfactory to Ontario, that shall be a final accounting of the Project that details Eligible Project Expenditures incurred and paid and that is attested as being true and accurate and issued in the form of an officer's certificate together with, if requested by Ontario, an auditor's certificate and/or other appropriate records supporting the said expenditures and proof of payment thereof; and
- (c) such other information, records or reports as Ontario may reasonably request.

ARTICLE 7 – EVENTS OF DEFAULT AND REMEDIES

7.1 Events of Default

Each of the following events constitutes an Event of Default under this Agreement:

- (a) The Institution and/or Innovator fails to observe or perform a term, condition, obligation, or covenant in the Agreement and such failure continues for a period of thirty (30) days after receipt by the Institution of written notice by Ontario of such failure;

- (b) The Institution and/or Innovator knowingly makes or has made a material misrepresentation in this Agreement or of a material fact relevant to this Agreement, or in its application to Ontario for the Grant.
- (c) The Institution and/or Innovator abandons the Project in whole or in part, or ceases to actively cause the Project to be completed in a timely manner;
- (d) If any portion of the Grant is used for any purpose other than those permitted by this Agreement;
- (e) The Institution becomes insolvent, bankrupt, or a receiver or manager, Court appointed or otherwise, is appointed for its assets;
- (f) An order is made or a resolution is passed or proceedings commenced for the winding up, liquidation, or dissolution of the Institution, or the Institution is otherwise dissolved or ceases to carry on its operations.

7.2 Remedies

Immediately upon the occurrence of any of the Events of Default set out in Section 7.1:

- (a) Ontario may, at its option, terminate this Agreement;
- (b) All obligations of Ontario to make any further Disbursements on account of the Grant or pay the Institution for any costs or expenditures on account of the Project cease immediately and Ontario may demand immediate repayment from the Institution of all Grant monies disbursed by Ontario that have not been spent or committed by the Institution to defray Eligible Project Expenditures made prior to the Event of Default and pursuant to this Agreement and they shall be immediately due and payable by the Institution to Ontario, and this amount shall become a debt of the Institution owing to Ontario, provided that Ontario may make Disbursements for Eligible Project Expenditures where Ontario, in its sole discretion, is satisfied that such Eligible Project Expenditures were incurred and paid by the Institution in accordance with the terms and conditions of this Agreement prior to the occurrence of the Event of Default; and
- (c) Ontario may avail itself of any of its legal remedies, which it may deem appropriate.

7.3 Costs of Collection. All reasonable costs and expenses of collection of all amounts owing hereunder shall be for the account of the Institution and shall be added to the principal amount of the Grant.

- (a) Interest After Default. The Institution expressly acknowledges that the interest at the then current rate charged by the Province of Ontario on accounts receivable shall apply, from the date of the notice to the Institution, to any and all amounts in the event that the Agreement is terminated pursuant to section 7.2 hereof until payment in full, during the course of

any and all proceedings to collect such amounts, and such interest rate shall apply to and be exigible as additional damages in any award of damages made by a court of competent jurisdiction pursuant to any such action, all without the necessity of any further act or agreement or notification to the Institution.

7.4 Institution's Obligations on Termination. The Institution shall in addition to its other obligations under this Agreement and at law:

- (a) Provide Ontario with a report detailing the (i) current state of the Project at the date of termination and (ii) any other information requested by Ontario pertaining to the performance of the Agreement;
- (b) Execute such documentation as may be reasonably required by Ontario to give effect to the termination of the Agreement; and
- (c) Comply with any other instructions reasonably provided by Ontario.

ARTICLE 8 - GENERAL

8.1 Conflict of Interest

The Institution shall ensure that the Project is carried out in all its aspects without a conflict of interest by any person associated with the Project in whatever capacity. For these purposes, a conflict of interest includes a situation in which a person associated with the Project or any member of his or her family is able to benefit financially from his or her involvement in the Project. Nothing in this section shall prevent the Institution if it so chooses from reimbursing its volunteers for their reasonable out of pocket expenses incurred in connection with the Project. The Institution shall disclose to Ontario without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

8.2 Audit

All contracts, papers, correspondence, copy, books, payrolls, records, accounts, invoices, statements, accounting records and other information and material of the Institution and any of its subcontractors relating to this Agreement and relating to the expenses incurred and cash and in-kind contributions provided or obtained by the Institution pursuant to the Project and this Agreement and relating to the Requests for Disbursement pursuant to this Agreement shall be open to audit examination by Ontario and/or its designees which may include the Provincial Auditor at all reasonable times during the Term of this Agreement and for a period of seven (7) years thereafter.

