



Government of Canada
**Networks of Centres
of Excellence**

Gouvernement du Canada
**Réseaux de centres
d'excellence**

Business-Led Networks of Centres of Excellence

PROGRAM GUIDE

Government of Canada
Natural Sciences and Engineering Research Council of Canada
Canadian Institutes of Health Research
Social Sciences and Humanities Research Council of Canada

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1. PRE-AWARD GUIDELINES

1.1 Background of Business-Led Networks of Centres of Excellence Program

The Business-Led Networks of Centres of Excellence (BL-NCE) program is a federal program administered jointly by the Natural Sciences and Engineering Research Council, the Canadian Institutes of Health Research and the Social Sciences and Humanities Research Council and Industry Canada. The program is managed by an NCE Steering Committee composed of the Presidents of the three granting agencies, the Deputy Minister of Industry Canada and the President of the Canada Foundation for Innovation (as an observer). Day-to-day administration is provided by the NCE Secretariat made up of staff from the three granting agencies.

Program Goal

The goal of the BL-NCE program is to fund large-scale collaborative research networks and support private sector innovation in order to deliver economic, health, social and environmental benefits to Canadians and encourage an Entrepreneurial Advantage.

Eligible Recipients

Recipient organizations eligible to receive BL-NCE grant funds are:

- Private sector networks composed of private sector enterprises with substantial Research and Development (R&D) operations in Canada, or Canadian-based private sector enterprises with the potential to benefit from R&D in Canada. The eligible networks need to (1) be incorporated as not-for-profit organizations under Part II of the Canada Corporations Act, (2) have an established Board of Directors and (3) be signatories of a Funding Agreement;

- Network Members that have signed a Network Agreement and which are identified as Canadian universities, Canadian not-for-profit organizations and private sector enterprises with substantial R&D operations in Canada or Canadian-based enterprises with potential to benefit from R&D.

Research Target Areas

All Canadian industrial sectors are considered eligible to this program, although the NCE Steering Committee may identify research areas for BL-NCE Program grants funds. The 2008 BL-NCE competition was open to five priority research areas as follows:

- Environmental science and technologies;
- Natural resources and energy;
- Health and related life sciences and technology;
- Information and communications technologies; and
- Management, business or finance.

The NCE Steering Committee will decide on the need to target areas for new BL-Networks prior to each competition, taking into consideration:

- the amount of funding available;
- the broad areas already represented in the ongoing networks; and
- the need to promote or develop specific areas in accordance with national needs.

Expected Results and Outcomes

The program goal is accomplished by investing in business-led networks that yield the following benefits:

Research-Related Benefits

- Increase private sector investment in R&D and advanced technologies;
- Provide high quality post-graduate and post-doctoral training in innovative applied research and increase the business skills and know-how of the young researchers;

- Strengthen public-private sector collaboration, including links between researchers and firms, to address significant research challenges that meet business needs; and
- Increase industry R&D capacity, including among small- and medium-sized enterprises (SMEs), and receptivity to the results of R&D.

Commercialization–Related Benefits

- Outline a clear path to market or business application for the proposed research;
- Seek commercialization benefits that position Canadian firms in high value segments of production chains;
- Create, grow and retain companies in Canada that are able to capture new markets with new innovations;
- Accelerate the commercialization of leading edge technologies, goods and services in priority areas where Canada can significantly advance its competitive advantage; and
- Strengthen domestic collaboration that ensures that benefits spill over to a wide array of firms, sectors and regions of the country.

1.2 Program Criteria

To ensure that the program objectives are met, proposals are assessed against three criteria: Benefit to Canada, Track Record and Potential of the Applicants, and Strength of the Business Plan.

The three program criteria are described below:

Benefit to Canada

- The likelihood that the BL-Network will provide high quality graduate and postdoctoral training, in addition to business skills, in an innovative applied research environment and increase the business

skills and know-how of the young researchers.

- The potential to strengthen public-private sector collaboration, including links between researchers and firms, to address significant research challenges that meet business needs.
- The extent to which the BL-Network will contribute to increasing private sector R&D capacity, including among SMEs, and receptivity to the results of R&D.
- Evidence that the BL-Network will lead to commercial benefits that position Canadian firms in high value segments of production chains.
- The opportunity offered by the BL-Network to create, grow and retain companies in Canada that are able to capture new markets with new innovations.
- The opportunity to accelerate the commercialization of leading edge technologies, goods and services in priority areas where Canada can significantly advance its competitive advantage in the global markets.
- The BL-Networks ability to strengthen domestic and international collaborations and ensure that benefits spill over to a wide array of firms, sectors and regions of the country.

More details on the guidelines associated with the “Benefit to Canada” criterion are available in Appendix A.

Track Record and Potential of the Applicants

- The achievements of the applicants and their ability to lead and direct the BL-Network’s research program.
- Identification and selection of the best possible expert researchers in academia, government and/or the private sector to carry out and achieve the research objectives.
- The ability of the private sector to assist in training and to potentially hire innovative and internationally competitive researchers in areas and technologies critical to

Canadian productivity, economic growth, public policy and quality of life.

- The ability of the applicants to attract investment.

Strength of the Business Plan

- Excellence, focus and coherence of the research program.
- The outline of a clear path to market or business application for the proposed research.
- The extent to which the BL-NCE can leverage funding from other government and non-government sources.
- The likelihood of the BL-NCE to stimulate support to continue beyond the four-year funding cycle.
- The effectiveness of the plan to manage, protect and exploit intellectual property resulting from network-funded research.
- The quality and appropriateness of the proposed organizational structure with suitable representation on the Board of Directors and management team.
- Evidence that the BL-Network has in place an accountability framework likely to result in effective leadership and sound financial decision-making.

Successful BL-Networks are evaluated against these same criteria at each review point during tenure of a grant, following the submission of their strategic plan, their annual progress report and their final report.

1.3 Application Process

There is a maximum of one four-year funding cycle available to a BL-Network. To ensure that only excellent research is funded, the BL-NCE Program uses a two-stage peer review process.

Stage I: Letter of Intent

Applicants submit Letters of Intent (LOI) describing the vision of the BL-Network in the context of their respective industrial

sector/cluster's shared needs over the next 5-10 years, the major R&D and commercialization challenges and barriers the network envisions, and how the proposed network will address these research challenges and barriers through innovative and competitive strategies.

The LOI also includes a description of the BL-Network structure, its operations, planned activities, required funding, potential members and financial (cash or in-kind) contributors, including their duties and respective contributions. The BL-Network needs to fully describe the expected research and commercialization benefits for the project period and beyond, and include letters of support from all funding organizations. The BL-Network should describe the involvement of companies in the BL-Network and the research providers from academia, government and the private sector, as appropriate.

The Private Sector Advisory Board (PSAB) assesses LOIs against the program selection criteria and recommends a short-list of applicants to the NCE Steering Committee for advancement to the second Stage: Submission of the Full Application.

Stage II: Full Application

A BL-Network full application consists of a business plan addressing the BL-NCE program criteria, and should include:

- biographies of key individuals involved with the network;
- confirmation letters of expected cash and in-kind contributions;
- a summary of all contributions that applicants secured from stakeholders; and
- a description of all agreements allocations of benefits (such as intellectual property) among parties.

The onus is on the applicant to provide sufficient information to enable review committees to evaluate the relationship with other sources of support (held or applied for) and to recommend

the appropriate BL-NCE funding level. The consequence of not providing adequate information to enable a selection committee to assess the relationship to other research support is that the committee can recommend reduced or no funding.

The business plan includes the following details:

- A detailed description of the research program, including the major research topics with objectives and milestones;
- A detailed outline of the path to market or business application for the proposed research;
- A description of the partnerships between various levels of government and the private sector (for profit and not-for-profit) that will exist to complement the funding available through the granting agencies or other federal funding sources;
- Elaboration on the plan to manage, protect and exploit intellectual property resulting from network-funded research;
- A description of the proposed organizational structure with appropriate representation on the Board of Directors and management team;
- A description of the accountability framework that will be used to result in effective leadership and sound financial decision-making; and
- A detailed budget of the proposal.

For each competition, the NCE Steering Committee appoints Expert Panels composed of domestic and international experts. The Expert Panels provide a detailed evaluation of the strengths and weaknesses for each selection criterion and make recommendations on the appropriateness of the requested budget. The review reports are transmitted to the PSAB that review all the applications submitted in a given competition.

The PSAB reviews each application and the reports by the Expert Panels, the application's relevance to the BL-NCE program goal and objectives, as well as the proposed BL-

Network's relevance to the target area. The PSAB transmits its recommendations for funding to the NCE Steering Committee for final decision. The decisions reached by the NCE Steering Committee are final, with no appeal process. A confidential evaluation report for each application is made available to the corresponding group of applicants.

Given the multi-disciplinary nature of the proposals, funding for a given network may come from more than one granting agency, and so the NCE Secretariat is the primary point of interaction for all BL-Networks.

1.4 Governance

Each BL-Network must have an administrative structure capable of managing a complex multidisciplinary and multi-organizational program. The NCE Secretariat must be notified if there are any major changes that would affect the general mission, research program and/or operations of the BL-Network.

Board of Directors

The BL-Network needs to develop an agreement defining the roles and responsibilities of the management team in the organization. Each BL-Network must appoint a Board of Directors that is the governing body with overall responsibility for the management and direction of the BL-Network, including for financial accountability. As the senior executive, the Network Director reports on the operations and activities of the BL-Network to the board of directors. A detailed description of the roles and responsibilities of the board of directors and Network Director can be found in Appendix B.

A member of the NCE Secretariat, also called a NCE liaison, is assigned to each BL-Network. This individual's role is to monitor the progress and oversee the accountability structure of the BL-Network so that it aligns with BL-NCE Program funding requirements. The NCE liaison represents the primary point of contact for each BL-Network at the NCE Secretariat. The NCE

liaison will have observer status in the BL-Network and will attend BL-Network board of directors and committee meetings. If the NCE liaison is not able to attend a board of directors or committee meeting, an alternate individual will be appointed by the NCE Secretariat and will attend the meeting in the liaison's place.

Funding Agreement

Following the announcement of the funding decision, and prior to the release of the first installment of the grant, a Funding Agreement is signed by representatives of one or more of the granting agencies and the BL-Network. The Funding Agreement outlines the terms and conditions that apply under the BL-NCE program.

Network Agreement

Release of grant funds to Network Members by the BL-Network is conditional on the signing of a Network Agreement setting out the operating rules of the BL-Network and outlining the rights and obligations of its investigators and Network Members. Before any BL-NCE funds are provided to a Network Member, a copy of the signed Network Agreement must be sent to the NCE Secretariat. Matching funds provided by participating organizations will only be considered matching support if that recipient organization has signed a Network Agreement.

All researchers participating in the BL-Network must sign an acknowledgement stating that they will abide by the terms and conditions of the Network Agreement. No changes can be made to the body of a Network Agreement without the prior approval of the signatories of the Network Agreement and the NCE Steering Committee.

The Network Agreement should contain, but is not limited to, five principal clauses that pertain to (A) knowledge dissemination, (B) management of intellectual property, (C) commercialization, (D) sharing of costs and benefits and (E) equipment. A description of

each of these areas of negotiation of the Network Agreement is described below:

A) Knowledge Dissemination

Normally, the results of research funded through public sources must be published or otherwise disseminated to the community in a timely manner. Since the BL-NCE program encourages the transfer of knowledge and technology to the user sector, and vice-versa, it may be necessary to obtain protection for intellectual property resulting from network-funded research prior to disclosure in a public forum. Provision for reasonable publication delays (usually not exceeding six months and as much as possible precludes delays in students graduation process), or other arrangements, may be made to avoid jeopardizing the commercial potential through premature disclosure.

