



Accelerate Proposal Application

Instructions

Please refer to: <http://www.mitacs.ca/accelerate/apply-now/interns-getting-started>

- Send a draft of your proposal to your Mitacs Business Development Representative **prior** to obtaining all signatures and submitting.
- The proposal should be written and submitted by the intern **at least 6 weeks prior to the planned start date of the internship.**
- Partner funds must be sent directly to Mitacs upon approval of the proposal.

Please note:

- If required, your Mitacs Business Development Representative can assist you with:
 - identifying your Office of Research Services (ORS) representative.
 - facilitating non-disclosure agreements or intellectual property arrangements.

THE COMPLETE internship application package **must** include the following *:

- The Accelerate proposal application duly **completed and signed** by all parties (memorandum with signatures submitted as a scanned .pdf file)
- Intern(s) CV (a [CV template](#) is available on the Mitacs website)
- Ontario Applicants: completed Ontario Notice of Collection of Personal Information and Consent ([this form](#) is found on the Mitacs website)
- Any supplementary documents (as applicable)

* An incomplete application may result in a delay in the internship evaluation process.

For more information, please visit: www.mitacs.ca/accelerate/contact-us

1.0 Internship Details

1.1. Research Areas:

(min. 3- max. 10 specific keywords: 50% technically related, 50% discipline-related) **XXXXXXXXX.**

1.2. Title of project:

Business Research and Development for a Technology Startup

1.3. Academic Discipline:

X	Business	Life Sciences
	Computer Science	Social Sciences, Arts & Humanities
	Earth Sciences	Physical Sciences
	Engineering	Mathematical Sciences

1.4. Number of Interns:

1

1.5. Number of Internship Units:

1

1.6. Proposed period of project:

Start Date: Upon Approval
Date or "upon Approval"
End Date:
Date or duration

1.7. Internship purpose: Please indicate the advancement you are trying to achieve with this internship.

	Materials, devices, or products	Processes or Services
The creation of new		X
The improvement of existing		X

1.8. Project Priority Sectors: Please rank up to 3 top priority sector(s) your project is addressing being 1 your 1st priority selection.

Aboriginal Affairs		Entertainment & Media	Natural Resources
Advanced Manufacturing	3	Environmental Science & Technology	New & Digital Media
Aerospace		Finance & Insurance	Ocean Tech
Agriculture & Food		Forestry	Oil & Gas
Aquaculture & Fishing		Green/Alternative Energy	Pharmaceuticals
Automotive		Health and Related Sciences & Technology	Public Service, Policy, & Governance
Biotechnology	1	Information & Communications Technology	Sustainability & the Environment
Clean Technology		Life Sciences (not health)	Technology
Commercial Services	2	Manufacturing & Construction	Tourism
Construction		Mining	Transportation
Education		Nanotechnology	Water
Energy & Utilities		Natural Gas	Other (please describe):

1.9. Is this internship related to a Mitacs Research Partner Organization (with whom we can also share details of this internship proposal)?

No

If yes, name of the Research Partner Organization

[Click here for a list of Mitacs Research Partners](#)

1.10. How did the project participants first hear about Mitacs?

- Notification from your university department or at the university (bulletin board posting, email communication, newsletter, university website)
- From the university's graduate studies department
- From a colleague (professor at the university)
- From a colleague (at the sponsor company)
- Contacted by a Mitacs representative
- Other (please describe): Mitacs Website

2.0. Participants (Duplicate relevant section(s) as needed for multiple interns or supervisors.)

2.1. Academic Supervisor:

Name: XXXXXX

University: Royal Roads University |
Department: School of Business |
Address (at university) 2005 Sooke Road |
City, Province: Victoria BC |
Postal Code V9B 5Y2 |
Phone: XXX |
Email: XXX |

Québec Only: Please provide your
PIN FRQ (ABCDE1234 format):

For any additional academic supervisors (copy and paste Section 2.1. here):

