



**IDEaS IDEeS**

**INNOVATION FOR DEFENCE INNOVATION POUR LA DÉFENSE,  
EXCELLENCE AND SECURITY L'EXCELLENCE ET LA SÉCURITÉ**

# PROPOSAL FORM

## Competitive Projects – Contributions Call for Proposals (CFP)

**This form is designated “Protected B” information once completed.**

### NOTICE TO APPLICANTS

This Proposal Form is specifically for Applicants proposing solutions for the Innovation for Defence Excellence and Security (IDEaS) Program – Competitive Projects, Contributions Call for Proposals (CFP).

This CFP is open to individuals, academia, not-for-profit organizations, for-profit organizations, and provincial/territorial/municipal governments. The Applicant will assume the responsibility of submitting the proposal and serving as the point of contact for the duration of the CFP. Employees of DND/CAF are not permitted to participate in the development of proposals or to review Proposals prior to submission. Applicants are not to solicit such assistance.

Applicants may submit more than one proposal per Challenge, but one proposal can only address one Challenge. Proposals should be standalone and have no interdependencies. If proposals are identified as dependent, they will be declared as inadmissible and not be considered further. Each proposal will be evaluated separately on its own merit. Prior to submitting a proposal, Applicants should read the IDEaS Program Applicant's Guide. It contains information on how to complete and submit this form; as well as the Challenge statement and its associated attachments that will pertain to their Proposal.

Applicants should demonstrate their understanding of the requirements contained in the IDEaS Program Applicant's Guide and Challenge notices and explain how they will meet these requirements. Applicants should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated.

To maintain the integrity of the evaluation, evaluators will consider only information presented in the proposal. No information will be inferred and personal knowledge or beliefs will not be considered in the evaluation. Evaluators will take the entire proposal into consideration for each criterion. If information is found elsewhere in the proposal that corresponds to a criterion, evaluators will consider this.

Classified proposals will not be accepted for this CFP.

Once the proposal has been submitted, it is presumed that it is final, and the Applicant will no longer be able to make changes to the proposal.

### CONFIDENTIALITY

The Applicant understands that the information provided may be accessible under the Access to Information Act (ATIA). No commercially confidential information which you submit will be disclosed unless otherwise authorized by you; required to be released by law (including ATIA).

Information on the federal government's ATIA is available on the following website: <http://www.laws-lois.justice.gc.ca/eng/acts/A-1/> Any information that you wish to be considered as confidential should be annotated accordingly.

**Disclaimer:** For this Call for Proposals, should there be a discrepancy between the content in the Proposal Form and the IDEaS Program Applicant's Guide, the Applicant's Guide will take precedence.

### INFORMATION FOR APPLICANTS IN THE PROVINCE OF QUEBEC

The Act Respecting the Ministère du Conseil Exécutif (M-30) may apply to an Applicant that is a municipal body, school body, or agency located in the Province of Québec. These Applicants will be required to complete an additional information form and, if they are subject to the requirements of the Act, to obtain written authorization and approval from the Government of Québec prior to execution of any contribution funding agreement.

## COMMITMENT TO ACCESSIBILITY

The Government of Canada is committed to achieving a high standard of accessibility as defined in the Standard on Web Accessibility and the Standard on Optimizing Websites and Applications for Mobile Devices. In the event of difficulty using our Web pages, applications or device-based mobile applications, please contact us for assistance at [DND.IDEaS-IDEeS.MDN@forces.gc.ca](mailto:DND.IDEaS-IDEeS.MDN@forces.gc.ca)

### PART 1 - APPLICANT INFORMATION

<b>1.1 - Legal name</b>		<b>1.2 – Business/Registration Number</b>	
<b>1.3 – Organization Type</b>		<b>1.4 – Organization Size</b>	
<b>1.5 - Organization information</b>			
Address (Street, unit number, etc)			
City	Prov / Territory	Country	Postal Code
Telephone (xxx-xxx-xxxx)		Email	
Company website			
<b>1.6 – Point of contact (This will be the primary contact who will receive all official correspondence for this proposal)</b>			
Last name		First name	
Position title (eg. Operations director, scientist)		Telephone (xxx-xxx-xxxx)	Email
Official language preferred for correspondence: English      French		Is this person an authorized signing officer of the Applicant? Yes      No	
<b>1.7 - Organization Mandate &amp; Description (maximum 1500 characters)</b>			

**1.8 – Background questions**

a) Has your organization previously received any funding from DND (for this or another project)?	Yes	No
b) Does your organization owe any amounts to the Government of Canada?	Yes	No

If yes, please indicate the amount owing and the department or agency to which amount is owed.