B) Management of Intellectual Property

The ownership and disposition of intellectual property arising from network-funded research must be governed by the arrangements described in the Network Agreement.

Intellectual property resulting from network-funded research must be promptly and concurrently disclosed by researchers to the BL-Network and the relevant Network Members.

The owners of intellectual property resulting from network-funded research, or the agent acting on their behalf, will consult with relevant stakeholders (network administrators, Network Members, and researchers) on issues of commercialization.

The BL-Network Members from university and their investigators should retain the right to use the knowledge or intellectual property generated for non-commercial purposes in future research and in teaching.

When selecting a receptor company for the exclusive license of the commercial rights of

intellectual property resulting from network-funded research, the agent or owners of intellectual property will use reasonable and thorough efforts to maximize benefits to Canada in a national and international context, including the possible development of new Canadian receptor companies. Due diligence in efforts to maximize benefits to Canada depend in part on the nature of the research results that are being exploited, and on the window of opportunity. If there is evidence of negligence on the part of the BL-Network in performing due diligence, the NCE Steering Committee reserves the right to impose sanctions as it deems appropriate. See Appendix A for "Benefit to Canada" working guidelines.

C) Commercialization

The Network Members' contributions to the BL-Network must be recognized by allowing them access to the commercial exploitation of the intellectual property under terms commensurate with the nature and level of their contributions. The arrangements with each member must be reflected in a Network Agreement.

D) Sharing of Costs and Benefits

Agreements made regarding the ownership of intellectual property resulting from network-funded research must take into account the BL-NCE program objective of creating linkages between private sector enterprises, academia and not-for-profit organizations. This implies a sharing of eventual benefits between members commensurate with their respective contributions, as well as the sharing of costs to protect the intellectual property.

E) Equipment

Provisions for leasing and for ownership of equipment acquired with BL-NCE funds must be included in the Network Agreement. These provisions should encompass details of contributions and planned use of equipment by Network Members and other organizations during and after the four-year funding cycle. The

NCE Secretariat recommends that any piece of equipment that needs to be shared (or not) amongst different members should have only one owner. The NCE Secretariat recommends that the owner selects a fixed location for the equipment and, depending on the mobility of the said equipment, prepares a schedule for the accessibility of the equipment for the entire funding cycle of the BL-Network. The fate of the equipment after the BL-NCE program funding cycle should also be part of the Network Agreement.

Compliance Requirements

A) Research Integrity

The BL-Network shall agree to comply with research integrity. Recognizing that the responsibility for high standards of conduct in research and scholarship rests with the individuals carrying out these activities, the Board of Directors will provide assurance to the NCE Secretariat that Network investigators adhere to the principles of the Tri-Council Policy Statement on Integrity in Research and Scholarship (see www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/tpsintegrity-picintegritie_eng.asp for details).

In addition, the BL-Network is advised to include on its Board of Directors at least one member with experience in ethics and research integrity (see Appendix B).

BL-Networks shall agree to:

- promote integrity in all research and scholarship;
- investigate all possible instances of misconduct in research or scholarship, including imposing appropriate sanctions in accordance with its own policies;
- report its findings to the NCE Secretariat when:
 - an allegation of misconduct has been forwarded to the BL-Network by the NCE

Secretariat regardless of the outcomes of the enquiry(ies); and

- an allegation of misconduct made directly to the BL-Network and involving, directly or indirectly, funds from the BL-NCE grant, has been upheld by the BL-Network.

B) Access to Information and Privacy

The BL-Network acknowledges that the Access to Information Act and the Privacy Act apply to the BL-NCE program. Information as to the use and disclosure of personal information can be viewed on the Treasury Board Secretariat Web site at: www.tbs-sct.gc.ca/atip-ai/prp/index-eng.asp

C) Reporting to the NCE Secretariat

The BL-Network shall comply with all provisions under the Reporting Requirements section of this guide.

D) Conflict of Interest

The BL-Network and its members must adopt a code of conduct in its bylaws for directors, officers, employees and committee members designed to prevent real or perceived conflicts of interest. Appendix C provides guidelines that can be used by BL-Networks to develop their own set of guidelines and policies.

E) Ethics

The BL-Network and its members must follow Tri-Council guidelines when performing certain types of research. More specifically, when applicable, the network will ensure that Network investigators obtain appropriate certification and/or approval regarding use of human subjects, human pluripotent stem cells, animals, biohazards, radioactive materials, licenses for research in the Canadian territories and controlled information in the conduct of Network research in accordance with the requirements of the BL-NCE program and the three federal granting agencies. In the event that the

conducted research occurs within an institution that has not signed the Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards, the board of directors shall ensure adherence with the policies and guidelines in Appendix D as they apply through implementation of appropriate measures and report on these measures in the strategic plan and annual progress reports (detailed above).

F) Environmental Review

The BL-Network and its members must perform environmental assessments. BL-Networks must pay careful attention to environmental considerations in their decision to fund network research proposals. Their Board of Directors should establish a process for environmental review, which is comparable to the process established by NSERC in fulfillment of its obligations, pursuant to the Canadian Environmental Assessment Act (CEAA). These are the environmental review requirements:

- An environmental review should be carried out on all projects selected for funding by the BL-Network, and on funded projects when methodology changes significantly during the course of the funding period.
- Board of Directors may choose to carry out the environmental review themselves or to delegate this task, for example, by appointing a sub-committee or hiring consultants.
- BL-Network funds should only be released to Network investigators after their projects have undergone an environmental review and the BL-Network has determined that no significant adverse effects on the environment are expected. The BL-Network should make awards conditional on a favourable environmental review.
- If the Board of Directors or its delegate determines that the environmental effects of a project are significant, the BL-Network shall comply with the Environmental Assessment Act dispositions to determine the faith of the project. In such cases, the

result of the environmental review and the Board's decision shall be communicated to the Researcher(s) involved, to the NCE Secretariat and to the relevant Network Members.

- BL-Networks will report annually to the NCE Secretariat to summarize their environmental review process and the results of the reviews done.

BL-Networks should refer to Appendix E of this guide for an example of the environmental review process.

1.5 Administration

Network Director

Each BL-Network has a Network Director who reports directly to the Board of Directors. The Network Director is nominated by the Board of Directors and is an ex-officio, non-voting member of the Board. The Network Director is responsible for implementing and managing the contents of the BL-Network strategic plan. It is recommended that a minimum of 70 percent of the Network Director's time be devoted to the BL-Network over the course of the four-year funding cycle. A more detailed description of the Network Director's roles and responsibilities can be found in Appendix B.

Administrative Centre

The BL-Network needs to rely on an Administrative Centre. The costs associated with BL-Network activities, including the ones incurred by the Administrative Centre, are approved by the Board of Directors. The BL-Network Administrative Centre is also responsible for:

- receiving and distributing grants to Network Members;
- securing matching contributions from non-federal sources; and

- providing suitable support to assist the Network Director and BL-Network staff in their Network related roles and responsibilities.

The Administrative Centre can be hosted in any location. In addition to being hosted inside the facilities of the BL-Network itself, it could be located inside one of the BL-Network Members' organizations. Network Members have a shared responsibility in administering activities associated with affiliated investigators.

NCE Secretariat

NCE staff may participate in the resolution of technical, financial or administrative difficulties and may also provide advice and guidance related to the interpretation of the BL-NCE program objectives, rules and guidelines. Assistance may also be provided in the co-ordination of the network's activities with those of other networks or of other government-sponsored initiatives.

Funding Formulae

(A) The program will provide the recipient up to 50 percent of eligible direct costs of research activities. These expenses include salary of research staff, protection of intellectual property, equipment, material and travel.

(B) The program will provide the recipient up to 75 percent of the eligible networking, commercialization and administration costs in support of the operation of the BL-Network. Such expenses include BL-Network Director, staff salaries, communications, travel, market study and prototype development costs.

(C) The balance of the funding must come from contributions made by non-federal sources.

(D) The ratio between BL-NCE funds and other sources of matching funds must reflect the funding formulae on a yearly basis and not necessarily as per funded activities.

For details on eligible and non-eligible costs, please see section 2.1 of this guide entitled Financial Administration.

Stacking Provisions

(A) If the total government assistance from all sources, received or due, in respect of eligible expenses, exceeds 100 percent thereof, the granting agencies may recover the excess from the BL-Network or reduce any subsequent payments by an amount equal to the excess.

(B) The maximum level (stacking limit) of total federal government assistance for this grant will not exceed 75 percent of the costs being covered. The BL-Network will reimburse the granting agencies the amount equivalent to the excess.

Research Collaborations and Contracts with Government Laboratories and Facilities

Increased participation in the form of research and development collaborations in the BL-NCE Program by researchers from government laboratories is desirable. In accordance with the Financial Administration Act and Treasury Board guidelines, however, government researchers are not eligible to receive any BL-Network funds.

The BL-Networks may use contracts in order to access specialized facilities and services provided by government laboratories. Memoranda of Understanding that set up the terms for Specified Purpose Accounts may be used to support joint research projects. Money deposited into these Specified Purpose Accounts by BL-Networks can come only from funds raised by the BL-Networks and not from federal funds including BL-NCE Program funds.

2. POST-AWARD GUIDELINES

2.1 Financial Administration

BL-NCE grants are administered through the NCE Secretariat and disbursed to the recipient(s) as per the funding agreement with the relevant granting agency(ies) (NSERC, SSHRC and/or CIHR). Payment of the grant will be released subject to appropriation by Parliament for the fiscal year in which payment is to be made.

Research grants are not paid directly to the research investigators. They are paid to Network Members (through instalments made directly to the BL-Network Administrative Centre) who administer the research accounts. Network Members who are responsible for executing the selected research, or commercialization projects on behalf of a BL-Network, are required to sign the Network Agreement.

The BL-Network must have a control framework put in place by the Board of Directors to ensure that expenditures charged to the BL-NCE grants are for their intended purpose. Network Members must also have a control framework to ensure that expenditures charged to the research accounts are for the purpose intended by the grant.

A BL-Network may enter into research contracts with a Network Member. These contracts could be for the purposes of detailing deliverables, methods of payments, management of intellectual property or other matters.

The BL-Network has until April 1, 2013, to complete their planned activities. By August 1, 2013, the BL-Network will return to the NCE Secretariat the portion of the Grant not committed or expended before the date of April 1, 2013.

The BL-Network should refer to the Tri-Agency Financial Administration Guide for all financial administrative purposes which can be found at: www.nserc-crsng.gc.ca/Professors-

[Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp](#).

Eligible Costs

In order to assess the eligibility of costs, grantees should refer to the Use of Grant Funds section of the Tri-Agency Financial Administration Guide to determine which costs are eligible under the BL-NCE Program which can be found at: www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp.

Given the specific goals of the BL-NCE program, there are some exceptions regarding eligible and non-eligible expenses that are different from the guidelines presented in the Tri-Agency Financial Administration Guide. Those are specified in the table below.

Administration costs can be charged to the BL-NCE program funds. Only those costs related to the actual administration of the BL-Network can be expensed against the BL-NCE program funds. The total administrative costs (salary and benefits of Network Director, network staff and specialized consulting services where needed) cannot exceed 20 percent of the total BL-NCE funding. Of this amount, the BL-NCE funds will only cover a maximum of 75 percent of the eligible costs.

All research contracts involving BL-NCE program funds must ensure that the provisions of the Network Agreement, Funding Agreements and the Tri-Agency Financial Administration Guide are respected and that no research contract administrative costs are expensed against BL-NCE program funds. Only those costs related to the actual administration of the BL-Network can be expensed against the BL-NCE program funds.

