**Interactive Visit Project inquiry form (offline version)**

**IMPORTANT NOTES (don’t skip reading this!)**:

1. *Everything from the form is in grey, italics font.*
2. **All advice and suggestions are written in BLUE font.**
3. **The online form is not “saveable”** so if you hit the wrong button, you will lose all your work. As such, we’ve created this *offline form for creating a draft version of your submission so you have all of the required information in one convenient place. Submitting this PDF is* ***insufficient*** *for launching an Interactive Visit.* ***All Visits must be started using the online submission form located at the link below****.*
4. Before you begin the online form:
5. **Ensure you have your CRA number available; and**
6. **Draft responses in the charts #1 and #3 below first.**
7. Final step (after you have completed below) – complete the form at <https://interactivevisits.ca/iVisit/Create>

**The OFFLINE Form:**

Graphical user interface, text, application, email

Description automatically generated

Click on Start iVisit Request

1. ***Company Information***

*REFERRED BY*

*Technology Access Centre (drop-down menu):* SEATAC – SEATAC (Nova Scotia Community College), Dartmouth Nova Scotia

*How did you learn about the Interactive Visits Program?* Technology Access Centre

*COMPANY INFORMATION and COMPANY ADDRESS*

Complete the remaining information. NOTE: Total # employees must be at least 1

1. ***Company Information (cont.)***

The questions in the form and chart below are asked by NRC-IRAP of all companies wanting to access their assistance. Most companies are only eligible for NRC-IRAP programs when they can answer yes to the questions below. Otherwise, NRC-IRAP would recommend they complete these steps first. Currently, we are piloting a program that will allow the iVisit for those who might answer “no” to these questions.

Therefore, for the Questions below, if you are a start-up, it is permissible to say “No” and not complete the “Optional”. HOWEVER, if you can say “yes” or elaborate on “Optional”, it may be helpful for NRC-IRAP in identifying other programs which may be relevant to you.

|  |  |
| --- | --- |
| *Have you documented your business strategy?* | 1. “Yes”; or 2. “No”; or 3. Consider developing a one-page business mode canvas ([Video explanation why better than strategy for start-ups](https://hbr.org/video/5712986167001/why-the-lean-startup-changes-everything); [template](https://www.bdc.ca/globalassets/digizuite/10339-business-model-canvas.pdf?utm_campaign=AUTO-TO-canvas-business-model-EN&utm_medium=email&utm_source=Eloqua)) so you can say “We have a business model canvas strategy” |
| Draft your response to the right to later copy to online form |  |

|  |  |
| --- | --- |
| *Is your company generating revenue?* | E.g. “No”  (See [BDC Revenue explanation](https://www.bdc.ca/en/articles-tools/entrepreneur-toolkit/templates-business-guides/glossary/revenue)) |
| Draft your response to the right to later copy to online form |  |

|  |  |
| --- | --- |
| *Do you have current financial statements?* | E.g. “Yes”  (Note that corporations that receive public donations or government grants in excess of $10,000 in a single financial year need to file financial statements: [Source](https://ised-isde.canada.ca/site/corporations-canada/en/not-profit-corporations/laws-and-financial-statements-filing-under-canada-not-profit-corporations-act)) |
| Draft of your response: |  |

|  |  |
| --- | --- |
| *Does your company have access to adequate financial resources to commercialize your product?* | E.g. “Not yet, however we have access to non-dilutive funding at present and are aiming for dilutive funding after prototype finalized.”  (See [BDC Determine financial needs](https://www.bdc.ca/en/articles-tools/start-buy-business/start-business/determining-financial-needs-new-business) website) |
| Draft of your response: |  |

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| --- | --- |
| *Is at least one Senior Executive working full-time in the company or about to do so?* | 1. “Yes” 2. “Not yet as we are a start-up. This is a side-hustle until we have a prototype to take to industry.” |
| Draft of your response: |  |

1. ***Point of Contact***

*POINT OF CONTACT* Input your first and last name, Position, email address, phone number