Amount Owing	Nature of amount owing (e.g. taxes, penalties, overpayments)	Department or agency to which amount is owed	Is a payment plan in place?	
			Yes	No
			Yes	No
			Yes	No

c) Has your organization received, or applied for other sources of funding to support this project?	Yes	No
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If yes, please complete the table below and identify all of the sources

Funding Source	Status of Funding Request	Amount (\$)
Total Contributions from other sources of funding for Project		

**Department of National Defence programs are subject to the *Canadian Environmental Assessment Act 2012*, and the duty to consult with Indigenous Groups as set out in Section 35 of the *Constitution Act, 1982* (see related questions d-f below). Projects that are subject to these acts will be expected to complete all federal requirements related to these acts before funding is disbursed.**

d) The Applicant represents and warrants that the Project is not a “designated project” as defined in section 2 of the CEAA 2012 and is not a “project” as defined in section 66 of the CEAA 2012.	Yes	No
e) Will this project involve demonstration or installation of equipment?	Yes	No
f) If so, will the demonstration or installation of equipment take place on land owned by the Applicant?	Yes	No

g) *For Joint Ventures Only:* The Applicant confirms that the name of the joint venture is

and that it is comprised of the following members: *[list all the joint venture members named in the Applicant's original proposal].*


**1.9 Statistical information (voluntary- to be completed only by Incorporated Canadian For-Profit Applicants)**

Percentage of women in business ownership	
Percentage of youth (15 to 30 years old) in business ownership	
Percentage of persons with disabilities in business ownership	
Percentage of Indigenous people in business ownership	
Percentage of visible minorities in business ownership	
Do you want to subscribe to IDEaS announcements of new challenges or information that the program may think of interest to you as a valued stakeholder?	Yes      No

## PART 2 - THE PROJECT (SCHEDULE A)

The Applicant's responses in the Proposal Form will form – The Project (Schedule A) of the contribution agreement.

The Project describes a proposed solution aimed at establishing the knowledge and technological advantage needed to address Canada's defence and security interests for the S&T Challenge listed below.

Proposals will be assessed first based on Mandatory Criteria (MC). If these criteria are fulfilled, proposals will be assessed based on Point-Rated Criteria (PRC).

### PROJECT TITLE

### PROJECT DESCRIPTION (non-confidential information) (*maximum 2000 characters*)

The description should contain no confidential content about the project, and may be featured in promotional materials, internal briefings.

Please briefly describe your intentions for intellectual property related to the solution (e.g. licence to others, sell or transfer technology) and, for solutions at higher SRL, any actions you may have taken (IP Strategy developed, IP filings) (*maximum 2000 characters*).



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**MC-1: Science & Technology (S&T) Challenge of Proposed Solution**

Indicate the S&T Challenge which applies to the proposed solution. (The Applicant must select one S&T Challenge which applies to the proposed solution)

Moral Trauma on the Frontline – See, Prevent, Treat

**MC-2: Distinct Solution**

An Applicant can propose a solution to the IDEaS program more than once as long as the proposed solution is sufficiently different. (We are seeking solutions that are distinct from, or include significant modifications to, previous solutions from the Applicant or others)

Has this solution been submitted to the IDEaS program before?      Yes              No

If yes, how is this solution sufficiently different than the previously submitted solution(s)? *(maximum 2000 characters)*

### MC-3: Alignment of Proposed Solution to S&T Challenge

Describe the proposed solution and how it addresses and aligns to the identified S&T Challenge. Demonstrate the scientific and technological basis of how the solution meets the Essential Outcomes as identified in the Challenge. (The Applicant must clearly articulate how the solution aligns with the challenge identified in MC-1) (*maximum 2000 characters*).

### MC-4: Solution Readiness Level (SRL) of Proposed Solution

Select the current SRL of the proposed solution. The current SRL of the proposed solution must be within 1 and 6 (inclusive). Describe the research and development (R&D) activities that have taken place to bring the proposed solution to the stated SRL. (*maximum 1500 characters*).

### MC-5: Budget

Does the proposed solution's budget, requested from the Department of National Defence, exceed the maximum of \$200,000?

Yes      No

## MC-6: Innovation

Demonstrate how the proposed solution meets one or more of the definitions of innovation below: *(maximum 2000 characters)*

- An invention\*, new technology or new process that is not currently available in the marketplace.
- Significant modifications to the application of existing technologies/components/processes that are applied in a setting or condition for which current applications are not possible or feasible.
- An improvement in functionality, cost or performance over an existing technology/process that is considered state-of-the-art or the current industry best practice.