It is permissible, however, to use funds provided from other sources of funds to pay for research contract related administrative or overhead

costs. In such cases, the BL-Network Member must ensure that all sources of funds at its disposal are managed separately and that invoices for research contract related administrative costs are expensed only against the non BL-NCE program funds.

In case of doubt and before engaging any funds, please contact your NCE liaison for further guidance.

Table of Exceptions to the Tri- Agency Financial Administration Guide for:	
Direct Cost of Research (up to 50 percent covered by the BL- NCE Program)	
Eligible Costs	Non-Eligible Costs
<p>Equipment or facility</p> <p>Where capital equipment expenditures are vital to the success of a research project, the cost of that equipment will be considered an eligible expense, provided the equipment cost for which coverage is requested does not exceed \$1 million and at most 20 percent of the total eligible expenses for research costs.</p>	
<p>Materials and supplies</p> <p>No exception*</p>	
<p>Salaries and benefits of research staff</p> <p>No exception*</p>	<p>Cost of research done by a university researcher under a spin-off or "virtual" company.</p>
<p>Knowledge dissemination</p> <p>No exception*</p>	
<p>Intellectual Property</p> <p>Legal fees associated with intellectual property protection and negotiation.</p>	
<p>Travel</p> <p>No exception*</p>	

*Means no exception from the guidelines detailed in the Tri- Agency Financial Administration Guide

Table of Exceptions to the Tri- Agency Financial Administration Guide for:	
Cost of Administration, Networking and Commercialization (up to 75 percent covered by the BL-NCE Program)	
Eligible Costs	Non-Eligible Costs
<p>Administration of BL-Network (maximum 20 percent of overall BL-NCE budget)</p> <p>Salaries and benefits</p> <p>Subject to Board approval, BL-NCE grants may be allocated to cover the salary of a BL- Network Director on the condition that contributions towards the Director's salary from <u>all federal</u> sources do not exceed \$100,000 (including benefits). The salary must enable the Director to dedicate approximately 70 percent of its time to network-related activities.</p> <p>Salaries and benefits for network staff.</p> <p>Contracting of professional services only where necessary to provide services and expertise not available within the BL-Network.</p>	
<p>Costs related to networking</p> <p>Communications activities.</p> <p>Travel accommodation for BL-Network personnel, and members the BL-Network Board of Directors and committees.</p>	
<p>Costs to obtain liability insurance</p> <p>For members of the Board of Directors and BL-Network administrators.</p>	
<p>Commercialization related costs</p> <p>Market studies: subject to approval by the Board, to determine the market potential for a development or to determine the appropriate market(s) for a development.</p> <p>Business plan development, consulting and technology evaluation.</p> <p>Prototype development: subject to approval by the Board, provided that a member will share the costs of development.</p>	

Supporting Documentation

To find out about what documentation needs to be kept within the BL-Network as supporting documentation for financial administration purposes, please refer to the Supporting Evidence subsection of the Reporting section of the Tri-Agency Financial Administration Guide which can be found at:

www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/Reporting-Rapports_eng.asp#supporting

2.2 Reporting Requirements

BL-NCE activities are subject to general overview and monitoring by the NCE Steering Committee through the NCE Secretariat. The NCE Steering Committee is responsible for evaluating the effectiveness of the BL-NCE program and reporting the results to the Minister of Industry.

Each BL-Network will provide:

- an overall strategic plan for their network;
- an annual progress report (including a yearly statement of all other sources of funding, received or applied for; and
- a final report.

BL-Network Members and investigators will also be surveyed during the entire NCE funding cycle for program evaluation purposes. Network Members and investigators contact information lists will be updated as part of the strategic plan and annual progress report submissions in order to provide a seamless process.

The description for completing the strategic plan, annual progress report and final report can be found below.

Strategic Plan

The BL-Network shall provide the NCE Secretariat no later than six months after the initial receipt of funding, a strategic plan, approved by its board of directors, of the planned operations for the duration of the funded period (until March 31, 2013).

The strategic plan describes the proposed activities of the BL-Network towards achieving the research, and commercialization-related benefits of the BL-NCE program. BL-Networks should also be guided by the comments received during the review process in the development of their strategic plan.

A signed paper and electronic copy of the BL-Network Strategic Plan must be submitted to the NCE Secretariat by the above deadline. A checklist is provided in Appendix F that lists the essential components required for elaborating the strategic plan and the accompanying information that needs to be included in it.

Annual Progress Reports

The annual progress reports shall be submitted to the NCE Secretariat and approved by the board of directors no later than four months after each fiscal year's end. The first annual progress report will be due no later than August 1, 2010. Annual progress reports from the BL-Networks will be used as part of the BL-NCE program evaluation.

BL-Networks are not required to complete an annual progress report for the 2008-2009 fiscal year. The strategic plan outlined in the above section will replace the annual progress report for that year.

The data requested in the annual progress report is divided in three sections: (A) qualitative, (B) statistical and (C) financial. Some of the information included in the qualitative section of the reporting may be made public through the various publications and communications of the NCE Secretariat. Statistical and financial information will only be released publicly as an aggregate of the BL-

NCE program. Although each of these requires a different approach, they could all be used at the NCE Secretariat for program evaluation and at the discretion of granting agencies and Industry Canada.

The Annual reporting addresses the Knowledge Advantage, the Entrepreneurial Advantage and the People Advantage as set out in the 2007 Government of Canada S&T Strategy.

The qualitative section (A) is divided in two sub-sections and collects qualitative data that describe (A.1) the general impact of the BL-Network and (A.2) the management activities in a given year. This section should be between seven and eight pages, or a maximum of 3,600 words. Templates for completing the BL-Networks annual qualitative reporting are available in Appendix G1. Please note that these templates can be enlarged or made smaller for convenience as long as the total number of pages does not exceed eight for the qualitative reporting.

The statistical section (B) should be filled by completing all of the fields as presented in the templates provided (Appendices G2 to G8) and can also be populated with any other relevant data for the year.

The following data are required for section B:

A. Sector specific information:

- Identification of Network Members and other participants by sector (Appendix G2); and
- Identification of BL-Network research personnel by sector and source of funding (Appendix G3).

B. People Advantage:

- High quality post-graduate and post-doctoral training in innovative research:
 - Number of trainees (graduate students, post-doctorate fellows and other Highly Qualified Personnel [HQP]) receiving

salary support for BL-NCE research – by discipline, gender and classified between Canadian citizens or foreigners (Appendix G4);

- Number of publications and conferences involving trainees and specialized training opportunities (Appendix G5); and
- Number of trainees who found employment during the fiscal year (Appendix G6).

C. Entrepreneurial Advantage:

- Links between researchers and firms (Appendix G7):
 - Number of invitations as guest speakers at conferences and congresses with business user sector;
 - Number of new Network Agreements signed; and
 - Number of collaboration agreements signed (i.e., joint venture, R&D collaboration).
- Acceleration of Commercialization: (Appendix G8):
 - Number and types of new patents (Canada, US, EU, Japan, etc.), copyrights or other intellectual property protection vehicle resulting from B-L funding;
 - Number of commercialization-related agreements signed this year within the BL-Network;
 - Number of products, goods, services, policies, processes, technologies, standards or prototypes developed/improved in each priority area of the BL-NCE Program;
 - Number of licenses; and
 - Number and names of spin-off companies.

Section (C) on financial data should be completed as outlined in the templates provided. Appendix G9 compiles expenditures in regards to BL-NCE funds provided to academic institutions for research purposes. Appendix G10 provides a complete list of

budget allocations of BL-NCE funds and non-BL-NCE funds, followed by a funding summary. Appendix G11 identifies cash and in-kind contributions awarded to Network Members and other participants, and categorized by type of expenditure.

The statistical (B) and financial (C) reporting sections should only be completed using electronic Excel templates that will be provided by the NCE Secretariat in preparation to the actual submission of the BL-Networks annual progress reports.

In addition to the first part of the data requested in the annual progress report, there is a second part needed for the completion of the annual progress report. The information needed for the second part is outlined as follows:

- A certificate signed by a Network Director stating that the BL-Network has met all the requirements of the Funding Agreement;
- A description of any Network activities related to environmental review processes undertaken by the network and a summary of the BL-Network audits or evaluations that have taken place over the last year (see Appendix E for an example of environmental review);
- A report on conflict of interest where applicable (see Compliance Requirements in section 1.4 and Appendix C for details);
- A report on how the requirement for research integrity has been met (see Compliance Requirements in section 1.4);
- A report on the requirements for certain types of research where applicable (see Compliance Requirements in section 1.4 and Appendix D for details);
- A statement of all other sources of funding, received or applied for, whether federal, provincial or municipal in the past fiscal year; and
- An updated contact list of:
 - Administrative staff (Appendix G12).
 - Membership of the board of directors (Appendix G13);

- Membership of established committees (Appendix G14);
- Network Members (Appendix G15);
- Other Network participants (Appendix G16); and
- Network investigators (Appendix G17).

Final Report

The BL-Network shall provide to the NCE Secretariat, no later than four months after the end of the funded period, the BL-Network final report approved by its board of directors.

Final reports from the BL-Networks will be used by the NCE Secretariat as part of the BL-NCE program evaluation.

The report will elaborate on the BL-Network activities and the benefits to Canada. Please see details of the "Benefit to Canada" criterion in Appendix A.

The final report should detail the impacts of the BL-Network. Use the same NCE template utilized for the annual progress report if applicable (web-based if available) and ensure that the complete four years of activities are included separately and compiled in the areas as follows:

- Increased private sector investment in R&D and advanced technologies demonstrated through trends in R&D investment of Network Members;
- Creation and growth of companies in Canada that are able to capture new markets with new innovations demonstrated through:
 - the number of companies created/experienced growth using network's results/innovations; and
 - the number of jobs created within BL-Network;
- Enhanced private sector innovation demonstrated through:

- Evidence of impacts of network innovations on existing industries; and
- Evidence of new processes and practices that enhanced private sector innovation;
- Economic, social and environmental benefits to Canadians demonstrated through:
 - evidence of the impacts of BL-Network on national, international norms, regulations and policies; and
 - evidence of economic impacts.

For more details on reporting requirements, please contact the liaison responsible for your BL-Network.

Communications

BL-Network activities, results and accomplishments should be conveyed to external audiences, including potential participants from all sectors, public policy makers, the media and the general public.

BL-Networks are strongly encouraged to produce all nationally-targeted communiqués and publications, including their Web site, in both official languages. In addition, BL-Networks should strive to communicate with individuals in the official language of their preference, for example when recruiting members of for peer review panels.

The BL-Network's communications activities and messages must acknowledge the contribution of the federal government. The following sentence should appear in conjunction with the Canada Wordmark which can be found at: <http://www.ic.gc.ca/eic/site/pt-te.nsf/eng/00055.html> on all publications, presentation materials and on the Web site: "This BL-Network is supported by the Government of Canada through a Networks of Centres of Excellence Program."

The terms "Business-Led Networks of Centres of Excellence, Réseaux de centres d'excellence dirigés par l'entreprise," are official marks of the Government of Canada. The Network shall identify itself as a Business-Led Network of Centres of Excellence and is permitted to use the name "Business-Led Networks of Centres of Excellence," the name "Réseaux de centres d'excellence dirigés par l'entreprise," and the acronyms "BL-NCE" and "RCE-E." The BL-Network must immediately cease using all official marks upon termination of this Agreement or dissolution of the BL-Network.

BL-Networks are expected to collaborate closely with the NCE Secretariat Communications staff for their external communications activities.

Appendix A: Benefit to Canada

Working Guidelines

A key BL-NCE Program objective is to advance Canadian economic and social development. Accordingly, every effort must be made to have the results of network-funded research exploited in Canada, for the benefit of Canadians. Benefit to Canada is defined as incremental Canadian economic activity and improved quality of life in Canada. For example, maximum benefits would be derived from the creation of high-quality jobs in Canada, which should be an important goal of any commercialization activity.