2.2. Intern(s):

Intern #1

Name: XXX |
Degree Program (Masters, PhD, PDF): Masters of Global Management |
If PDF, indicate the year PhD received : |
University: Royal Roads University |
Department: School of Business |
Address (at university) 2005 Sooke Road |
City, Province: Victoria BC |
Postal Code V9B 5Y2 |
Phone: XXXXXXXXXX |
University Email: XXXXXXXXXXXXXXXXXXXXXXXX |
Alternate Email: XXXXXXXXXXXXXXXXXXXX |

Citizenship: Please indicate if you are:
Canadian: |
Permanent Resident: **Yes** |
Foreign: |

Gender: Please indicate if you are:
Male: **Yes** |
Female: |

Has the intern had any previous Mitacs and/or Connect Canada funded internships?*

	Select Yes/No	Start Date	End Date
Mitacs	Yes	XXX	XXX
Connect Canada	Choose an item.	Click here to enter a date.	Click here to enter a date.

*If **yes** to any of the above, you will be required to complete and sign an Intern Declaration that will be provided to you upon our review of your proposal submission.

***OPTIONAL* information requested.** Please note that the following questions are voluntary and opting to not answer these questions will not have an impact on your application. Our funding partners have requested the following information strictly for reporting purposes.

Please indicate if you are:

Francophone: No
Aboriginal: No
A person with a disability: No
First in your family to attend university: No

Social Media

I agree to provide my LinkedIn, Twitter and/or Facebook contact information authorizing Mitacs to connect with me for communication and evaluation purposes during and after my program tenure:

LinkedIn:
Twitter
Facebook

For any additional Interns (copy and paste Section 2.2.) here:

2.3. Partner Organization:

Organization Name: XXXXXXXXXXXXXXXX |
Contact Name: XXXXXXXX |
Position: XXXXXXXX |
Department: |
Address: XXXXXXXX |
City, Province: Vancouver BC |
Postal Code: V6T1Z3 |
Phone: XX |
Email: XXX
Company website: XXXXXXXXXXXXXXXX
Partner Company Size (No. employees) | . 1 to 49
| . 50 to 99
| . 100 to 499
| . 500 and higher
**NAICS Code (First 3 digits): XXX

****[Click here for a list of North American Industry Classification System codes.](#)**

For any additional Partner Organization (copy and paste Section 2.3.) here:

3.0. Research Proposal

3.1. Description of Proposed Research (approximately 1-2 pages):

Include the following mandatory sub-sections:

- a. **Background** and appropriate review of relevant prior work (plus references)

Background:

XXXXXXXXXXXXXXXXXX is a start-up based in Vancouver, BC. They are developing an automated software to assess risk and generate emergency escape plans for natural disaster such as earthquakes and fires.

XXXX's easy to use software will allow both home owners and industry personnel to use their smartphones or tablets to take photographs or videos of inside the buildings. XXXX's software will give automatic notifications and produce reports on potential natural disaster hazards along with the emergency escape plans. This option is a lot cheaper than the traditional method of hiring a certified engineer to conduct an onsite building inspection. (XXXXXXXXXXXXXXXXXX, 2014)

The company wants everybody, across Canada and around the world, to be aware of potential risks. XXXX want to offer them solutions to reduce risks as far as possible and help them to design escape plans so they can evacuate buildings safely and reach out to the designated safe assembly point efficiently. (XXXXXXXXXXXXXXXXXX, 2014)

Relevant prior work done by Intern:

Highlight of experience with research work

- Developed research framework for available health and safety management systems and services, industry analysis and current situation analysis.
- Market research using various sources to understand the product demand in different industries.
- Formed partnerships with IPG, NDI, COCA and CSSE to invite their members to participate in Research Project.
- Conducted successful online survey with response from more than 150 participant companies across Canada using different mediums.
- Conducted online and telephonic interviews with industry consultants and experts.
- Worked with Mitacs and Royal Roads University advisors.
- Delivered completed project report on time before the deadline.
- Resume is attached with professional and academic references.