*COMMUNICATION* Check off method of contact and language

1. ***Innovation Challenge***

*INNOVATION CHALLENGE*

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| --- | --- |
| *Brief description of the innovation challenge:* | **Considerations before answering the question:**  Describe the innovation challenge as **ALREADY** discussed with SEATAC or your ITA. (Note that SEATAC will confirm or clarify in the Statement of Work).  Examples of challenges may include details on:   * 1. Short-term R&D assistance:      + Providing access to cutting edge technology (specialized facilities, equipment and/or expertise) a company doesn’t have in-house.      + Prototype/proof of concept evaluation      + New product/process design or development or reliability/quality improvement      + Evaluate technical validation/economic feasibility of new products, processes, or services.      + Product testing.      + Technology implementation assistance to drive innovation.   2. Business advice      + Input into technical R&D plans      + Assessment of new or best available technologies that may be utilized by SMEs to improve productivity, profitability, and growth of export markets.      + Guidance on the selection of specialized technical equipment.      + Assessment of facilities ahead of regulatory inspections.      + Providing objective scientific, technical, and business advice.      + Sharing strategic information and advice including market research and analysis.      + Helping firms understand other sources of funding to take their project to the next step. |
| DRAFT Response |  |

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| *What has the company already done to address this problem?:* | Examples (depending upon [TRL level](https://ised-isde.canada.ca/site/clean-growth-hub/sites/default/files/attachments/TRL-e.pdf)) requiring elaboration may include:   1. Fundamental research (TRL 1-2)    * Conducted basic research activities    * Principles and findings published    * Applications of basic principles have been identified 2. R&D activities (TRL 3, 4, 5)    * Experimental proof of concept    * Validation of MVP/components in a lab, simulated environment, or operational environment 3. Pilot and demonstration (TRL 6,7,8)    * Pilot scale model, prototype, system, and/or process developed    * Prototype demonstrated in a simulated environment and/or appropriate operational environment    * Full scale prototype with ready form, fit and function developed    * Actual technology completed and qualified through tests and demonstrations |
| DRAFT Response |  |

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| *Desired project outcomes:* | Examples requiring elaboration may include:   1. Improve performance of current solution 2. Increased customer satisfaction/retention; competitiveness 3. Increased technical capability/reliability; productivity; business capability; adaptability; profitability 4. Pilot scale model or prototype developed / demonstrated in simulated / operational environment 5. Full scale prototype with ready form, fit and function developed 6. Final configuration of the technology developed |
| DRAFT Response |  |

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| *Anticipated use of project results:* | Examples requiring elaboration may include:  - Use prototype with prospects, clients to assess solution  - Develop an improvement or second-generation solution |
| DRAFT Response |  |

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| --- | --- |
| *Anticipated benefits to company:* | Examples may include:  - Ability to commercialize a new product or more productive and competitive solution  - Access to other funding (dilutive or non-dilutive)  - Open to new market  - Product differentiation/USP/patent  - Improved processes/efficiency/productivity  - Knowledge and insights |
| DRAFT Response |  |

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| *Other Comments:* | e.g. We have already had discussions regarding this project with SEATAC. |
| DRAFT Response |  |

*Upload files:* This is mostly for companies that haven’t first discussed the innovation challenge with a TAC. You can share any files with us directly.

*Have you had discussions about this challenge with any TAC or college already?* Yes

*If yes, who? (name of person, Centre, college, etc.)* Janine Meade, SEATAC BDL

1. ***Project Timeline***

*DESIRED START and DESIRED END –* both choose from drop-down menu

1. ***Company’s R&D/Innovation History***

*Has your company previously engaged in R&D/ Innovation-related activities?  
Click “Yes” or “No”.* Note: If you choose “Yes”, report how many years and how you conducted it.

*Has your company ever contracted out your R&D/ Innovation related activities to an external partner?   
Click “Yes” or “No”.*

*Has your company ever collaborated with an academic institution on a collaborative R&D/Innovation project?  
Click “Yes” or “No”.* Note: If you choose “Yes”, report if you would be interested in accessing co-op students or interns

1. ***Submit***

**Submit the online form!**