The owners of intellectual property resulting from BL-Network research and/or commercialization activities, or the agent acting on their behalf, will consult with relevant stakeholders (BL-Network administrators, members, universities, and researchers) on issues of commercialization. When selecting a receptor company for the exclusive license of the commercial rights of intellectual property resulting from network research and/or commercialization activities, the agent/owners of intellectual property resulting from the network research and/or commercialization activities will use reasonable and thorough efforts to maximize benefits to Canada in a national and international context. Due diligence in efforts to maximize benefits to Canada depends in part on the nature of the commercialization activities that are being exploited, and on the window of opportunity.

The agent/owners of intellectual property resulting from network research and/or commercialization activities should take the following non-comprehensive list of possible benefits to Canada factors into consideration in exercising that due diligence:

- existing company in Canada with receptor capacity;
- expansion of an existing company in Canada;
- formation of a new company in Canada;

- joint ventures or strategic alliances with a company in Canada;
- co-manufacturing involving a company in Canada;
- cross-licensing or co-development with a company in Canada;
- establishment of a new subsidiary in Canada (R&D, manufacturing, sales, marketing, distribution);
- development and/or production in Canada by a foreign company (world product mandate).

Mechanism for Reporting Due Diligence

Within 30 days of a decision to pursue exploitation by a foreign company, and in advance of finalizing this decision, the agent/owner is required to report the decision to the BL-Network Board of Directors, and through the Network Board of Directors, to provide the NCE Secretariat the rationale and circumstances that led to the decision. The NCE Steering Committee reserves the right to impose sanctions as it deems appropriate, if there is failure to comply with these reporting requirements or negligence in performing the due diligence, on the part of the BL-Network.

Appendix B: Roles and Responsibilities of the Network Management

Board of Directors

The names and affiliations of the members of the Boards of Directors are considered public information. The Board is accountable to the NCE Secretariat for the BL-Network grant.

The membership of the Board should reflect the interests and concerns of the public, private and academic sectors involved in the BL-Network. The BL-Network must advise the NCE Secretariat of any changes in membership of the Board during the course of funding. The NCE Secretariat must be notified if there are any major changes that would affect the general mission, research program or other operations of the BL-Network.

The NCE recommends that at least one member with experience in ethics and research integrity is included on the Board. In exceptional cases and for a short period of time, the NCE Steering Committee retains the right to name one independent observer (not a staff member of a granting agency) to the Board. In all cases an NCE staff member with observer status will sit on the board of directors of the BL-Network and also attends meetings of the BL-Network's committees.

The BL-Network board of directors should consist of twelve (members and is required to meet at least twice annually. One-third of the board members should be composed of independent members. The BL-Network Director shall be a non-voting ex-officio member of the Board.

Network Director

The BL-Network Director is responsible for providing the strategic direction to the BL-Network. Other duties include:

- providing overall direction, coordination and management of the BL-Network strategic plan;
- providing policy advice to the Board and any committees established by it;
- proposing and administering programs and budgets for the BL-Network;
- recommending new members to the Board;
- proposing a policy to the Board for compliance with the requirements of the grant;
- ensuring networks respect the requirements for certain types of research;
- liaising with the NCE Secretariat and granting agencies, non-governmental organizations and the private sector;
- communicating and promoting the BL-Network's objectives and activities;
- communications and public affairs;
- general management of the BL-Network's operation;
- supervision of administrative BL-Network personnel;
- overseeing the preparation of financial and other reports in accordance with this guide;
- technology transfer in co-ordination with the owner(s) of the intellectual property;
- managing intellectual property and commercialization issues;
- overseeing organization of general meetings for the Board;
- chairing the research management committee;
- providing progress reports as approved by the Board of Directors to the NCE Secretariat;
- promoting research collaboration among individuals;
- promoting the network to the scientific community, to the private and public sectors, and to the general public; and
- any other responsibility deemed necessary by the board of directors.

Appendix C: Conflict of Interest Policy Framework

Interactions between university researchers and the private sector are an essential feature of the BL-NCE program. For the objectives of the BL-NCE program to be achieved, many kinds of interactions among individuals participating in the BL-Network must occur. These interactions may lead to gains and benefits to the individuals participating in the BL-Network and are desirable and natural outcomes of being involved in the BL-Network. Such interactions, however, may place individuals participating in the BL-Network in a position of potential, apparent or actual conflict of interest.

The responsibility for implementing and managing the Conflict of Interest Policy Framework, to ensure that BL-Network operations and decisions are not biased by conflict of interest, is delegated to each BL-Network Board of Directors, which represents the highest authority in the management structure of the BL-Network. The BL-Network Board of Directors is responsible for the effective implementation and management of the Conflict of Interest Policy Framework. Individuals participating in the BL-Network such as members of the Board of Directors and advisory committees who do not receive BL-NCE grants are recognized as playing a unique role in the BL-Networks. They bring an important perspective as a result of their particular knowledge, often as representatives of organizations in the field of interest of the BL-Network. Nevertheless, they are still required to disclose any financial interest or position of influence, as described in Section 2.0 of this document, in any business in the same area of interest as the BL-Network, other than that of their main employer.

The Conflict of Interest Policy is intended to enable BL-Network Board of Directors and individuals to recognize and disclose situations that may be open to question and to ensure that such situations are appropriately resolved. The

policy builds upon, and is complementary to, those of the organizations that make up the BL-Network Board of Directors, the BL-Network investigators and of the administrators.

1.0 Definitions

- (a) "Administrative Centre" means the central administrative offices of the BL-Network;
- (b) "Avoidance" means refraining from, or withdrawing from, participation in activities or situations that place an individual participating in the BL-Network in a potential, apparent or actual conflict of interest relative to his or her BL-Network duties and responsibilities;
- (c) "Board" means the BL-Network Board of Directors that is responsible for the overall management of the BL-Network;
- (d) "Conflict of interest" means a situation where, to the detriment or potential detriment of the BL-Network, an individual or organization is, or may be, in a position to use intellectual property, research knowledge, authority or influence (real or perceived) for personal or family gain (financial or other) or for the benefit others;
- (e) "BL-NCE" means the federal Business Led Networks of Centres of Excellence Program;
- (f) "BL-Network" means a not-for-profit corporation funded under the federal Business Led Networks of Centres of Excellence Program;
- (g) "Network Director" means the grantee of the BL-NCE Grant who is a non-voting ex-officio member of the BL-Network's Board of Directors.
- (h) "Disclosure" means the act of notifying in writing the Board of Directors, through the Administrative Centre, of any direct or indirect financial interests and positions of influence held by an individual participating in the BL-Network which could lead to a potential, apparent or actual conflict of interest.
- (i) "Divestment" means the sale at arm's length, or the placement in trust, of assets, where continued ownership by an individual participating in the BL-Network would constitute a potential, apparent or actual conflict of interest with the participant's BL-Network duties and responsibilities.

(j) "Financial interest" means an interest in a business in the same area as the BL-Network as described in Section 2.1 of this document.

(k) "NCE Secretariat" means the secretariat through which the federal Networks of Centres of Excellence Program and the BL-NCE Program are delivered.

(l) "NCE Steering Committee" means the committee which has overall responsibility for the BL-NCE Program comprised of the three granting agencies' presidents and the Deputy Minister, Industry Canada, with the President of the Canadian Foundation for Innovation serving as observer.

(m) "Position of influence" includes any position that entails responsibility for a material segment of the operation and/or management of a business.

2.0 Disclosure

Upon joining the BL-Network, each individual is obliged to disclose in writing to the Board, through the Administrative Centre, any direct or indirect financial interests and positions of influence that could lead to a potential, apparent or actual conflict of interest (examples provided below). In addition, these submissions must be updated whenever the individual's circumstances change in a way that would necessitate a further disclosure. The individual also has the obligation to disclose any potential, apparent or actual conflict of interest when it arises during BL-Network committee or Board meetings so that the committee or Board is aware of the situation and can take appropriate action.

Board members and members of other committees of the BL-Network should identify their interests in all organizations working in the same sector as the BL-Network and explain the relationship of the organization(s) to the BL-Network.

2.1 Financial Interest

It consists of:

- Any material stock option (e.g., one percent) or similar ownership interest in such a business, but excluding any interest arising solely by reason of investment in such business by a mutual, pension, or other institutional investment fund over which the person does not exercise control; or
- Receipt of, or the right and potential to receive, any income from such a business, whether in the form of a fee (e.g., consulting), salary, allowance, interest in real or personal property, dividend, royalty derived from licensing of technology, rent, capital gain, real or personal property, or any other form of compensation or contractual relationship, or any combination thereof.

3.0 Management of Conflict of Interest

The Board or its conflict of interest sub-committee is charged with the responsibility of managing conflict of interest, and determining and implementing the appropriate course of action. This management system is based on disclosure, as described in Section 2. All disclosures constitute confidential information that will be available to the Board, or a sub-committee thereof, for the evaluation and resolution of any conflict of interest or allegations of conflict of interest brought before the Board or its conflict of interest sub-committee.

While it is recognized that it may be difficult to completely avoid situations of potential, apparent or actual conflict of interest, complete avoidance or divestment may be required in certain cases. Such divestment should not consist of a sale or transfer of assets to family members or other persons for the purpose of circumventing the conflict of interest compliance measures as directed by the Board.

3.1 Principles

An individual participating in the BL-Network who is involved with, or has an interest in, or deals in any manner with a third party which

might cause a conflict of interest, will not be present and participate in any BL-Network decisions, including committee decisions, if the declared potential conflict of interest could influence the decision or actions of the BL-Network. It is the obligation of the individual to declare such potential, apparent or actual conflict of interest before discussions take place so that the committee or Board is aware of the situation in order to ensure that the individual is out of the room when the discussion and decision process on the item in question are taking place. This course of action should be recorded in the minutes of the meeting.

Any question raised by an individual or company regarding the potential conflict of interest of an individual will be raised at the Board level and must be documented in writing. The Board will determine the extent to which the question should be pursued and in such cases will consult the individual in question. If necessary, the individual will be asked to respond in writing.

3.2 Non-compliance

If an individual is discovered to be in conflict of interest where disclosure and prior approval have not been sought or granted, the Board will require the individual to:

- account to the BL-Network for any gain or benefit made directly or indirectly, arising from an involvement with, or an interest in, or from dealing in any manner with a third party that gives rise to a conflict of interest; and
- withdraw from the involvement; or withdraw from the BL-Network; or take appropriate action as determined by the Board.

4.0 Review Process

An individual may request in writing, within 30 days, a review of a Board's decision on conflict of interest. In certain circumstances, the Board may arrange for an independent third party appointed by mutual agreement of the BL-Network and the Board, and failing such mutual

agreement, appointed by the NCE Steering Committee, to act as an intermediary to scrutinize scientific reports and budgetary information of research project(s) in which the individual participating in the BL-Network is involved. The intermediary would provide an opinion on the overall merit of the review, without divulging specifics of a proprietary nature to other members of the BL-Network. The ultimate decision on the resolution of the review rests with the Board.

In cases where there is a concern with respect to decisions or actions of the Board itself, this concern should be submitted in writing to the NCE Secretariat. The NCE Secretariat may request the Chair of the Board to respond in writing to the NCE Steering Committee. Following submission of the Chair's response, the NCE Steering Committee will decide on follow-up action.