Intern has written business plans and used various tools and templates in various academic projects. Details of these projects are mentioned in attached resume. He learnt about these from "International Business Strategy", "International Marketing", "International Business Operations and Supply Chain Management" and other coursework at Royal Roads University, Victoria BC. Intern implemented the same knowledge into real life in his previous project through Mitacs Accelerate Program. Industry partner and my academic advisor, both are satisfied with the final outcome.

Intern strongly believe that his knowledge, attribute, skills, working experience, and inspiration that the position required makes him suitable candidate for this project. He can confidently carry out the task mentioned in the project description. He has diverse experience of working in project management, research, business development, administration, human resources and engineering in the Canada, UK, Australia and India. Intern has acquired a vast amount of international experience working with different cultures and people from all over the world, he really feels that this has been an asset both professionally and personally. Intern has developed strong research and analytical skills as well as superior interpersonal and communication skills. He flexible, multitasking and hardworking, able to work efficiently both individually and in a team to meet deadlines successfully.

b. Objectives of the research project

Project Objective:

Earthquakes are very common in Canada as more than 4000 seismic activities get recorded every year. Apart from all the seismic activities, over 1200 earthquakes get recorded in B.C. Natural Resources Canada report indicates that, there is 30% possibility that B.C. will experience a very high risk earthquake in next 50 years. Ottawa, Montreal and Quebec will also experience medium level earthquakes. (Kovacs, 2010)

Insurance Bureau of Canada (IBC) commissioned a recent study by AIR Worldwide, a catastrophe modeling company, on the impacts of major seismic events in B.C. and Quebec. This report indicated that in the event of major earthquake would cost B.C. almost \$75 billion and would cost Quebec almost \$61 billion. IBC also confirmed that Canada is not prepared to experience such damaging earthquake and it will leave a very significant impact on national economy. Insurance companies and government will have to play an essential role in the consequences of such catastrophic event. Government will not offer any financial support to anyone living in an area where earthquake insurance was offered. XXXX's risk assessment software application can be very useful to be conscious of possible risks and plan a safe emergency exit strategy. (AIR Worldwide, 2013)

This extensive project on the market, competition and demand analysis is required to help real-estate, construction and engineering industry. It will also improve XXXX's unique product to serve community and different industries.

The main purpose of this project is to develop a strategic business plan for XXXXXXXXXXXXXXXXXXXX that includes:

- Overview of available products and services for risk assessment.
- Conduct an extensive market research
- Marketing strategies
- Recommendations for the future growth

c. **Relevance** to the partner organization.

Anticipated Outcome and Benefits:

XXXX will profit from the strategic business plan, which will present suggestions for the expansion of their services and operations. They will be able to better understand the current situation for their products in real estate, construction and engineering industries. They will also learn about potential clients and their requirements. XXXX will gain data about current trends in similar products, so they can modify or improve their products as per the industry demand. This report will also provide XXXX with information about the status and the services of their competitors, helping XXXX to learn from competitors' mistakes and successes.

3.2. Details of interns

For **each** intern, include the following mandatory information:

a. **Objectives** – indicate the specific project objectives for which the intern is responsible

Project Purpose:

This study proposes to develop a strategic business plan which will be helpful to understand the current status of the earthquake risk assessment software in real estate, construction and engineering industry for the accurate prediction of the potential damage in any environment before natural disaster occurs. At present, home owner or industry personnel has to consult with an experience engineer to carry out an onsite building inspection to attain the earthquake insurance. Automated risk assessment software, like the one XXXXXXXXXXXXXXXXXXXX has developed, can be used to generate damage assessment report for the insurance purpose and to assess risk and generate emergency escape plans for natural disasters such as earthquakes and fires. (XXXX, 2014)

The Institute for Catastrophic Loss Reduction published a report indicating lessons to reduce the risk of earthquake damage in Canada. Earthquake monitoring equipments record more than 4000 earthquakes every year. As per this report Insurance will play a very crucial role in supporting the recovery in the aftermath of an earthquake. For Canada, some of the data identifies: (Kovacs, 2010)

