

## 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:
  - I. **Ensure you have your CRA number available; and**
  - II. **Draft responses in the charts #1 and #3 below first.**
5. Final step (after you have completed below) – complete the form at <https://interactivevisits.ca/iVisit/Create>

### The OFFLINE Form:

**Ready to get started? Fill out the following three questions to see if you're eligible to request an Interactive Visit.**

I am a: Canadian company, incorporated, with less than 500 employees, and wanting to grow through innovation.

Yes     No

I have an NRC IRAP ITA

Yes     No

I've discussed an Interactive Visit with a TAC

Yes     No

Click on **Start iVisit Request**

### A. 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.

<i>Have you documented your business strategy?</i>	<p>A. “Yes”; or          B. “No”; or          C. Consider developing a one-page business model canvas (<a href="#">Video explanation why better than strategy for start-ups; template</a>) so you can say “We have a business model canvas strategy”</p>
Draft your response to the right to later copy to online form	

<i>Is your company generating revenue?</i>	<p>E.g. “No”          (See <a href="#">BDC Revenue explanation</a>)</p>
Draft your response to the right to later copy to online form	

<i>Do you have current financial statements?</i>	<p>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: <a href="#">Source</a>)</p>
Draft of your response:	

<p><i>Does your company have access to adequate financial resources to commercialize your product?</i></p>	<p>E.g., “Not yet, however we have access to non-dilutive funding at present and are aiming for dilutive funding after prototype finalized.”</p> <p>(See <a href="#">BDC Determine financial needs</a> website)</p>
<p>Draft of your response:</p>	

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

**2. 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

### 3. Innovation Challenge

#### INNOVATION CHALLENGE

<p><i>Brief description of the innovation challenge:</i></p>	<p><b>Considerations before answering the question:</b>  Describe the innovation challenge as <b>ALREADY</b> discussed with SEATAC or your ITA. (Note that SEATAC will confirm or clarify in the Statement of Work). Keep in mind you have access to up to only 20 hours included in the iVisit (or up to 100 hours for Super iVisit).</p> <p>Examples of challenges may include details on (your response requires elaboration on these examples):</p> <p>a. Short-term R&amp;D assistance:</p> <ul style="list-style-type: none"> <li>• Providing access to cutting edge technology (specialized facilities, equipment and/or expertise) a company doesn't have in-house.</li> <li>• Prototype/proof of concept evaluation</li> <li>• New product/process design or development or reliability/quality improvement</li> <li>• Evaluate technical validation/economic feasibility of new products, processes, or services.</li> <li>• Product testing.</li> <li>• Technology implementation assistance to drive innovation.</li> </ul> <p>b. Business advice</p> <ul style="list-style-type: none"> <li>• Input into technical R&amp;D plans</li> <li>• Assessment of new or best available technologies that may be utilized by SMEs to improve productivity, profitability, and growth of export markets.</li> <li>• Guidance on the selection of specialized technical equipment.</li> <li>• Assessment of facilities ahead of regulatory inspections.</li> <li>• Providing objective scientific, technical, and business advice.</li> <li>• Sharing strategic information and advice including market research and analysis.</li> <li>• Helping firms understand other sources of funding to take their project to the next step.</li> </ul>
<p>DRAFT Response</p>	

<p><i>What has the company already done to address this problem?</i></p>	<p>Examples (depending upon <a href="#">TRL level</a>) include (your answer requires elaboration):</p> <ol style="list-style-type: none"> <li>a. Fundamental research (TRL 1-2) <ul style="list-style-type: none"> <li>• Conducted basic research activities</li> <li>• Principles and findings published</li> <li>• Applications of basic principles have been identified</li> </ul> </li> <li>b. R&amp;D activities (TRL 3, 4, 5) <ul style="list-style-type: none"> <li>• Experimental proof of concept</li> <li>• Validation of MVP/components in a lab, simulated environment, or operational environment</li> </ul> </li> <li>c. Pilot and demonstration (TRL 6,7,8) <ul style="list-style-type: none"> <li>• Pilot scale model, prototype, system, and/or process developed</li> <li>• Prototype demonstrated in a simulated environment and/or appropriate operational environment</li> <li>• Full scale prototype with ready form, fit and function developed</li> <li>• Actual technology completed and qualified through tests and demonstrations</li> </ul> </li> </ol>
<p>DRAFT Response</p>	

<p><i>Desired project outcomes:</i></p>	<p>Examples may include (your answer requires elaboration):</p> <ol style="list-style-type: none"> <li>a. Improve performance of current solution</li> <li>b. Increased customer satisfaction/retention; competitiveness</li> <li>c. Increased technical capability/reliability; productivity; business capability; adaptability; profitability</li> <li>d. Pilot scale model or prototype developed / demonstrated in simulated / operational environment</li> <li>e. Full scale prototype with ready form, fit and function developed</li> <li>f. Final configuration of the technology developed</li> </ol>
<p>DRAFT Response</p>	

<i>Anticipated use of project results:</i>	<p>Examples requiring elaboration may include (your answer requires elaboration):</p> <ul style="list-style-type: none"> <li>- Use prototype with prospects, clients to assess solution</li> <li>- Develop an improvement or second-generation solution</li> </ul>
<b>DRAFT Response</b>	

<i>Anticipated benefits to company:</i>	<p>Examples may include (your answer requires elaboration):</p> <ul style="list-style-type: none"> <li>- Ability to commercialize a new product or more productive and competitive solution</li> <li>- Access to other funding (dilutive or non-dilutive)</li> <li>- Open to new market</li> <li>- Product differentiation/USP/patent</li> <li>- Improved processes/efficiency/productivity</li> <li>- Knowledge and insights</li> </ul>
<b>DRAFT Response</b>	

<i>Other Comments:</i>	<p>e.g., "We are generating real momentum on this project. We have had discussions regarding this project with SEATAC. Continuing collaboration with SEATAC will help push the company to the next level."</p>
<b>DRAFT Response</b>	

*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

#### **4. Project Timeline**

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

#### **5. 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

#### **6. Submit**

**Submit the online form!**