Examples of Conflict of Interest

The following examples, although not comprehensive, illustrate situations that may lead to an indirect or direct conflict of interest:

- Employment in any capacity by another employer outside the participant's, administrator's or director's organization, corporation or company signing the Network Agreement, including self-employment;
- Holding an office that puts the individual in a position to affect decisions, such as manager with executive powers, within a company, or member of a Board of directors;
- Participating in a research contract, business contract or consultancy relationship with a company, or serving on the Board of a company;
- Entering into a research contract and/or business contract with a company in which the participant, or a member of the participant's immediate family, has a financial or other interest;
- Carrying out supplementary professional scientific or business activities in accordance with the disclosure

- requirements of the participant's or director's employing organization;
- Ownership of equity or other financial participation in a corporation (including stock options and shares). Participants, administrators and directors should abstain from activity in which they would have inside advantage (e.g., purchase of shares) based on the information they are privy to through membership in the BL-Network;
 - Accepting gifts (other than some minor hospitality) or special favours for him or herself or a member of his or her family from private organizations with which the BL-Network does business;
 - Influencing the purchase of equipment or materials for the BL-Network from a company in which the participant, the administrator or the director has a financial or other interest.

- are from the same immediate institution or company as the applicant, and who interact with the applicant in the course of their duties at the institution or company;
- are a close personal friend or relative of the applicant;
- have had long-standing scientific or personal differences with the applicant;
- are in a position to gain or lose financially from the outcome of the application (e.g., hold stock in the company of an industry member or a competitor) or
- for some other reason feel that they cannot provide an objective review of the application

they must declare a conflict of interest and leave the room when such a proposal is up for review.

Conflict of Interest Guidelines for Expert Panels

The conflict of interest guidelines as adapted from NSERC and CIHR state that Expert Panel Members should not:

- be from the same university as the applicant(s).
 - have been a research supervisor or graduate student of the applicant(s) within the past six years.
 - be providing letters of support for the application.
 - have collaborated with the applicant(s) within the past six years or have plans to collaborate in the immediate future.
 - be an employee of a non-academic organization with which the applicant has had collaboration within the past six years.
 - be in any other potential conflict of interest (e.g., personal, financial).
-
- Committee members who have an application before the committee shall absent themselves from that meeting of the committee.
 - If Committee members:

Appendix D: Requirements for Certain Types of Research

Guidelines and Policies

The policy statement associated with the requirements for certain types of research of the three granting agencies can be found at: www.nserc-crsng.gc.ca/NSERC-CRSNG/Politiques-Politiques/certaintypes-typescertaines_eng.asp. More specifically, here are the areas that the policy covers:

- Research involving human subjects shall meet the requirements of the Tri Council Policy Statement: Ethical Conduct for Research Involving Humans (see http://www.ncehr-cnerh.org/english/code_2/ for details);
- Research involving human pluripotent stem cells is required to adhere to the Updated Guidelines for Human Pluripotent Stem Cells Research posted on the CIHR Web site (see <http://www.cihr-irsc.gc.ca/e/34460.html> for details);
- Research requiring the use of animals shall be conducted in accordance with the policies and guidelines of the Canadian Council on Animal Care: Guide to the Care and Use of Experimental Animals (Volume 1 and 2) and hold a valid Certificate of Good Animal Practice – GAP (see http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/GUIDES/ENGLISH/toc_v1.htm and http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/GDLINES/Guidelis.htm for electronic versions of Volume 1 and 2 respectively);
- Research involving biohazards must adhere to the standards outlined in the latest edition of Laboratory Biosafety Guidelines of the Public Health Agency of Canada (see <http://www.phac-aspc.gc.ca/publicat/lbg-ldmbl-04/index-eng.php> for details);
- Research involving infectious agents must adhere to the latest edition of the Laboratory Biosafety Guidelines prepared by the Public Health Agency of Canada (see <http://www.phac-aspc.gc.ca/publicat/lbg-ldmbl-04/index-eng.php> for details);
- Research involving radioactive materials must comply with all Canadian Nuclear Safety Commission (CNSC) regulations, recommended procedures, and safety precautions governing the use of such materials in Canada (see www.nuclearsafety.gc.ca/eng/lawsregs/index.cfm for details);
- Research activities having potential effects on the environment must adhere to the Environmental Review Policy for Networks Receiving NCE Funds (see Compliance Requirements in section 1.4 and Appendix E for details);
- Research involving controlled information must comply with all laws and regulations regarding Controlled Information, including but not limited to the Defence Production Act, Export Control Regulations, and the Controlled Goods Regulations before, during or after the tenure of a grant from the NCE. The BL-Network will ensure subsequent documentation required by the NCE Secretariat, including annual progress reports, final reports, and strategic plan, will not include information subject to restrictions or controls under the Export and Import Permits Act or its regulations, the Export Control Regulations or the Controlled Goods Regulations (see www.ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/apropos-about/legislation/rmc-cgr-eng.html for details);
- Research involving Aboriginal People must adhere to the CIHR Guidelines for Health Research Involving Aboriginal People (see www.cihr-irsc.gc.ca/e/29134.html for details); and
- Research performed in the Yukon, the Northwest Territories, and Nunavut must be accompanied by the appropriate licences for all researchers. Research in the North should be governed by a set of ethical principles as described in the publications by the Association of Canadian Universities for Northern Studies titled - Ethical

Principles for the Conduct of Research in the North (see www.acuns.ca/ethical.htm for details).

Appendix E: Example of Environmental Review Process

Important note: What follows is an example of an environmental review process. While the steps may be adapted or modified according to its own situation, each BL-Network must set up its own process.

In most cases, the review will be straightforward and should be based on applicants carrying out a self-assessment of the proposal, comparable to NSERC's Form 101 Appendices A and B. The level of review will depend on the applicant's response and the complexity of the proposal. In principle, most laboratory research projects conducted indoors may be excluded from such assessment, provided that appropriate environmental protection procedures are in place, e.g., provisions for the treatment of effluent or disposal of hazardous waste.

1. For Projects conducted exclusively indoors, researchers must attest to that fact in their proposal. (For example, see page 1 of NSERC's Form 101 at www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F101_e.pdf).

2. For Projects in which at least one activity takes place outdoors, BL-Network Investigators must complete the equivalent of NSERC's Environmental Impact Statement and the Canadian Environmental Assessment Act Pre-screening Checklist (Form 101, Appendices A and B, which can be found at www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F101_e.pdf).

3. Environmental Impact Statements should be sent to and reviewed by the Network Board of Directors (or its delegate) for an assessment of potential environmental effects. If there are no significant environmental concerns, the proposal can be approved and funded by the BL-Network. If there are significant environmental concerns, a more thorough examination should

be carried out by the researcher, preferably equivalent to a screening under Section 16 (1) (a) to (d) of the Canadian Environmental Assessment Act. This more detailed report is submitted to the Network's Board. The Board, or its delegate, must review the detailed report and conclude whether or not the environmental effects are significant, even after proposed mitigation measures are put in place.

NOTE: BL-Network Investigators will sign the Environmental Assessment forms for research projects under their responsibility.

Appendix F

Strategic Plan Checklist	
1	<p>The following section identifies the essential components to be included in the BL-Network strategic plan.</p>
	<p>Section 1: BL-Network Goals</p> <ul style="list-style-type: none"> <input type="checkbox"/> Executive summary of the vision and mission of the BL-Network; <input type="checkbox"/> Description of the proposed goals for the BL-Network to be undertaken within the context of the Funding Agreement with a description of how the BL-Network intends to achieve these goals using specific objectives, timelines and milestones; and <input type="checkbox"/> A description of the BL-Network's goals vis-à-vis the training of Highly Qualified Personnel (HQP) over the duration of the project.
	<p>Section 2: BL-Network Road Map</p> <ul style="list-style-type: none"> <input type="checkbox"/> The BL-Network governance structure; <input type="checkbox"/> The anticipated results and indicators to measure the progress of the yearly activities; <input type="checkbox"/> Risk assessments and mitigation strategies and ongoing performance monitoring strategies; <input type="checkbox"/> The outputs of the BL-Network (including products or processes or others for export) outlined in a matrix that clearly defines how the funds and resources will be invested, what the activities are, and why they are crucial to bringing research to fruition for the benefit of Canada; <input type="checkbox"/> A technology roadmap for the products or services to be developed, including the model for the exploitation of technology, specifics of domain, timing, and involvement of SMEs, to allow judgment on the economic impact of the BL-Network; and <input type="checkbox"/> The project selection process describing in detail the process put in place to choose projects to be funded through the BL-Network as well as the process to identify additional Network Members .
	<p>Section 3: Links between research and business plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed clear links between the business plan (from the application) and the research program.

	<p>Section 4: Market intelligence</p> <ul style="list-style-type: none"> <input type="checkbox"/> A market description for the products, services (or others) to be developed; <input type="checkbox"/> The position of the proposed BL-Network and business sector in the market (provincial, national and international); and <p>A description of a clear path to market, including which Network Members will act as the pathway to market, what (if any) hurdles must be overcome to allow the sale of a product or process (or others).</p>
	<p>Section 5: Financial position</p> <ul style="list-style-type: none"> <input type="checkbox"/> A budget of the planned expenditures for the activities in each fiscal year; <input type="checkbox"/> The expected revenues or financial impact (i.e., commercialization, licensing, intellectual property or others) of the proposed BL-Network; and <input type="checkbox"/> Describe the anticipated funding from other sources and the financial impact of these on the BL-Network.
2	<p>The following section details the accompanying information to include with the strategic plan: BL-Network policies, statements, and lists.</p>
	<p>Policies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dealing with issues of potential or perceived conflict of interests; <input type="checkbox"/> The handling of intellectual property; <input type="checkbox"/> Dispute resolution; <input type="checkbox"/> The ownership of equipment purchased with BL-NCE grant funds and where it will be housed. <p>Statements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Process for ensuring research integrity; <input type="checkbox"/> How the requirements of certain types of research will be met; and <input type="checkbox"/> How the requirements for the environmental review of projects will be met. <p>Lists:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Network Members; <input type="checkbox"/> Network investigators; <input type="checkbox"/> Members of the Board of Directors; <input type="checkbox"/> Members of all other Network committees; <input type="checkbox"/> Network staff; <input type="checkbox"/> Organizations (public or private) providing funding; and <input type="checkbox"/> List of BL-Network current or anticipated goals, objectives and projects.

Appendix G1: BL-NCE Annual Reporting Qualitative Templates

The qualitative reporting is divided into two sub-sections and collects data that describe (A.1) the general impact of the BL-Network and (A.2) the management activities in a given year. Section A.1 should be completed with the understanding that the questions raised are not meant to be comprehensive but rather represent examples that can be addressed in describing the most substantial impact of the BL-Network. Section A.2 relates to the activities of the management team and board of directors and should be completed by answering all of the questions provided in the template.

The maximum page limit for the qualitative reporting is eight pages long (with margins of three-quarters of an inch (1.905cm all around) or 3600 words. Please use the template below to address the specific qualitative reporting components. The size of the responses areas may vary however the total size of the qualitative reporting must be within the maximum page and/or word limit.

A.1 General Impact

1. Please describe new collaborations and their role within the activities of the BL-Network.

--

2. Are there any user sector policies, practices, processes, standards, products, goods, services, prototypes, and/or technologies influenced by the BL-Network activities?

--

3. Please list and provide examples of major research, business applications, market opportunity, and/or strategic alliance achieved over the past year.

--

4. Were there any specialized training opportunities created by the BL-Network for Highly Qualified Personnel (HQP)? If yes, please describe them in terms of the value they bring to all parties involved.

--

5. Is there any BL-Network influence on the positioning of Canadian firms in high value segments of production chains or is there any other beneficial market positioning in progress?

--

6. Is there any spilling over influence of the current public-private collaborations underway in the BL-Network sector, region or other provinces (excluding the BL-Network host province)?

--

7. Please describe the steps you have taken in accelerating commercialization of technology, products or services (or others).