8.3 Applicable Law

This Agreement is to be governed by and interpreted in all respects in accordance with the laws of the Province of Ontario and of Canada applicable therein.

8.4 Entire Agreement

This Agreement contains the entire agreement between the Institution and Ontario and supersedes all prior agreements, obligations, statements, representations, understandings, warranties, communications and negotiations, whether oral or written, with respect to the subject matter of this Agreement.

8.5 Amendments

This Agreement may be amended, altered or modified only by written documents signed by both Ontario and the Institution.

8.6 Waiver

No provision of this Agreement shall be deemed to be waived, and no breach excused, unless such waiver or consent excusing the breach is in writing and signed by the party to be charged with such waiver or consent. A waiver of any provision of this Agreement, or of any breach of any provision of this Agreement, is not to be deemed or construed to be a waiver of any other provision of this Agreement, or of any other breach, whether of the same or of any other provision, nor shall any delay or omission on the part of any party to this Agreement to exercise or avail itself of any right it has or may have under this Agreement, operate as a waiver of any such breach or right, nor will any waiver or failure to enforce any of the provisions of this Agreement in any way affect the validity of the Agreement or any part of it.

8.7 Materiality and Merger

All representations, warranties and covenants of the Institution made in this Agreement, or in any other document, certificate, expenditure statement, or writing delivered by or on behalf of the Institution pursuant to the provisions of this Agreement, or otherwise with respect to this Agreement and the transactions contemplated in this Agreement, are material, are deemed to have been relied upon by Ontario and survive the execution of this Agreement.

8.8 Time

Time is of the essence of this Agreement.

8.9 Assignment

This Agreement and all documents delivered pursuant to it enure to the benefit of Ontario and the Institution, their respective assigns and successors at law. This Agreement may not be assigned by the Institution without the written consent of Ontario.

8.10 Further Assurances

The Institution agrees at any time and from time to time after the execution and delivery of this Agreement to execute and deliver such further acts and things as Ontario may reasonably request in order to fully effect the purpose of this Agreement and the transactions contemplated herein.

8.11 Limitations of Liability

In no event will Ontario be responsible for any direct, or indirect, or consequential damages sustained by the Institution, howsoever caused.

8.12 Notices

Any notice, request, demand, consent, approval, correspondence, report or other communication required pursuant to or permitted under this Agreement must be in writing and must be given by personal delivery, or transmitted by telex, fax, telegram, facsimile, or other electronic message which provides a hard copy, or be sent by first class mail, postage or charges prepaid, and addressed to the party to whom it is intended at its address as set out below:

To Ontario:

Ministry of Research and Innovation
Research and Commercialization Division
Research Branch
7th Floor, 56 Wellesley Street West
Toronto, Ontario M7A 2E7

Attention: <Insert Name>, Manager, Research Talent and Awards Unit

To the Institution:

<Insert Name and Address of Institution>

Attention: <Insert Name and Title >

Any such notice shall be deemed to be received, if personally delivered or sent by telex, telegram, facsimile, or other electronic message on the day it is sent and if such notice is sent by first class mail it shall be deemed to have been received on the date that is five days after the date of mailing.

8.13 Indemnity and Insurance

The Institution agrees that Ontario shall not be liable for any injury or damage (including death) to the person or property of any officer, or employee or agent of the Institution, or for any claim, demand, action or cause of action by any third party arising out of or in any way related to the Project or the operation of the Institution, or in any way related to this Agreement, and the Institution agrees to indemnify and save Ontario harmless there-

from. The Institution agrees to maintain in force during the Term all necessary insurance that would be considered appropriate for a prudent Institution of this type undertaking a Project similar to this Project including comprehensive general liability insurance acceptable to Ontario and subject to limits of not less than \$3,000,000.00 inclusive per occurrence.

8.14 Non-Agent

The Institution and Ontario agree and declare that nothing in this Agreement shall be construed as creating a partnership, joint venture, or agency relationship between the Institution and Ontario.

8.15 Freedom of Information and Protection of Privacy Act

The Institution acknowledges that Ontario is bound by the *Freedom of Information and Protection of Privacy Act* and that the information provided to Ontario may be subject to disclosure under that *Act*.