- Approximately 40% of the populations live in moderate or high risk zones for the earthquake. (Kovacs, 2010)
- As per Natural Resource Canada, there is 30% chance that southwest B.C. will experience a strong earthquake in next 50 years. (Kovacs, 2010)
- There is 5-15% chance that eastern Ontario and southern Quebec will experience a damaging earthquake strike. (Kovacs, 2010)
- As per Disaster Financial Assistance Arrangements (DFAA), anyone living in an area where earthquake insurance is available to obtain, government will not offer any financial support in the event of earthquake. (Softac Systems Ltd, 2014)
- As per Canadian Underwriter, insurance and risk magazine, only 50% B.C. residence has earthquake insurance. (Softac Systems Ltd, 2014)

The outcome of different research methodologies will give insight into the strengths and weaknesses of such automated risk assessment software solutions. Understanding the strengths will help in the preparation of the strategic business plan and knowledge of the weaknesses will help XXXX to improve the product features, and ultimately make it better. Through an environmental scan, we will be able to learn about current providers, and the products and services they are offering. The intern will investigate mistakes they have made and learn how they survived. Further, a review and analysis of current clients and of possible future clients will be included in order to build in flexibility for future modifications. Using the data collected, intern will develop a strategic business plan for XXXX.

Project Scope:

The project scope is to produce a strategic business plan for XXXXXXXXXXXXXXXXXXXX which will include the analysis, suggestions and development of research methodologies and market penetration strategy. The intern will use XXXXXX's XXXX Template as a reference to build a strategic business plan with suggestions for the field of earthquake risk assessment. XXXXX is attached with

this application.

- b. Methodologies** – describe the methodologies and novelty of approach/applications to be used by the intern to achieve the described objectives

Project Methodologies:

1. Research Methodology setup:

Build a research plan to analyze the company, customers and competitors, and to identify and confirm key issues for examination. Identify what data is required and what research methodologies can be used for maximum results.

2. Information and data collection using various methodologies:

Several different primary and secondary sources can be used to collect information and data for this study. These research activities will provide information regarding:

- XXXX's current position and analysis of their customers.
- Why customers are using other products.
- XXXX's competitors, including evaluation of their products and services.

Secondary sources:

- **Internet Research**

The intern will search university, library, government and other websites for broad information and details, case studies, and incidents, past study outcomes, historical data, or any other relevant information that has been made public. University, library, government, newspaper and magazine articles, and other websites will be able to provide such information. There are a number of internet research resources accessible to students (i.e. Sage Research, BrowZine, Mendeley, Zotero, ProQuest), but not easily accessed by those outside of academia.

- **Case Studies**

The intern will use 3-5 case studies to understand issues regarding earthquake risk assessment, experienced by different companies, reasons for those issues, what options companies had, what solutions they choose and the reasons for their selections.

Primary sources:

- **Interviews and Conversations**

The intern will exercise this methodology to learn about past practices related to the subject and will contact people in different industries to collect data from their past and present experience about risk assessment. The intern is also hoping to get data about interviewees' expectations to find out what kind of services and modifications they might want in the future from such a product.

Intern will conduct approximately 3-10 interviews with the people who deal with risk assessment procedures Each session will last for about 10 to 15 minutes. Information will be recorded in hand-written format and will be analyzed through software like MS-Excel.

- **Surveys Data**

Eight undergrad commerce students from University of British Columbia are conducting a survey for XXXX and gathering data about earthquake risk assessments. Intern will process the data for the further detailed market analysis and generate a report.

The level of measurement can influence the type of analysis Intern uses. Before he begins with the analysis, he will identify if its Nominal data, Ordinal data, Interval data or Ratio data. Once Intern identifies the level of measurement, he will use some of the quantitative data analysis techniques which includes but not limited to:

- Frequency Distribution
- Descriptive Data
- Comparing means - data testing
- Cross tabulation
- Correlations

3. Detailed analysis:

After collecting information and data, the intern will carry out a detailed analysis using different strategic tools, such as:

- **SWOT:** To determine what can be helpful to XXXX in accomplishing its objectives and to learn what obstacles must be overcome or minimized for best results.