8. What was industry's involvement in the development of the research goals and decision-making process?

9. How has the BL-Network engaged industry to address their specific business needs?

10. What were the lessons learned by the BL-Network over the past year?

Please provide any additional information regarding the general impact of the BL-Network to be considered in the BL-NCE Qualitative Annual Reporting.

11. Title:

--

12. Title:

--

A.2 Management Activities

1. Please describe the goals and objectives completed in the last fiscal year including the details of the activities associated with each.

2. Please describe the goals and objectives carrying over from the previous fiscal year into future years including the details of the activities associated with each.

3. Please describe the goals and objectives updated from those listed in the BL-Network Strategic Plan and including the details of the activities associated with each.

4. If applicable, describe a situation where the BL-Network was required to adapt its processes or procedures in light of unforeseen events or the financial environment and changed its research or commercialization strategy.

APPENDIX G2

BL-NCE

Fiscal Year 2009-2010 - Exercice financier 2009-2010

General network information: Network members and other participants

Informations générales sur le réseau: Membres et autres participants du réseau

 Networks of Centres of Excellence of Canada
Réseaux de Centres d'Excellence du Canada
350 Albert, Ottawa, Canada K1A 0H5
Tel: 613-995-6010 Fax: 613-992-7356
info@nce.gc.ca www.nce.gc.ca

Members and other participants by sector / Membres et autres participants du réseau par secteur	Province / Province	City / Ville	Participating in the network / Participant au réseau*	
			Network Agreement Signatories / Signataires d'une entente de réseau	Network Agreement Non-Signatories / Non-signataires d'une entente de réseau
Use names and sectors in the provided NCE master Excel table / Utiliser les noms et secteurs fournis dans le tableau maître Excel RCE				
1 - Universities / Universités				
Total 1	0	0	0	0
2 - Industries / Entreprises				
Total 2	0	0	0	0
3 - Federal departments and agencies / Ministères et agences fédéraux				
Total 3	0	0	0	0
4 - Provincial departments and agencies / Ministères et agences provinciaux				
Total 4	0	0	0	0
5 - Others (specify) / Autres (spécifier)				
Total 5	0	0	0	0
Total (1+2+3+4+5)	0	0	0	0

Please use the same names, sector, city, province, country for the organisations found in the BL-NCE master participant's list.

* List of all organizations involved with the network, signatories or non-signatories of the network agreement including:

- those represented on any of the network's committees (Board, Research Management Committee, etc.);
- those involved in the network's research and / or commercialization projects.

Utilisez les noms, secteurs, villes, provinces et pays des organismes de la liste maître de tous les participants des RCE-E.

* Liste de tous les organismes impliqués avec le réseau, signataires ou non-signataires de l'entente de réseau, incluant:

- ceux qui sont représentés sur des comités du réseau (conseil d'administration, comité de gestion de la recherche, etc.);
- ceux qui participent aux projets de recherche et / ou de la commercialisation du réseaux



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APPENDIX G3

BL-NCE

Fiscal Year 2009-2010 - Exercice financier 2009-2010

Number of network Research Personnel paid with BL-NCE funds or other funds, by sectors

Nombre de personnel de recherche du réseau financé par les réseaux et autres sources, regroupé par secteurs

Members and other participants by sector* Membres et autres participants par secteur**			Research Personnel (HQP) / Personnel de recherche (PHQ)												Total		
			Researchers*** Chercheurs***		Research Associates Associés de recherche		Postdoctoral fellows Chercheurs postdoctoraux		Technical staff Personnel technique		Students / Étudiants						
			NCE RCE	Other Autres	NCE RCE	Other Autres	NCE RCE	Other Autres	NCE RCE	Other Autres	Graduates/ 2-3e cycle		Undergrad. / 1er cycle.				
Province** Province**	City Ville	NCE RCE	Other Autres	NCE RCE	Other Autres	NCE RCE	Other Autres	NCE RCE	Other Autres	NCE RCE	Other Autres	NCE RCE	Other Autres				
1 - Universities / Universités			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2 - Industries / Entreprises			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 2			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3 - Federal Department & Agencies / Ministères et agences fédéraux			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 3			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - Provincial Department & Agencies / Ministères et agences provinciaux			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 4			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5 - Others (specify) / Autres (spécifier) ****			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 5			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (1+2+3+4+5)			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Please use the same names, sector, city, province, country for the organisations found in the master partner's list - They must also be included in Table 1.

**Please DO NOT CHANGE THE FORMAT OF THE TABLE

***Researchers: Network researcher salaries cannot be paid with NCE funds, unless the researcher is working full-time exclusively on network research or is the Scientific Director of the network. The number of researchers should be in person years and rounded to an integer number.

**** "Others" includes hospitals non affiliated to universities, other Centres of Excellence, non-governmental organizations, municipal organizations, or other research institutes.

Note: Research personnel can be paid part-time or full time by other sources: indicate portion (%) of salary/time dedicated to network research, for example 3 months = 0.25 PY.

*Veuillez utiliser les noms, secteurs, villes, provinces et pays des organismes tels que dans le fichier des partenaires - ces organisations doivent aussi être incluses dans le Tableau 1

**Veuillez NE PAS CHANGER LE FORMAT DU TABLEAU

*** Chercheurs: les salaires des chercheurs du réseau ne peuvent provenir des fonds des RCE à moins qu'ils ne travaillent à plein temps sur le programme de recherche du réseau ou qu'il s'agisse du Directeur scientifique du réseau. Le nombre de chercheurs doit être indiqué en chiffre entier.

**** 'Autres' signifie les hôpitaux non affiliés aux universités, les autres centres d'excellence, les organisations non-gouvernementales, les organisations municipales ou tout autre institut de recherche.

Note: le personnel de recherche impliqué dans le réseau peut être payé à plein temps ou à temps partiel par des fonds RCE ou d'autres sources pour la recherche du réseau: indiquer la proportion allouée (salaire/temps) à la recherche du réseau: par exemple, 3 mois = 0.25 PA.

APPENDIX G4

 Networks of Centres of Excellence of Canada
Réseaux de Centres d'Excellence du Canada
350 Albert, Ottawa, Canada K1A 0H5
Tel: 613-995-6010 Fax: 613-992-7356
info@nce.gc.ca www.nce.gc.ca

BL-NCE

Fiscal Year 2009-2010 - Exercice financier 2009-2010

Number of Highly Qualified Personnel (HQP) Working on Network Research

Nombre de Personnel hautement qualifié (PHQ) faisant de la recherche dans le cadre du rése

	Categories / Catégories	Discipline / Discipline *	N. of HQP / N. de PHQ
Masters / Maîtrises	Male / Homme		
	1:Canadian / Canadiens**		
	2:Foreign / Étrangers		
	Female / Femme		
	3:Canadian / Canadiens**		
	4:Foreign / Étrangers		
Total (1 to 4)			0

PhDs / Doctorats	Male / Homme		
	1:Canadian / Canadiens**		
	2:Foreign / Étrangers		
	Female / Femme		
	3:Canadian / Canadiens**		
	4:Foreign / Étrangers		
Total (1 to 4)			0

Post-Doctoral Fellows / Bourses post-doctorale	Male / Homme		
	1:Canadian / Canadiens**		
	2:Foreign / Étrangers		
	Female / Femme		
	3:Canadian / Canadiens**		
	4:Foreign / Étrangers		
Total (1 to 4)			0

*List all applicable disciplines under each heading (1,2,3,4). Add rows as required.

** Include Canadian permanent residents.

* Énumérer toutes les disciplines applicable sous chaque catégorie (1,2,3,4). Ajouter des rangées au besoin.

**Inclure les résidents permanents canadiens.



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APPENDIX G5



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350 Albert, Ottawa, Canada K1A 0H5
Tel: 613-995-6010 Fax: 613-992-7356
info@nce.gc.ca www.nce.gc.ca

BL-NCE

Fiscal Year 2009-2010 - Exercice financier 2009-2010

Publications, conferences and specialized training list

Liste des publications, conférences et formations spécialisées

A) Refereed Contributions / Contribution avec comité de lectures	Number
1 Articles in refereed publications (published or accepted) / Articles dans des revues avec comité de lecture (publiés ou acceptés)	0
2 Articles in refereed publications (submitted) / Articles dans des revues avec comité de lecture (soumis)	0
3 Other refereed contributions / Autres contributions avec comité de lecture	0
Total Refereed / Total des contributions avec comité de lectures	0
B) Non-refereed contributions / Contributions sans comité de lecture	0
C) Specialized Publications / Contribution spécialisées	0
Total All Publications / Total des toutes les contributions	0
D) Number of conferences involving trainees / Nombre de conférences impliquant les PHQ	0
E) Number of specialized training involving trainees / Nombre de formation spécialisée impliquant les PHQ	0

APPENDIX G6

BL-NCE

Fiscal Year 2009-2010 - Exercice financier 2009-2010

Post Network employment of graduate students having obtained their degree and postdocs who left the network during the fiscal year

Emploi des étudiants de cycles supérieurs ayant obtenu leur diplôme et des chercheurs postdoctoraux qui ont quitté le réseau au cours de l'exercice financier.

Position/Degree completed Poste/Diplôme obtenu	# of Canadian Students by Employment Sector* / # d'étudiants canadiens par secteur d'emploi*											
	Canadian/Canadien					Foreign / Étranger					Unknown / Inconnu	Total
	University / Université	Industry / Industrie	Government / Gouvernement	Other / Autre	Unemployed / Sans emploi	University / Université	Industry / Industrie	Government / Gouvernement	Other / Autre			
Masters / Maîtrises												0
PhDs / Doctorats												0
Post-Doctoral Fellow/Stagiaire postdoctoral												0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Position/Degree completed Poste/Diplôme obtenu	# of Foreign Students by Employment Sector* / # d'étudiants étrangers par secteur d'emploi*											
	Canadian/Canadien					Foreign / Étranger					Unknown / Inconnu	Total
	University / Université	Industry / Industrie	Government / Gouvernement	Other / Autre	Unemployed / Sans emploi	University / Université	Industry / Industrie	Government / Gouvernement	Other / Autre			
Masters / Maîtrises												0
PhDs / Doctorats												0
Post-Doctoral Fellow/Stagiaire postdoctoral												0
Total	0	0	0	0	0	0	0	0	0	0	0	0

*Canadian = Canadian citizen or permanent resident

*Canadien = Canadien ou résident permanent

APPENDIX G7



Networks of Centres of Excellence of Canada
Réseaux de Centres d'Excellence du Canada
350 Albert, Ottawa, Canada K1A 0H5
Tel: 613-995-6010 Fax: 613-992-7356
info@nce.gc.ca www.nce.gc.ca

BL-NCE

Fiscal Year 2009-2010 - Exercice financier 2009-2010

Links between researchers and firms

Liaisons entre chercheurs et compagnies

Number of invitations as guest speakers at conferences and congresses with business, user sector /	0
Nombre d'invitations de présentations lors de conférences et congrès avec l'industrie ou le secteur des utilisateurs	
Number of new network agreements signed /	0
Nombre de nouvelles ententes de réseau signées	
Number of collaboration agreements signed /	0
Nombre de nouvelles ententes de collaboration signées	

APPENDIX G8

BL-NCE

Fiscal Year 2009-2010 - Exercice financier 2009-2010

Acceleration of commercialization resulting from BL-Network funding

Accélération de la commercialisation accomplie avec des fonds de RCE-E



Networks of Centres of Excellence of Canada
Réseaux de Centres d'Excellence du Canada
350 Albert, Ottawa, Canada K1A 0H5
Tel: 613-995-6010 Fax: 613-992-7356
info@nce.gc.ca www.nce.gc.ca

	Number / Nombre	
Patent applications filed*		Applications pour l'obtention de brevets*
Patent issued*		Brevets obtenus*
Copyrights*		Droit d'auteurs*
Other IP*		Autres PI*
Licences under negotiation*		Licences en cours de négociation*
Licenses granted to industry*		Licences accordées à l'industrie*
Commercialization-related agreements signed within BL Network		Accords de commercialisation signés dans le cadre de RCE-E
Products, goods, services, policies, processes, technologies, standards or prototypes developed / improved in each priority area**		Produits, articles, services, polices, processus, technologies, standards où prototypes développés / améliorés dans chaque domaine de priorité**

New start-up companies/Démarrage de nouvelles compagnies***			
Name / Nom	City / Ville	Province	Capitalization Capital ***
<i>Insert rows as needed</i>			
<i>Au besoin, insérer d'autres rangées</i>			

* List the countries where patents, licences and copyrights applications were filled and / or issued. Add rows as required.