TO WITNESS THEIR AGREEMENT, THE PARTIES HAVE DULY SIGNED THIS AGREEMENT AS OF THE DATE FIRST WRITTEN ABOVE.

<p>HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO as represented by the Minister of Research and Innovation</p>	<p><Insert Name of Institution></p>
<p>Per: _____ <Insert Name and Title> (Authorized Signing Officer) Ministry of Research and Innovation</p>	<p>Per: _____ <Insert Name and Title> (Authorized Signing Officer) I have authority to bind the Institution.</p>

**Schedule “A”
Project Description**

Nominee:	<To be completed by Ministry of Research and Innovation>
Institution:	<To be completed by Ministry of Research and Innovation>
File Number:	<To be completed by Ministry of Research and Innovation>

Activity Summary
Using plain language describe how the activities will further innovation and research in the province. The description should discuss the impact the proposed activities will have on science and innovation in your discipline, the Institution and Ontario. (No more than 250 words).
Detailed Description of Activities
<i>Instructions: Please choose from the options below and provide a concise description of the proposed activities. Please only complete sections that align with the activities you propose undertaking with the award funds. In each relevant section describe the purpose of the proposed activity, outlining your proposed direction and objectives.</i>
Graduate or Undergraduate Scholarships, or Research Chairs
Provide a detailed description of the graduate or undergraduate scholarships or research chairs that you propose to support through the award funding. This description could include the activities you propose to undertake to set up a scholarship or research chair, the rationale for the establishment of the scholarship or chair and the purpose or objective of the funding being provided to support scholarships or chairs. (No more than 500 words).
Purchase or Rental of Research Equipment and Supplies
Provide a detailed description of proposed research equipment and/or supplies that you intend to purchase or rent with the award funds. Please describe the equipment or supplies, the vendor and any installation or training costs associated with the new equipment or supplies. Please explain how the use of the equipment will further your research. (No more than 500 words).
Research and Innovation Activities
Provide a detailed description of the research and innovation expenses including salaries of research associates, post-doctoral fellows and graduate students, travel to conferences, publication, intellectual property protection (including any activity related to the development of a patent, trademark or copyright, but excluding all dispute/litigation and legal costs associated with intellectual property), databases and library acquisitions that you will support through the award funds. Please include a rationale for each expenditure item. (No more than 500 words).
Support for Research/Science Awareness Initiatives
Provide a detailed description of the support you intend to provide for research/science awareness initiatives such as youth outreach programs and high school research competitions. Please describe the anticipated outcomes from these initiatives. (No more 500 words).

**Schedule “B”
Milestones and Deliverables**

Nominee:	<To be completed by Ministry of Research and Innovation>
Institution:	<To be completed by Ministry of Research and Innovation>
File Number:	<To be completed by Ministry of Research and Innovation>

Milestones and Deliverables	
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Instructions: Provide a brief list of the major milestones and key deliverables (in summary format) related to your proposed activities with the award funds as described in the Project Plan template.

Graduate or Undergraduate Scholarships, or Research Chairs	Target Completion Date
1.	
2.	
3.	
Purchase of Research Equipment and Supplies	Target Completion Date
1.	
2.	
3.	
Research and Innovation Activities	Target Completion Date
1.	
2.	
3.	
Support for Research/Science Awareness Initiatives	Target Completion Date
1.	
2.	
3.	

**Schedule “C”
Project Budget**

Nominee:	<To be completed by Ministry of Research and Innovation>
Institution:	<To be completed by Ministry of Research and Innovation>
File Number:	<To be completed by Ministry of Research and Innovation>

Contributions	Funding		Comments				
Ministry of Research and Innovation			Premier’s Discovery Award (\$250,000 or \$500,000)				
Expenditures	Year 1		Year 2		Total		Comments
	Budget	Actual	Budget	Actual	Budget	Actual	
Scholarships, Research Chairs							
- <i>itemize expenditures</i>							<i>Optional comments</i>
<i>Sub Total</i>							
Equipment and Supplies							
- <i>itemize expenditures</i>							<i>Optional comments</i>
<i>Sub Total</i>							
Research and Innovation							
- <i>itemize expenditures</i>							<i>Optional comments</i>
<i>Sub Total</i>							
Research/Science Awareness							
- <i>itemize expenditures</i>							<i>Optional comments</i>
<i>Sub Total</i>							
Total							

I, <Insert Name of Officer>, <Insert Title>

(Authorized Signing Officer)

I certify that the information provided herein is accurate and is being relied on by Ontario to make a Disbursement in respect of the Grant.