- **TOWS:** To plan strategy for XXXX by analyzing their internal and external environments and develop new strategies, new recommendations and recommendations.
- **SMART:** To assess XXXX's competitive position and competitive strength against similar firms in the industry.
- **PEST:** For understanding business position, market growth or decline, potential and direction for operations.
- **Porter's Five Forces:** To understand the strength of a position you're considering moving into and the strength of your current competitive position.
- **Group Map Analysis:** To show the different competitive and market positions of companies in the industry.
- **Cluster Analysis:** To discover distinct groups in their customer bases and use this information to prepare marketing strategies for different market segments.
- **One-Way Analysis of Variance (ANOVA):** To test the equality of two or more group means by examining the variance of taken samples.

4. Results and Recommendations:

Based on the analysis of the collected data and XXXX's requirements, the intern will develop a strategic business plan which will have comprehensive analysis of best practices, a current situational analysis and recommendations for further development of the products.

5. Deliverables:

- Development of research framework
- Briefing with XXXX
- Summary of findings on market research.
- Presentation of a draft strategic business plan
- Strategic Business Plan
- Recommendations for future growth strategy

c. **Timelines and milestones** – in the timeline, clearly indicate the total number of internship units assigned to the intern.

Research Schedule and Milestones:

Project Highlight	Months			
	1st	2nd	3rd	4th
Phase One				
First contact with owners				
Current situation analysis				
Best practice research				
Review with client				
Phase Two				
Secondary research,				
Primary Research				
Analysis				
Review with client				
Phase Three				
Recommendations				
Draft report/review				
Review with client				
Final revision				
Phase Four				
Submit final report to Client				
Submit final report to RRU				

Research Timeline

- **Month 1:**

The intern will complete initial meetings with XXXX and assess their current situation and specific analysis needs. Most of his time will be spent on site at XXXX in Vancouver to better understand the business, products and services, current status, future plans. Intern will interact with employees and get feedback and learn about concerns they want to be addressed. Intern also aims to contact XXXX's clients for feedback on current services and to learn about their expectations on future services.

- **Month 2 & 3:**

Intern plans to work at Royal Roads University during this phase of the project. Intern will develop research methodology tools, contact different people, and begin research and analysis of different case studies using various sources. Intern will write an initial draft of the research project and will also contact people in different industries who are responsible for dealing with earthquake risk assessment related matters and similar solutions, to arrange personal/telephonic informational interviews. Intern will continue his analysis of different case studies and related industry experiences, and will keep XXXX and Mitacs updated with the progress of the project.

- **Month 4:**

Intern will spend time with XXXX revising the strategic plan. Intern aims to complete the project in 4 months, however depending upon the availability of interested parties at XXXX and interviewees from different companies around British Columbia, completion of the project may take me up to 6-8 months allowing for some gaps in the work schedule.

d. Benefit to the intern

Intern does not have much Canadian work experience, Mitacs project will help him to gain valuable Canadian work experience and career references. This is a great opportunity to experience new fields and learn from industry experts.

Posted requirements of the project are competition analysis, demand analysis, marketing strategies and business plan updates. Intern has performed all these at the university during the curriculum of International Business Strategy and International Marketing. Intern will be able to implement his academic knowledge into the professional world.

e. Interaction – clear description of the intern's interaction with the partner organization, including the amount of time (number of weeks or % of time) to be spent at the partner site and

the activities to be undertaken. Expected interaction is 50% at the partner organization and 50% at the university. **Please justify below if the proposed interaction breakdown is less than 50%.** If the on-site location is different from the partner's address specified on page 3, please note this additional address.

The intern will spend 50% of the time with XXXXXXXXXXXXXXXXXXXX and 50% of the time at Royal Roads University

3.3. Relationship to past/other Mitacs Accelerate internships where relevant:

None

Bibliography

AIR Worldwide. (2013). Study of Impact and the Insurance and Economic Cost of a Major Earthquake in British Columbia and Ontario/Québec. Boston, MA, USA: Insurance Bureau of Canada.