** List the priority areas as per BL-NCE Guide. Add rows as required.

*** Do not include companies reported in previous years. If available, provide total amount of capital invested.

Please note that the information provided in this table is important for the BL-NCE program evaluation!

* Énumérer les pays où brevets, licences et droit d'auteurs ont été remplis et / ou émis. Insérer des rangées si besoin.

** Énumérer les domaines de priorité comme dans le Guide de RCE-E. Insérer des rangées si besoin.

*** Ne pas inclure des compagnies déjà mentionnées au cours des années précédentes. Si possible, veuillez indiquer le capital investi dans la compagnie.

Veuillez noter que ces informations sont très importantes pour l'évaluation du programme des RCE-E!



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Initiative du CRSNG, des IRSC, du CRSH et d'Industrie Canada

APPENDIX G9

BL-NCE STATEMENT OF ACCOUNTS - BL-NCE FUNDS UNIVERSITY RESEARCH / ÉTAT DES DÉPENSES DES RCE-E - FONDS DES RCE-E RECHERCHE UNIVERSITÉ
 April 1, 2009 - March 31, 2010 / 1er avril 2009 - 31 mars 2010
 BL-NCE / RCE-E

 Networks of Centres of Excellence of Canada
 Réseaux de Centres d'Excellence du Canada
 350 Albert, Ottawa, Canada K1A 0H5
 Tel: 613-995-6010 Fax: 613-992-7356
 info@nce.gc.ca www.nce.gc.ca

**TOTAL EXPENDITURES PER INSTITUTION /
 TOTAL DES DÉPENSES PAR INSTITUTION**

Balance of BL-NCE grant at close of previous year /
 Solde de la subvention des RCE-E à la fin de l'année précédente
 BL-NCE current year grant /
 Subvention RCE-E pour l'année en cours
 Authorized transfers /Transfers autorisés

**Total BL-NCE funds available for current year /
 Total des fonds pour l'année en cours (A)**

University #1	(nom / name)	(nom / name)	(nom / name)	(nom / name)	(nom / name)	(nom / name)	(nom / name)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Expenditures incurred for the current year /
 Dépenses pour l'année en cours**

- 1) Salaries to students (including benefits) /
 Salaires versés aux étudiants (y compris les avantages sociaux)
 - a1) Bachelors - Canadian and Permanent Residents /
 Étudiants au baccalauréat - Canadiens et résidents permanents
 - a2) Bachelors - Foreign /
 Étudiants au baccalauréat - Étrangers
 - b1) Masters - Canadian and Permanent Residents /
 Étudiants à la maîtrise - Canadiens et résidents permanents
 - b2) Masters - Foreign /
 Étudiants à la maîtrise - Étrangers
 - c1) Doctorate - Canadian and Permanent Residents /
 Étudiants au doctorat - Canadiens et résidents permanents
 - c2) Doctorate - Foreign / Étudiants au doctorat - Étrangers
- 2) Salaries to non-students (including benefits) /
 Salaires versés aux non-étudiants (y compris les avantages sociaux)
 - a1) Post-doctoral Canadian and Permanent residents / Stagiaires post-
 doctoraux - Canadiens et résidents permanents
 - a2) Postdoctoral Foreign / stagiaires postdoctoraux - étrangers
 - b) Others / Autres
- 3) Salary and benefits of incumbent (Scientific Director salary only) /
 Salaires et avantages sociaux (salaire du Directeur Scientifique seulement)
- 4) Professional and technical services/contracts /
 Services/contrats professionnels et techniques
- 5) Equipment (incl. powered vehicles /
 Appareillage (y compris les véhicules motorisés)
- 6) Materials, supplies and other expenditures /
 Matériaux, fournitures et autres dépenses
- 7) Not applicable (Do not enter value) / non applicable (Ne pas entrer de valeur)
- 8) Travel / Frais de déplacement
- 9) Research time stipend (Scientific Director only) / Allocations de dégage-
 ment pour la recherche (Directeur Scientifique seulement)
- 10) Not applicable (Do not enter value) / non applicable (Ne pas entrer de valeur)
- 11) BL-NCE Administration costs (detail) / Frais d'administration des RCE-E (précisez)
 (11a+11b+11c)
 - 11a) Communication activities (e.g. annual report, website etc.) /
 activités de communication (ex. rapport annuel, site web etc.)
 - 11b) Technology transfer (e.g. prototype dev. etc.) /
 Transfert de technologie (ex. Dev. de prototype etc.)
 - 11c) Other (explain - e.g. liability insurance etc.) /
 Autres (expliquer - ex. Assurance responsabilité etc.)

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL EXPENDITURES /TOTAL DES DÉPENSES (B)

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

BALANCE / SOLDE (A-B)

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

Name of Network						
Annual Progress Report						
Before completing this section, refer to the list of eligible expenditures in the BL-NCE Program Guide. Provide actual and projected expenditures of BL-NCE funds for the network. Only write in green cells.						
Section A: BUDGET ALLOCATION - BL-NCE FUNDS						
	Year 1		Year 2		Total (Years 1 to 4)	
	Original Budget in Proposal	Actual	Projected	Actual		
1) Direct Research Costs (BL-NCE FUNDS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
a) Salaries of research personnel (students, post-doctoral fellows and/or technical/professional assistants)				\$	- \$	-
b) Equipment or facility (purchase or rental, operation and maintenance costs and user fees);				\$	- \$	-
c) Materials and supplies				\$	- \$	-
d) Travel (conferences, field work, collaboration/consultation);				\$	- \$	-
e) Dissemination costs (publication costs, other activities)				\$	- \$	-
f) Legal fees associated with intellectual property protection				\$	- \$	-
g) Other (Describe)				\$	- \$	-
b) Direct research in universities (total from Excel file BL-NCE-Univ SOA.xls)				\$	- \$	-
2) Administration, Networking and Commercialization Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration						
a) Network leader salary & benefits				\$	- \$	-
b) Salaries & benefits for network staff				\$	- \$	-
c) Contracting of services				\$	- \$	-
Networking						
d) Communications activities				\$	- \$	-
e) Travel accommodation for network personnel, researchers, and members of network boards and committees.				\$	- \$	-
Liability insurance				\$	- \$	-
Commercialization						
g) Pre-commercialization support services				\$	- \$	-
h) Market studies				\$	- \$	-
i) Prototype development				\$	- \$	-
j) Other (describe)				\$	- \$	-
3) TOTAL EXPENDITURES OF BL-NCE FUNDING FOR THE NETWORK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

APPENDIX G10

Before completing this section, refer to the list of eligible expenditures in the BL-NCE Program Guide. Provide projected expenditures of BL-NCE funds for the network. Only write in green cells.

Section B: BUDGET ALLOCATION - NON-BL-NCE FUNDS

	Year 1		Year 2		Total (Years 1 to 4)
	Original Budget in Proposal	Actual (auto-filled)	Projected	Actual	
1) Direct Research Costs (NON-BL-NCE FUNDS)	n/a	\$ -	\$ -	\$ -	\$ -
2) Administration, Networking and Commercialization Costs (NON-BL-NCE FUNDS)	n/a	\$ -	\$ -	\$ -	\$ -
3) TOTAL EXPENDITURES OF NON-BL-NCE FUNDING FOR THE NETWORK	\$ -	\$ -	\$ -	\$ -	\$ -

Before completing this section, refer to the list of eligible expenditures in the BL-NCE Program Guide. Provide projected expenditures of BL-NCE funds for the network. Only write in green cells.

Section C: FUNDING SUMMARY

Cash Contributions	Year 1		Year 2		Total (Years 1 to 4)
	Original Budget in Proposal	Actual (auto-filled)	Projected	Actual	
A. Funding requested from BL-NCE program	\$ -	\$ -	\$ -	\$ -	\$ -
B. Academic support expected	\$ -	\$ -	\$ -	\$ -	\$ -
C. Industrial support expected	\$ -	\$ -	\$ -	\$ -	\$ -
D. Federal support expected (non-BL-NCE funds)	\$ -	\$ -	\$ -	\$ -	\$ -
E. Provincial support expected	\$ -	\$ -	\$ -	\$ -	\$ -
F. Municipal support expected	\$ -	\$ -	\$ -	\$ -	\$ -
G. Host support expected	\$ -	\$ -	\$ -	\$ -	\$ -
H. Support expected from other sources (specify)	\$ -	\$ -	\$ -	\$ -	\$ -
I. Total cash contributions	\$ -	\$ -	\$ -	\$ -	\$ -
In-kind Contributions	Year 1		Year 2		Total (Years 1 to 4)
	Original Budget in Proposal	Actual (auto-filled)	Projected	Actual	
J. Academic support expected	\$ -	\$ -	\$ -	\$ -	\$ -
K. Industrial support expected	\$ -	\$ -	\$ -	\$ -	\$ -
L. Federal support expected (non-BL-NCE funds)	\$ -	\$ -	\$ -	\$ -	\$ -
M. Provincial support expected	\$ -	\$ -	\$ -	\$ -	\$ -
N. Municipal support expected	\$ -	\$ -	\$ -	\$ -	\$ -
O. Host support expected	\$ -	\$ -	\$ -	\$ -	\$ -
P. Support expected from other sources (specify)	\$ -	\$ -	\$ -	\$ -	\$ -
Q. Total in-kind contributions	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRIBUTIONS	\$ -	\$ -	\$ -	\$ -	\$ -

	Year 1		Year 2		Total (Years 1 to 4)
	Original Budget in Proposal	Actual (auto-filled)	Projected	Actual	
CANADIAN CASH SUPPORT	n/a	\$ -	\$ -	\$ -	\$ -
CANADIAN IN-KIND SUPPORT	n/a	\$ -	\$ -	\$ -	\$ -
FOREIGN CASH SUPPORT	n/a	\$ -	\$ -	\$ -	\$ -
FOREIGN IN-KIND SUPPORT	n/a	\$ -	\$ -	\$ -	\$ -

The BL-NCE program may provide up to 50% of total direct research costs, and up to 75% of the administration, networking and commercialization costs. Total federal government assistance for eligible expenses of the Network shall not exceed 75%. The balance in funding must come from non-federal sources.