\* An “invention” is defined for the purposes of this proposal as: “A manufacturing design or any other new and useful improvement that is new or novel, that is not commonly known or not an obvious derivative of an existing way of doing things.”



### MC-7: Advance on State of the Art

Describe in detail the competitive advantages and level of advancement over existing technologies. Where appropriate, name existing technologies as well as potential substitutes or competitors. *(maximum 2000 characters)*

To demonstrate this, proposals should include the following information, and substantiate claims by referring to results from market research or patent scans that have been conducted (if applicable):

- Improvements (minor or major) over existing technologies or substitutes. Use direct comparisons.
- How the proposed innovation will create competitive advantages in existing market niches or market spaces.

### BENEFITS TO CANADA

Describe the general benefits to Canada and to stakeholders such as the Technology benefits (e.g. SRL stages advanced), Social and economic benefits (e.g. patents filed, jobs created, revenues expected, cost reductions from using your solution over solutions commercially available today), and other benefits (e.g. if the project includes a diverse team, involving ownership or leadership positions held by women, Indigenous people, youth, persons with disabilities, visible minorities). *(maximum 2000 characters)*.



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## POINT RATED CRITERIA

### PRC-1: Scope

Demonstrate the scientific and technological basis of **how** the proposed solution addresses the ***Desired Outcomes*** in the S&T Challenge (*maximum 2000 characters*).

### PRC-2: Project Risks

Describe potential project risks, their likelihood and impact, and how they will be mitigated (*maximum 2000 characters*).

Applicants should address the following risks, as applicable:

- Scientific and/or Technical
- Human Resources
- Financial
- Project Management
- Intellectual Property
- Other project-related risks



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### PRC-3: Project Plan

Describe the feasibility and the approach of the proposed solution to address the S&T Challenge, address all 3 of the following points (*maximum 2000 characters*):

- a. Describe how the proposed solution is applicable and could be accomplished in practice within the field of the Challenge. This determination is at the sole discretion of the evaluation team.
- b. Describe how the approach is adequately developed, well-reasoned and appropriate.
- c. Demonstrate a feasible work plan by completing Table 1 - Project Activities & Budget table below.

**Table 1 - Project Activities & Budget (maximum of 5 activities)**

1 Activity Title			
(Enter timeline)	(Description of activity)	List Expected Outcome(s)	
<b>Planned Eligible Expenditures for Activity</b>			<b>Total</b>
<b>Total Amount Requested under DND for activity</b>			
<b>Other Sources of Funding (if applicable)</b>	<b>Cash</b>	<b>In-kind</b>	<b>Total</b>
<b>Total Project Funding for Activity</b>			

2		Activity Title	
(Enter timeline)	(Description of activity)	List Expected Outcome(s)	
<b>Planned Eligible Expenditures for Activity</b>		<b>Total</b>	
<b>Total Amount Requested under DND for activity</b>			
<b>Other Sources of Funding (if applicable)</b>	<b>Cash</b>	<b>In-kind</b>	<b>Total</b>
<b>Total Project Funding for Activity</b>			

3		Activity Title	
(Enter timeline)	(Description of activity)	List Expected Outcome(s)	
<b>Planned Eligible Expenditures for Activity</b>		<b>Total</b>	
<b>Total Amount Requested under DND for activity</b>			
<b>Other Sources of Funding (if applicable)</b>	<b>Cash</b>	<b>In-kind</b>	<b>Total</b>
<b>Total Project Funding for Activity</b>			

4		Activity Title	
(Enter timeline)	(Description of activity)	List Expected Outcome(s)	
<b>Planned Eligible Expenditures for Activity</b>		<b>Total</b>	
<b>Total Amount Requested under DND for activity</b>			
<b>Other Sources of Funding (if applicable)</b>	<b>Cash</b>	<b>In-kind</b>	<b>Total</b>
<b>Total Project Funding for Activity</b>			

5		Activity Title	
(Enter timeline)	(Description of activity)	List Expected Outcome(s)	
<b>Planned Eligible Expenditures for Activity</b>		<b>Total</b>	
<b>Total Amount Requested under DND for activity</b>			
<b>Other Sources of Funding (if applicable)</b>	<b>Cash</b>	<b>In-kind</b>	<b>Total</b>
<b>Total Project Funding for Activity</b>			

**BUDGET SUMMARY**

<b>Total of all sources of Funding</b>	<b>Total</b>
Department of National Defence for proposed solution	
Other Federal Government	
Provincial/Territorial/Municipal Government	
Private Sector	
Applicant's Own Funds	
Other source	
<b>Total Project Costs</b>	



**PRC-4: Gender Based Analysis Plus (GBA+) of Proposed Solution**

Select the statement that best reflects how GBA+ and its factors have been considered and incorporated within the proposed solution (additional information on GBA+ can be found in the IDEaS Program Applicant's Guide – Annex B – Evaluation Criteria-PRC-4).