BCCA. (2014). Retrieved March 15, 2014, from BCCA:

<http://www.bcaa.com/campaigns/earthquake/learn-more/prepare-your-home-and-family#tab-/campaigns/earthquake/learn-more/risk-impact>

Canadian Underwriter. (2012). *About 50% of B.C. homeowners have earthquake insurance*. Retrieved March 18, 2014, from Canadian Underwriter: <http://www.canadianunderwriter.ca/news/about-50-of-b-c-homeowners-have-earthquake-insurance/1000975145/?&er=NA>

CBC News. (2012, October). *Many B.C. homeowners not insured for earthquakes*. Retrieved March 20, 2014, from CBC News: <http://www.cbc.ca/news/canada/british-columbia/many-b-c-homeowners-not-insured-for-earthquakes-1.1216645>

Insurance Business. (2013, June). *Major shake-up for B.C. earthquake insurance*. Retrieved March 20, 2014, from Insurance Business: <http://www.insurancebusiness.ca/expert-advice/major-shakeup-for-b-c--earthquake-insurance-174193.aspx>

Kovacs, P. (2010, November). Reducing the risk of earthquake damage in Canada: Lessons from Haiti and Chile. Toronto, Ontario, Canada: The Institute for Catastrophic Loss Reduction.

XXXX. (2014). *Business Of the Company*. Retrieved March 20, 2014, from XXXXXXXXXXXXXXXXXXXX:

<http://XXXX.c>
o/

XXXXXXXXXXXXXXXXXX. (2014, March). Project Summary. Vancouver, BC, Canada.

Softac Systems Ltd. (2014). *Insurance Myths*. Retrieved March 20, 2014, from Softac Systems Ltd:

<http://www.quaketrip.com/earthquake-insurance-myths>

4.0. Declarations

4.1. Is the academic supervisor and/or intern:

- An owner or a co-owner of the partner organization: No OR
- A relative of an owner or co-owner of the partner organization: No OR
- An employee of and/or a participant in the day-to-day management of the organization: No

If **yes** to any of the above, please [click here](#) to complete the **Conflict of Interest Declaration**.

4.2. Will the proposed research be taking place outside of the lab or normal business environment? No

If **yes**, please complete the following section to indicate what, if any, impact there may be on the environment.

4.2.1. Main characteristics of the location (i.e. physical description & coordinates)

| |

4.2.2. Principal activity (ies): for each activity, list the environmental elements affected

| |

4.2.3. Are authorizations, permits, or licenses required to undertake any activity during the internship? Yes No

If **yes**, please list and include copies with your proposal.

4.3. Does the proposed research involve living human subjects (including conducting interviews) or human remains, cadavers, tissues, biological fluids, embryos or fetuses? Yes

Yes, I am in the process of getting RRU Research Ethics Clearance. I can forward it once I will receive it..

4.4. Does the proposed research involve animal subjects? Yes No

If **yes**, the proposal must be reviewed by the participating University Animal Care Committee and a report from the committee must be forwarded to Mitacs as soon as available.

Please note: no funds can be released until Mitacs has received the report.

4.5. Is a biohazards review required? No

If **yes**, the necessary review/report from your university must be forwarded to Mitacs when available.

Please note: no funds can be released until Mitacs has received the report.

5.0. Project Budget and Invoicing

5.1. Proposed budget

For each 4-month internship segment, the intern stipend must be a minimum of \$10,000.

Total Number of Internships in the proposal: 1

	Amount
Mitacs Contribution (total) - \$7,500 per internship segment	\$7,500
Partner Contribution (total) - \$7,500 per internship segment	\$7,500
Total Internship Award	\$15,000
Expenses	
Total Stipend	\$10,000
(If applicable, Please explain if the stipend amounts are different for each intern)	
Research cost 1: Printing, Stationary & Telephone	\$600
Research cost 2: Per diem for accommodation and meals for 44 days (\$100/ day)	\$4400
Total Expenses (= Total Internship Award)	\$15000

If applicable: *Additional Expenses (i.e. travel):