APPENDIX G11



Name of Network			
Annual Progress Report			
Complete a separate page for each member or other participant. Where a commitment of support is indicated, a letter certifying the contributors' commitment to the network must be included. Only write in green cells.			
Section D: CONTRIBUTIONS FROM MEMBERS OR OTHER PARTICIPANTS			
Please identify the Sector (drop-down menu):		Please identify Canadian or Foreign (drop-down menu):	
Please select the Sector		Please select Canadian or Foreign	
Name of Stakeholder Organization:	Enter City:	Enter Province/State:	Enter Country:
Actual		Description of eligible expenditures (BL-NCE Program)	
Cash Contributions	In-Kind Contributions		
1) Direct Research Costs	\$ -	\$ -	<p>In order to assess the eligibility of costs, grantees should refer to the Use of Grant Funds section of the Tri- Agency Financial Administration Guide to determine which costs are eligible under the BL-NCE Program which can be found at: www.nserc-crnsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp.</p> <p>There are however some exceptions and eligible and non-eligible expenses that do not correspond exactly to the guidelines of the Tri-Agency Financial Administration Guide are specified in the table below. In case of doubt and before engaging any funds, please contact the NCE Secretariat for further guidance.</p> <p>Eligible Costs</p> <p>1) Direct Cost of Research (up to 50% covered by the BL- NCE Program):</p> <p>a) Salaries and benefits of research staff</p> <p>b) Equipment or facility Where capital equipment expenditures are vital to the success of a research project, the cost of that equipment will be considered an eligible expense, provided the equipment cost for which coverage is requested does not exceed \$1 million and at most 20% of the total eligible expenses for research costs.</p> <p>c) Materials and supplies</p> <p>d) Knowledge dissemination</p> <p>e) Travel</p> <p>f) Legal fees associated with intellectual property protection and negotiation.</p> <p>2) Costs of Administration, Networking and Commercialization (up to 75% covered by the BL-NCE Program):</p> <p>Administration (max 20% of overall budget)</p> <p>a) Salaries and benefits Subject to Board approval, BL-NCE grants may be allocated to cover the salary of a BL- Network Director on the condition that contributions towards his or her salary from all federal sources do not exceed \$100K (including benefits). The salary must enable him/her to dedicate corresponding time to network-related activities.</p> <p>b) Salaries and benefits for network staff.</p> <p>c) Contracting of professional services only where necessary to provide services and expertise not available within the BL-Network.</p> <p>Costs related to networking</p> <p>d) Communications activities;</p> <p>e) Travel accommodation for BL-Network personnel, and members of the BL-Network Board of Directors and committees.</p> <p>f) Liability Insurance For members of the Board of Directors and BL-Network Administrators.</p> <p>Commercialization related costs</p> <p>g) Pre-commercialization support services Business plan development, consulting and technology evaluation.</p> <p>h) Market studies: subject to approval by the Board, to determine the market potential for a development or to determine the appropriate market(s) for a development.</p> <p>i) Prototype development: subject to approval by the Board, provided that a member will share the costs of development.</p>
a) Salaries of research personnel (students, post-doctoral fellows and/or technical/professional assistants)			
b) Equipment or facility (purchase or rental, operation and maintenance costs and user fees);			
c) Materials and supplies			
d) Travel (conferences, field work, collaboration/consultation);			
e) Dissemination costs (publication costs, other activities)			
f) Legal fees associated with intellectual property protection			
g) Other (Describe)			
2) Administration, Networking and Commercialization Costs	\$ -	\$ -	
Administration			
a) Network leader salary & benefits			
b) Salaries & benefits for network staff			
c) Contracting of services			
Networking			
d) Communications activities			
e) Travel accommodation for network personnel, researchers, and members of network boards and committees.			
f) Liability Insurance			
Commercialization			
g) Pre-commercialization support services			
h) Market studies			
i) Prototype development			
j) Other (describe)			
TOTAL COMMERCIALIZATION AND OTHER ELIGIBLE COSTS	\$ -	\$ -	

APPENDIX G12

NETWORK STAFF(current) / PERSONNEL DU RÉSEAU

 Networks of Centres of Excellence of Canada
Réseaux de Centres d'Excellence du Canada
350 Albert, Ottawa, Canada K1A 0H5
Tel: 613-995-6010 Fax: 613-992-7356
info@nce.gc.ca www.nce.gc.ca

Network full adress : Adresse complète du réseau:	
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Lang Sector	*	**	First Name	Last Name	Title	Organization Name	Department	Address Ln 1	Address Ln 2	City	Province	Postal Code	Country	Phone			Fax		E-mail	Role in Network	URL
														Area Code	Number	Ext.	Area Code	Number			
Lang Secteur	*	**	Prénom	Nom	Titre	Nom Organisation	Département	Adresse Ln 1	Adresse Ln 2	Ville	Province	Code Postal	Pays	Code reg.	Numéro	Ext.	Code reg.	Numéro	Courriel	Rôle dans le réseau	URL

*Sector/Secteur: U = University only/Université seulement; I = Industry/Industrie; Fed = Federal government / Gouvernement Fédéral; Prov = Provincial government / Gouvernement provincial; N = Network / Réseau; O = Others/autres
 **Please select/Veuillez utiliser: Mr., Mrs., Ms., Dr., Prof., Mme, M.
 Language/Langue: Preferred language for correspondence / langue de préférence pour la correspondance: Use/Utiliser F: French/Français ou E: English/Anglais

APPENDIX G13

BOARD OF DIRECTORS (current members) / CONSEIL D'ADMINISTRATION (membres actuels)

 Networks of Centres of Excellence of Canada
 Réseaux de Centres d'Excellence du Canada
 350 Albert, Ottawa, Canada K1A 0H5
 Tel: 613-995-6010 Fax: 613-992-7356
 info@nce.gc.ca www.nce.gc.ca

Lang Sector*	**	First Name	Last Name	Title	Organization Name	Department	Address Ln 1	Address Ln 2	City	Province	Postal Code	Country	Phone			Fax		E-mail	Role in Network	URL
													Area Code	Number	Ext.	Area Code	Number			
Lang Secteur*	**	Prénom	Nom	Titre	Nom Organisation	Département	Adresse Ln 1	Adresse Ln 2	Ville	Province	Code Postal	Pays	Code reg.	Numéro	Ext.	Code reg.	Numéro	Courriel	Rôle dans le réseau	URL

*Sector/Secteur: U = University only/Université seulement; I = Industry/Industrie; Fed = Federal government / Gouvernement Fédéral; Prov = Provincial government / Gouvernement provincial; N = Network / Réseau; O = Others/autres
 **Please select/Veuillez utiliser: Mr., Mrs., Ms., Dr., Prof., Mme, M.
 Langage/Langue: Preferred language for correspondance / langue de préférence pour la correspondance: Use/Utiliser F: French/Français ou E: English/Anglais

APPENDIX G14

OTHER COMMITTEE (current members) / AUTRE COMITÉ (membres actuels)

 Networks of Centres of Excellence of Canada
Réseaux de Centres d'Excellence du Canada
350 Albert, Ottawa, Canada K1A 0H5
Tel: 613-995-6010 Fax: 613-992-7356
info@nce.gc.ca www.nce.gc.ca

NAME OF COMMITTEE / NOM DU COMITÉ :

Lang	Sector*	**	First Name	Last Name	Title	Organization Name	Department	Address Ln 1	Address Ln 2	City	Province	Postal Code	Country	Phone			Fax		E-mail	Role in Network	URL
														Area Code	Number	Ext.	Area Code	Number			
Lang	Secteur*	**	Prénom	Nom	Titre	Nom Organisation	Département	Adresse Ln 1	Adresse Ln 2	Ville	Province	Code Postal	Pays	Code reg.	Numéro	Ext.	Code reg.	Numéro	Courriel	Rôle dans le réseau	URL

*Sector/Secteur: U = University only/Université seulement; I = Industry/Industrie; Fed = Federal government / Gouvernement Fédéral; Prov = Provincial government / Gouvernement provincial; N = Network / Réseau; O = Others/autres
 **Please select/Veuillez utiliser: Mr., Mrs., Ms., Dr., Prof., Mme, M.
 Langage/Langue: Preferred language for correspondance / langue de préférence pour la correspondance: Use/Utiliser F: French/Français ou E: English/Anglais

APPENDIX G15

NETWORK'S MEMBERS / MEMBRES DU RÉSEAU

 Networks of Centres of Excellence of Canada
 Réseaux de Centres d'Excellence du Canada
 350 Albert, Ottawa, Canada K1A 0H5
 Tel: 613-995-6010 Fax: 613-992-7356
 info@nce.gc.ca www.nce.gc.ca

Lang	Sector**	**	First Name	Last Name	Title	Organization Name	Department	Address Ln 1	Address Ln 2	City	Province	Postal Code	Country	Phone			Fax		E-mail	Role in Network	URL	
														Area Code	Number	Ext.	Area Code	Number				
Lang	Secteur**	**	Prénom	Nom	Titre	Nom Organisation	Département	Adresse Ln 1	Adresse Ln 2	Ville	Province	Code Postal	Pays	Code reg.	Numéro	Ext.	Code reg.	Numéro	Courriel	Rôle dans le réseau	URL	

*Sector/Secteur: U = University only/Université seulement; I = Industry/Industrie; Fed = Federal government / Gouvernement Fédéral; Prov = Provincial government / Gouvernement provincial; N = Network / Réseau; O = Others/autres

**Please select/Veuillez utiliser: Mr., Mrs., Ms., Dr., Prof., Mme, M.

Langage/Langue: Preferred language for correspondance / langue de préférence pour la correspondance: Use/Utiliser F: French/Français ou E: English/Anglais

APPENDIX G16

NETWORK'S OTHER PARTICIPANTS / AUTRES PARTICIPANTS DU RÉSEAU

 Networks of Centres of Excellence of Canada
 Réseaux de Centres d'Excellence du Canada
 350 Albert, Ottawa, Canada K1A 0H5
 Tel: 613-995-6010 Fax: 613-992-7356
 info@nce.gc.ca www.nce.gc.ca

Lang	Sector*	**	First Name	Last Name	Title	Organization Name	Department	Address Ln 1	Address Ln 2	City	Province	Postal Code	Country	Phone			Fax		E-mail	Role in Network	URL	
														Area Code	Number	Ext.	Area Code	Number				
Lang	Secteur*	**	Prénom	Nom	Titre	Nom Organisation	Département	Adresse Ln 1	Adresse Ln 2	Ville	Province	Code Postal	Pays	Code reg.	Numéro	Ext.	Code reg.	Numéro	Courriel	Rôle dans le réseau	URL	

*Sector/Secteur: U = University only/Université seulement; I = Industry/Industrie; Fed = Federal government / Gouvernement Fédéral; Prov = Provincial government / Gouvernement provincial; N = Network / Réseau; O = Others/autres

**Please select/Veuillez utiliser: Mr., Mrs., Ms., Dr., Prof., Mme, M.

Language/Langue: Preferred language for correspondence / langue de préférence pour la correspondance: Use/Utiliser F: French/Français ou E: English/Anglais

APPENDIX G17

NETWORK'S INVESTIGATORS / CHERCHEURS DU RÉSEAU

 Networks of Centres of Excellence of Canada
 Réseaux de Centres d'Excellence du Canada
 350 Albert, Ottawa, Canada K1A 0H5
 Tel: 613-995-6010 Fax: 613-992-7356
 info@nce.gc.ca www.nce.gc.ca

Lang	Sector	**	First Name	Last Name	Title	Organization Name	Department	Address Ln 1	Address Ln 2	City	Province	Postal Code	Country	Phone			Fax		E-mail	Role in Network	URL	
														Area Code	Number	Ext.	Area Code	Number				
Lang	Secteur	**	Prénom	Nom	Titre	Nom Organisation	Département	Adresse Ln 1	Adresse Ln 2	Ville	Province	Code Postal	Pays	Code reg.	Numéro	Ext.	Code reg.	Numéro	Courriel	Rôle dans le réseau	URL	

*Sector/Secteur: U – University only/Université seulement; I – Industry/Industrie; Fed – Federal government / Gouvernement Fédéral; Prov – Provincial government / Gouvernement provincial; N – Network / Réseau; O – Others/autres
 **Please select/Veuillez utiliser: Mr., Mrs., Ms., Dr., Prof., Mme, M.
 Language/Langue: Preferred language for correspondence / langue de préférence pour la correspondance: Use/Utiliser F: French/Français ou E: English/Anglais