Substantiate the statement above. Substantiation *must include* specifics on what GBA+ analysis has been conducted and the associated results to demonstrate GBA+ considerations, *and* what analysis is planned to demonstrate future GBA+ considerations (maximum 1500 characters)

**Future Funding – Phase 2**

If this proposal for funding for Phase 1 is approved and it successfully completes its project requirements, would the Applicant be interested in being invited to submit a proposal for Phase 2 (which awards up to \$1,000,000 for a period of 1 year)?

Yes      No

### PART 3 – DECLARATION

**In order for the proposal to be eligible for funding, it must be completed and signed by the official representative of the Applicant's organization in accordance with the organization's by-laws or other constituting documents. The person signing this form declares the following:**

- A. Confirms to have read and understood all the terms and conditions of the Innovation for Defence Excellence and Security (IDEaS) Competitive Projects - Contributions set out in this Proposal Form and the IDEaS Program Applicant's Guide.
- B. Confirms that any proprietary or confidential information provided as part of the submission, on behalf of any party, is provided with the approval of that party.
- C. *For proposals involving joint ventures:* Confirms that all parties involved in the joint venture have discussed and agreed upon plans for intellectual property ownership arising from the IDEaS-funded work, and have reviewed and understood all other terms listed in the IDEaS Program Applicant's Guide.
- D. The Applicant owns, or has licence rights to, all relevant background Intellectual Property (IP) requisite to proceed with the work as defined in the SOW and that if background IP is licensed, not owned, requirements for Canada's IP licence rights arising from the project will still be fulfilled.
- E. Understands and acknowledges that, should the project be accepted under IDEaS, no liability and no commitment or obligation exists on the part of DND to make a financial contribution to the project until a written contribution agreement is signed by both parties.
- F. Has ensured that any person lobbying on behalf of the Applicant is registered and in compliance with the Lobbying Act. More information on the obligations in the Lobbying Act can be found on the website of the Commissioner of Lobbying of Canada at Commissioner of Lobbying of Canada.
- G. States and declares that all information provided in this Proposal is complete and accurate to the best of their knowledge.
- H. Agrees that this proposal could be shared with other federal, provincial/territorial, and/or municipal governments or funding agencies that may be interested in supporting this project. The intent is that other agencies may be interested in providing additional funding, or IDEaS may wish to forward this proposal to other agencies for their consideration.

Yes          No

## SUBMITTING YOUR PROPOSAL

- Applicants will be required to register and submit a proposal using the *epost Connect service* provided by Canada Post Corporation (CPC). For instructions on how to create an epost Connect account, request an epost Connect conversation, and submit the proposal form using epost Connect, please refer to **Section 2 – Submission Process** of the IDEaS Program Applicant’s Guide.
  - **Note:** It is the Applicant’s responsibility to hold an account with CPC and to establish email communications with the IDEaS Program in order to submit a proposal. Requests to open an epost Connect conversation received less than five days prior to the CFP closing date and time may result in the late submission of your proposal.
- Applicants may submit more than one proposal per Challenge, but one proposal can only address one Challenge. Proposals should be standalone and have no interdependencies. If proposals are identified as dependent, they will be declared as inadmissible and not be considered further. Each proposal will be evaluated separately on its own merit.
- Once the proposal has been submitted, it is presumed that it is final, and the Applicant will no longer be able to make changes to the proposal.
- All proposals will be screened initially for eligibility criteria. **Late** application(s) will not be assessed.

For additional information please e-mail [DND.IDEaS-IDEeS.MDN@forces.gc.ca](mailto:DND.IDEaS-IDEeS.MDN@forces.gc.ca)

## AUTHORIZED OFFICER

Last name	First name	Title
<b>Signature</b>		<b>Date (yyyy-mm-dd)</b>
		<b>Email</b>
		<b>Telephone (xxx-xxx-xxxx)</b>