**For internships with high travel costs due to the university and partner being in different cities, or fieldwork in which the intern and partner both participate, an additional travel subsidy may be available to partially offset these costs. For more details, visit [Travel Subsidies web page](#) and contact your BD representative for assistance.*

Ferry (Ferry between Swartz Bay Terminal and Tsawwassen Terminal at \$15.50 per trip based on BC Ferry's online prices)	\$64
Cab (Rides between Home and Victoria Ferry Terminal = approx. \$80, and Motel and Vancouver Ferry Terminal = approx. \$80)	\$640
Per diem for accommodation and meals for 16 days (\$100/ day)	\$1,600
Travelling for Interviews (Multiple trips to Vancouver and other places in BC)	\$500
Travel Subsidy Request Total	\$2,804

Please provided a rationale for the additional expenses related to this project *:

Additional funds are requested because this project involves travel between Royal Roads University, Victoria B.C. and XXXXXXXXXXXXXXXXXXXX, Vancouver BC and other places within BC for interviews, an additional \$2,804 is requested to cover travel and accommodation expenses. This is intended to provide for 2 months (60 days) of time spent in Vancouver.

Please indicate if any of the following additional resources will be provided to the Intern

Additional resources	Amount
Office / Supplies / Stationary	\$
Use of equipment or specialized equipment	\$
Access to relevant company material, personnel	\$
Industrial Partner Supervision	\$
Other, please specify:	\$

5.2. Invoicing

Invoicing Information

Please fill out the following in order to provide Mitacs with how you would like to be invoiced for this project.

Do you have specific invoicing requirements? (e.g. vendor setup, PO, etc.) **No**

Please state them here: :

Do you require a paper copy of this invoice? Yes

Invoicing Contact Info:

Contact Name: **XXXXXXXXXXXXXXXXXXXX**

Email: **XXXXXXXXXX@XXXX.com**

Address same as filled in Section 2.3.

If invoicing address different than Section 2.3 please fill out the following:

Address:

City, Province:

Postal Code:

Phone:

Partner Funds ** Please note: all partner contributions must be received by Mitacs **

- Have these funds been leveraged against other federal or provincial programs? **If yes**, please provide details: | Yes | No
- Were partner funds sent, as an exception, to the university No
If yes, does the ORS agree to send these funds to Mitacs to match? No
Please name the key ORS contact: |

5.3. Payment Options

Please read through these payment options and select the one that suits your organization the best.

- Note that payment must be a minimum of at least one internship unit.
 - Minimum for Accelerate Regular: \$7,500
 - Minimum for Accelerate Cluster: \$6,000
 - Minimum for Accelerate IRAP approved: \$3,750
- Units that starts within 6 months of each other in the same fiscal year must be invoiced on the same installment

- For example, a regular Accelerate unit starts in January and ends in April, and is followed by a second unit that starts in May. Sending two payments would not be permissible as the units are within 6 months of each other.

- If you chose to be invoiced in installments, please note that an installment schedule will be created by Mitacs staff and up to three invoices will be sent to your attention 60 days before the start date of the first internship of the installment.

Please select the payment option that suits you the best:

Full Payment

Two installments (minimum 1 unit per installment)

Three installments (minimum 1 unit per installment)

X

6.0. Suggested Reviewers

For **proposals with 1-2 internships**, please provide the names and contact information of at least **THREE (3) arms-length** reviewers who are competent to assess the technical aspects of the research proposal.

For **proposals with 3 or more internships**, please provide the names and contact information of at least **SIX (6)** arms-length reviewers.

An arms-length reviewer must:

- Be a recognized expert in the research topics covered by the proposal;
- NOT be from the same university as the intern(s) or the academic supervisor(s); and
- NOT have had any collaboration with the intern(s) or the academic supervisor(s) during the past 5 years or planned for the near future.

Please note that peer review of proposals is a key aspect in assessing the suitability of your application. Neglecting to suggest reviewers who qualify as arms-length will delay the review of your application.