Schedule “D”
Eligible Project Expenditures

Funds received through this grant can be spent on:

- graduate or undergraduate scholarships or research chairs;
- purchase or rental of research equipment and/or supplies;
- research and innovation expenses such as salaries of research associates, post-doctoral fellows and graduate students, travel to conferences, publications, intellectual property protection (including any activity related to the development of a patent, trademark or copyright, but excluding all dispute/litigation and legal costs associated with intellectual property), databases and library acquisitions; and
- support for research/science awareness initiatives such as youth outreach programs and high school research competitions.

Funds received through this grant cannot be spent on:

- salary, benefits or expenses for the person nominated for the award, or
- salaries or expenses for individuals performing contract research where the contractor owns the intellectual property.

Note that additional funding for indirect costs will not be provided.

**Schedule “E”
Annual Project Progress Report**

Part A - Report

Nominee:	<To be completed by Ministry of Research and Innovation>
Institution:	<To be completed by Ministry of Research and Innovation>
File Number:	<To be completed by Ministry of Research and Innovation>

**To: Ministry of Research and Innovation
Manager, Research Talent and Awards Unit**

1. As of the date hereof, no material change that would adversely or otherwise affect the obligations of the Institution and/or Innovator under the Agreement or the carrying out of the Project has occurred;
2. No event of default as set out in Section 7 of the Agreement has occurred;
3. All terms and conditions of the Agreement have been complied with;
4. As of the date hereof, all representations and warranties contained in the Agreement remain true and correct;
5. I have been authorized by the Institution to complete and certify this Annual Project Progress Report;
6. I certify that the information provided herein is accurate and is being relied on by Ontario in respect of Disbursements and the Grant.

Date: <Insert Date>

Name: <Insert Name>

Title: <Insert Title>

(Authorized Signing Officer)

Part B - Progress Report Summary

Progress Report Summary
Explain if the proposed Project activities are progressing on schedule. Discuss the impact the activities are having on the science, the Institution, and Ontario. Explain if there are any changes contemplated to the focus of the Project activities. Discuss any other relevant occurrences important to the proposed Project activities and resulting from the Grant funding received. (No more than 250 words).

Success Stories Report
Awardees are encouraged to share success stories and information about Grant-related accomplishments. No specific format or content is required, however, Ontario is particularly interested in success stories related to economic impacts including new products and processes developed, new export markets, cost-savings achieved through innovation, etc.

Part C – Performance Measure Report

Instructions: Please complete the table below (entering “0” where appropriate) for the preceding year, so that Ontario can monitor the collective impact of its award programs.

Performance Measure Report	
Measure	Total Number
Highly Qualified People (HQP) - How many individuals have substantively enhanced their knowledge, training or skills through their involvement in the Project?	
University researchers	
Private sector R&D personnel	
Post-doctoral fellows	
Doctoral students	
Master’s students	
Undergraduate students	
Others (<i>specify</i>)	
Outputs and Outcomes - How many outputs and outcomes resulted from activities related to the Project?	
Peer-reviewed research publications	
Citations received for peer-reviewed research publications	
Invention disclosures at universities	
Patent applications	
Patents granted	
Spin-off firms	# Spin-off firms
	Name(s) of spin-off firm(s)
	# Employees
Scholarships awarded	
Fellowships awarded	
Research chairs awarded	

Performance Measure Report	
Measure	Total Number
Collaborations and Partnerships	
Collaboration and/or partnerships with companies	
Collaborations and/or partnerships with university researchers	
Youth Outreach	
Youth outreach events	
Youths attended (<i>estimate</i>)	
University researchers involved in youth outreach	
Private sector employees involved in youth outreach	

Part D – Milestones and Deliverables Report

Milestones and Deliverables Report		
Milestone	Target Completion Date	Status
Graduate or Undergraduate Scholarships, or Research Chairs		
		Accomplished
		In Progress
		Not Completed
Purchase of Research Equipment and Supplies		
		Accomplished
		In Progress
		Not Completed
Research and Innovation Activities		
		Accomplished
		In Progress
		Not Completed
Support for Research/Science Awareness Initiatives		
		Accomplished
		In Progress
		Not Completed