Reviewer 1:

Name: XXXXX
University: XXXXXXXX
Department: XXXXX
Email: XXXXXXXXXXXXX

Reviewer 2:

Name: XXXXXXXX
University: XXXXXXXX
Department: XXXXXXXX
Email: XXXXXXXX

Reviewer 3:

Name: XXXXXXXX
University: XXXXXXXX
Department: XXXXXXXX
Email: XXXXXXXX

OPTIONAL: Potential Competing Interest. Include potential reviewers whom Mitacs should not contact because they might have a potential competing interest in the proposed research.

Name: _____
University / Research Group: _____

Name: _____
University / Research Group: _____

Other:
|

7.0. Mitacs-Accelerate Memorandum

The participants listed below have agreed to set in place an internship based upon the attached proposal. It is understood that the sponsor organization contribution shall be provided to Mitacs Inc. prior to commencement of the internship; in the event that the sponsor organization funds are at the university, the university shall forward these funds to Mitacs. Upon scientific approval, Mitacs shall forward the funds to the university as a research grant to the supervising professor, and the internship stipend shall be paid to the student by the university from the grant. Mitacs is unable to assume liability for any losses including - but not limited to - accidents, illness, travel or other losses that may occur during the internship period. All undersigned parties agree that they are responsible for ensuring that they have appropriate insurance and meeting any university policies regarding health and safety or travel preparation requirements. All parties also agree that the intern is expected to provide Mitacs with a final completion report and all participants will complete an exit survey within one (1) month of project completion.

All parties involved with Mitacs Accelerate are bound by the standard intellectual property terms of the university where the intern is enrolled; except where intellectual property is covered by separate agreements to which the university and the sponsor organization are parties and which are active during the dates of the internship. By signing this memorandum, you are acknowledging that you agree to the terms of the university where the intern is enrolled.

Please go to the following link: <http://www.mitacs.ca/accelerate/program-guide> and click on "Intellectual Property", for any university-specific IP policies regarding Accelerate internships.

The participants listed below also agree that Mitacs can disclose personal information included in this proposal to the program's funding partners for the purpose of evaluating the program and its outcomes.

*****Please note that the following information including the title of the project, description of research project, name of the sponsor organization, name of intern, name of supervisor and involved university will be posted on www.mitacs.ca/research and may be used by Mitacs to publicize Mitacs Accelerate*****

7.1. Title of Project: Business Research and Development for a Technology Startup

7.2. Project Overview: Using simplified language understandable to a layperson; provide a general, one-paragraph description of the proposed research project to be undertaken by the intern(s) as well as the expected benefit to the partner organization. **(Approx. 150 words)**

Earthquakes are very common in Canada as more than 4000 seismic activities get recorded every year. Apart from all the seismic activities, over 1200 earthquakes get recorded in B.C. Natural Resources Canada report indicates that, there is 30% possibility that B.C. will experience a very high risk earthquake in next 50 years. Ottawa, Montreal and Quebec will also experience medium level earthquakes. Insurance companies and government will have to play an essential role in the consequences of such catastrophic event. At present, home owner or industry personnel has to consult with an experience engineer to carry out an onsite building inspection to attain the earthquake insurance. Automated risk assessment software, like the one XXXXXXXXXXXXXXXXXXXX has developed, can be used to generate damage assessment report. This extensive project on the market, competition and demand analysis is required to help real-estate, construction and engineering industry. It will also improve XXXX's unique product to serve community and different industries.

7.3. Participant Signatures:

Intern:

Name: XXXXXXXXXXXXXXXX
Department: School of Business
University: Royal Roads University

Signature: _____ Date: _____

Academic Supervisor:

Name: XXXXXXXXXXXXXXXX
Department: XXXXXXXXXXXXXXXX
University: Royal Roads University

Signature: _____ Date: _____

Partner Organization:

Name: XXXXXXXXXXXXXXXX
Department: | |
Position :Founder
Partner Organization: XXXXXXXXXXXXXXXX

Signature: _____ Date: _____

University Office of Research Services Representative:

Name:
Department:
University:

Signature: _____ Date: _____

For any additional participants include corresponding details and signature line here: