



# IDEaS IDEeS

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

## FULL PROPOSAL FORM

### NOTES

1. Prior to submitting any documentation, please review the [Innovation for Defence and Security \(IDEaS\) website](#) to ensure an understanding of the IDEaS Transfer Payment Program. Should you decide to submit a Full Proposal, please consult the [IDEaS Application Guide for Micro-nets](#) for details that will assist in completing the Full Proposal Form.
2. Unless otherwise specified, the “proposed project” or the “project” or the “proposal” in this Full Proposal Form refers to the proposed research project to be submitted to the IDEaS Program under the current Call for Proposals for Micro-nets.
3. Completion and submission of this Full Proposal Form to the IDEaS Program does not imply that the proposed research project will be approved by the IDEaS Program Office.
4. Applicants must submit all information requested in this Full Proposal Form and respect the character/page limits. The IDEaS Program Office reserves the right to reject proposals that exceed the stated page/character limits or fail to provide the necessary information in the Full Proposal Form. Any stated character limits in the Form include spaces.
5. It is the responsibility of the applicant to ensure that entries to the Full Proposal Form clearly and thoroughly address each mandatory and point-rated criterion detailed in the [IDEaS Application Guide for Micro-nets](#).
6. The applicant should provide information in the most concise format possible, while still providing sufficient details to ensure complete comprehension by reviewers.
7. Many questions ask applicants to provide additional information in attachments, e.g., Gantt chart, Canadian Common CV (CCV), attestation, and budget tables. These attachments must be uploaded to the Application Portal before the final submission of the Full Proposal, otherwise the proposal may be rejected.
8. For both the Research Proposal and the list of references (maximum 50 references), text should be single-spaced, with top and bottom margins of a minimum of 1.7 cm, and left and right margins of a minimum of 2.5 cm. Arial font, 11 points must be used.

### CONFIDENTIALITY

**Only unclassified information can be processed by way of this site.**

DND will comply with the federal [Access to Information Act](#) (ATIA) and [Privacy Act](#) with respect to Full Proposal Forms received. By submitting personal information, applicants are consenting to its collection, use and disclosure in accordance with the Privacy, Confidentiality and Security of Information detailed in the [IDEaS Application Guide for Micro-nets](#).

### INFORMATION FOR APPLICANTS IN THE PROVINCE OF QUEBEC

The Act Respecting the Ministère du Conseil Exécutif (M-30) may apply to an applicant in the Province of Québec. These applicants will be required to complete an additional information form and, if they are subject to the requirements of the *Act*, to obtain written authorization and approval from the Government of Québec prior to execution of any contribution funding agreement.

### **COMMITMENT TO GENDER BASED ANALYSIS PLUS**

As part of the Government of Canada's commitment to supporting the full implementation of Gender Based Analysis Plus (GBA+) across federal departments and agencies, at the start of the project, funded Micro-nets will be asked to provide DND with statistical information for aggregate reporting, including: the percentages of women, youth under 30 years of age, persons with disabilities, Indigenous people, and visible minorities affiliated with the Micro-net (includes Micro-net members, students, post-doctoral fellows, staff and collaborators working on the proposed project). This information will not influence the ongoing evaluation of the Micro-net.

### **COMMITMENT TO ACCESSIBILITY**

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

### **LOBBYING**

We encourage applicants to review the [Lobbying Act, Regulations and Code of Conduct](#) to ensure compliance. For more information, visit the Office of the Commissioner of Lobbying of Canada intranet at: [https://lobbycanada.gc.ca/eic/site/012.nsf/eng/h\\_00000.html](https://lobbycanada.gc.ca/eic/site/012.nsf/eng/h_00000.html) or contact the Office of the Commissioner of Lobbying of Canada directly.

**Section 1 - IDENTIFICATION OF THE INVESTIGATORS****Lead Applicant and Principal Investigator #1**

Last Name	First name	Title
University		
Department, Research Centre, or Institute		
Mailing Address (Street, Building, Office Number, etc.)		
City	Province	Postal Code
Primary Phone	Alternate Phone	Email
Official language preferred for correspondence: <input type="radio"/> English <input type="radio"/> French		

**Principal Investigator #2 and/or #3**

Last Name	First name	Title	
University or Organization Name			
Type of organization:			
Department, Research Centre, or Institute			
Size of organization ( <i>must be completed by for-profit organizations</i> ) <input type="radio"/> 1-9 employees <input type="radio"/> 10-49 employees <input type="radio"/> 50+ employees			
Mailing Address (Street, Building, Office Number, etc.)			
City	Province	Postal Code	Country
Primary Phone	Alternate Phone	Email	

**Identification of the Co-Investigators (minimum of 4, maximum of 10)****Co-Investigator #1**

Last Name	First name	Title	
University or Organization Name			
Type of organization:			
Department, Research Centre, or Institute			
Size of organization ( <i>must be completed by for-profit organizations</i> ) <input type="radio"/> 1-9 employees <input type="radio"/> 10-49 employees <input type="radio"/> 50+ employees			
Mailing Address (Street, Building, Office Number, etc.)			
City	Province	Postal Code	Country
Primary Phone	Alternate Phone	Email	

**Co-investigator #2**

Last Name	First name	Title
University or Organization Name		

Type of organization:				
Department, Research Centre, or Institute				
Size of organization ( <i>must be completed by for-profit organizations</i> ) <input type="radio"/> 1-9 employees <input type="radio"/> 10-49 employees <input type="radio"/> 50+ employees				
Mailing Address (Street, Building, Office Number, etc.)				
City	Province	Postal Code	Country	
Primary Phone	Alternate Phone		Email	
<b>Co-Investigator #3</b>				
Last Name	First name		Title	
University or Organization Name				
Type of organization:				
Department, Research Centre, or Institute				
Size of organization ( <i>must be completed by for-profit organizations</i> ) <input type="radio"/> 1-9 employees <input type="radio"/> 10-49 employees <input type="radio"/> 50+ employees				
Mailing Address (Street, Building, Office Number, etc.)				
City	Province	Postal Code	Country	
Primary Phone	Alternate Phone		Email	
<b>Co-Investigator #4</b>				
Last Name	First name		Title	
University or Organization Name				
Type of organization:				
Department, Research Centre, or Institute				
Size of organization ( <i>must be completed by for-profit organizations</i> ) <input type="radio"/> 1-9 employees <input type="radio"/> 10-49 employees <input type="radio"/> 50+ employees				
Mailing Address (Street, Building, Office Number, etc.)				
City	Province	Postal Code	Country	
Primary Phone	Alternate Phone		Email	

<b>Identification of the Collaborators</b> (add more lines as required)					
Last Name, First Name	Institution or organization	Country	Department or Research Centre or Institute	Expertise	Email

**Section 2 - MANDATORY ELIGIBILITY REQUIREMENT**

All of the following eligibility requirements must be met by the Lead Applicant.

- The Lead Applicant identified is primarily affiliated with a Canadian University, and that institution will be designated as the *Initial Recipient* for the purpose of a contribution agreement.
- The self-organized multidisciplinary Micro-net team composed of at least five investigators who will carry out interdisciplinary research proposed in this Full Proposal Form have professional/academic affiliations with at least three separate institutions and/or organizations. Eligible institutions or organizations are:
  - Canadian universities and educational institutions chartered in Canada;
  - Incorporated Canadian for-profit organizations;
  - Incorporated Canadian not-for-profit organizations;
  - Provincial/territorial, municipal government organizations; and
  - International universities and educational institutions.
- Each member of the Micro-net will contribute to the objectives of the proposed research proposal.
- The research proposal includes research and development (R&D) activities to be carried out by the Micro-net members, to address one or more specific aspects of the defence and security Innovation Challenge identified in this Call for Proposals for Micro-nets.
- Individual researchers in the Micro-net have not submitted more than one proposal form to this Call for Proposals for Micro-nets as a Principal Investigator, and not more than two proposal forms as a Co-Investigator.

I agree and certify that all statements above are true.

**Section 3 – EXECUTIVE SUMMARY**

Project Title:

Project Keywords (*Maximum 6*):

**Project Summary:**

Describe the proposed research in a way that can be understood by a lay audience. Be sure to include the objectives and outcomes (potential impact) of the proposed research project, highlighting the originality and relevance in relation to the defence and security Innovation Challenge (*1500 characters maximum*).

**Research Summary:**

Summarize the proposed research, including the Micro-net’s research activities. Describe the deliverables expected at the end of the project and how they will strengthen Canadian capabilities in this field of study. (*5000 characters maximum*).

Is the current research proposal a consolidation of more than one Letter of Intent (LOI) proposal?

- No
- Yes

If answered Yes, please indicate the LOI research project titles to be consolidated.

**Term of funding:**

Indicate the proposed project duration, in months. The maximum duration for any funded proposal is 36 months.

Requested funding term (months) :

**Summary of Total Estimated Project Costs by Year and Funding Source:**

Funding Source	Year 1	Year 2	Year 3
IDEaS Program			
Other federal, provincial/territorial, or municipal governments – cash contributions			
Other federal, provincial/territorial, or municipal governments – in-kind contributions			
Other organization(s) -cash contributions			
Other organization(s) - in-kind contributions			
<b>TOTAL PROJECT</b>			

**RESEARCH PROPOSAL**

In a maximum of 12 pages, including charts, figures and tables, provide a description of the proposed research project. Text should be single-spaced, with top and bottom margins of a minimum of 1.7 cm and left and right margins of a minimum of 2.5 cm. Arial font 11 points must be used. **Please note, the IDEaS Program Office reserves the right to reject proposals that go over the stated page limit.**

This section should include (a) a description of the aims or objectives of the project, including any relevant previous work done in the area, (b) the experimental design, methods and analysis, and (c) details of which Micro-net member(s) will be responsible for which aspect(s) of the project, including a rationale for their inclusion in the project and a description of the research environment where the work will take place. Note that preliminary data is permitted, but not required. If no preliminary data is included, a strong rationale to support the feasibility of the approach should be included. Text in this section must address the following evaluation criteria: innovation, scientific quality, management, scientific capabilities, collaboration, and benefits to Canada (refer to [IDEaS Application Guide for Micro-nets](#)).

A list of references (max 50 entries) can be uploaded as a separate document.

**Section 4 – PROPOSED MICRO-NET PROJECT SUMMARY**

**4.1) Scientific Quality and Innovation**

- a) This Call for Proposals for Micro-nets aims to support basic and applied science at [Solution Readiness Levels](#) (SRL) 1 through 6. Please indicate the starting SRL of your research, broken down by aim or objective, as indicated in the research proposal
- b) Please indicate the SRL, by aim/objective if appropriate, your project expects to achieve at the end of the funding period.
- c) Please describe the novelty of your proposed research and how it advances basic and applied research, analysis, technology development and knowledge transfer in support of the *Innovation Challenge*. Include in your description the scientific and technological basis upon which your research is proposed (*maximum 2,500 characters*):
- d) Please describe the intended outcomes (potential impact) of the proposed research. Include in your description measures of success (*maximum 2,500 characters*):
- e) Please describe the proposed strategy, methodology and analyses that will be implemented to accomplish the stated outcomes in (d) above (*maximum 2,500 characters*):
- f) Please describe the key scientific risks facing your research proposal, their potential impacts, and how these risks could be addressed (*maximum 2,500 characters*):

#### 4.2) Management and Scientific Capabilities

- a) Please outline the Micro-net's structure and administrative capacity, as well as the members' capacity to deliver and complete the research project. Address as applicable: financial management systems and accounting practices; management and organizational structure; technological and operational capabilities; marketing practices and experience; and previous project experience (*maximum 2,500 characters*):
- b) Please describe the potential non-scientific project risks facing your research proposal (e.g., financial, project management, human resources, etc.), their potential impacts, and how these risks could be addressed (*maximum 2,500 characters*):

**Upload the proposed Micro-net's organizational structure (optional)**

**4.3) Work Plan**

Please describe the project work plan by listing the anticipated activities and sub-activities that support the aims/objectives in your research proposal. Provide additional details for each activity/sub-activity in the table below, by including the aim or objective from the Research Proposal that the activity supports, clear objectives for each activity/sub-activity, and well-defined and measurable milestones. Use monthly increments (i.e. M1 to M36 for a 3-year project) for Start and End dates in the table below. For example, a nine-month activity starting in the twelfth month of the project should be indicated as starting at M12 and ending in M20. Please ensure to upload a Gantt chart in the application portal that provides a timeline for each proposed activity and sub-activity with start/end dates and associated milestones.

#	Name of Activity / sub-activity (Minimum 4, Maximum 15)	Start Date	End Date	Description and objective (400 characters) (In the description, please include the aim or objective from the Research Proposal that the activity supports)	Milestones
1					
2					
3					
4					

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5	Add more lines as required				
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**FOR INFORMATION PURPOSES ONLY**

**4.4) Collaboration**

Please list the Micro-net team members, their position, time commitment, responsibilities in the proposed project, and their area(s) of expertise.

Notes:

- Position: indicate Lead Applicant, Principal Investigator, Co-Investigator, or Collaborator
- Time commitment: provide hours/week, and total months of active involvement in Micro-net
- Responsibilities: for example “overseeing activity x and y” or “performing statistical analyses for activity x and y”
- Expertise: indicate the formal discipline (e.g. Biochemist, Electrical Engineer, etc.), any particular areas of expertise brought to the Micro-net, and a brief description of the relevance of this expertise to the success of the proposal.

Member Name	Position	Time commitment	Responsibilities	Expertise
	Lead Applicant and Principal Investigator #1		<i>Max 400 char</i>	<i>Max 400 char</i>
	Co-Investigator #1			
	Co-Investigator #2			
	Co-Investigator #3			
	Co-Investigator #4			
	Co-Investigator #5			
	Add more lines as required up to 13 (drop-down format)			

If additional space is required for more collaborators, download the attached template, complete and upload.

a) Please describe in detail the participation of each member of the Micro-net and how they will work collaboratively on the Micro-net activities. Include in your description the percentage of time each member of the Micro-net will dedicate to the Micro-net activities.

b) Please describe the communication plan during the research project. Address both the trans-disciplinary communication that will occur, as well as the strategy to disseminate relevant project information during and post-project. (maximum 2,000 characters)

**Please upload the DND-IDEaS format Canadian Common CV for the Lead Applicant and each Principal Investigator and Co-Investigator**

**4.5) Benefits to Canada**

Please describe the anticipated benefits to Canada that would result from the proposed research project. Examples include: lasting impact on the field in Canada; creation of intellectual property; jobs and types of jobs created, training opportunities for students and post-doctoral fellows; and benefits to Canada's manufacturing, service, defence and security and/or other sectors. (maximum 10,000 characters)

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**ATTESTATIONS**

The signatures of the Lead Applicant and the Duly Authorized Officer (a representative with the authority to bind the Initial Recipient), confirm that this proposal has been reviewed and approved for submission to the IDEaS transfer payment program delivered by DND.

**Attestations:**

By submitting this Full Proposal Form, the Lead Applicant / Principal Investigator #1, \_\_\_\_\_ **<insert name>** \_\_\_\_\_:

1. Confirms to have read and understood all the terms and conditions of the Innovation for Defence Excellence and Security (IDEaS) Transfer Payment Program set out in this Full Proposal Form and the IDEaS Program Application Guide for Micro-nets.
2. Confirms that any proprietary or confidential information provided as part of the submission, on behalf of any party, is provided with the approval of that party.
3. Understands and acknowledges that, should the project be accepted under IDEaS, no liability and no commitment or obligation exists on the part of DND to make a financial contribution to the project until a written contribution agreement is signed by both parties.
4. Understands that funding that may be obtained under the Call for Proposals for Micro-nets will not be used for the remuneration of the Lead Applicant, Principal Investigator(s), Co-Investigators or Collaborators.
5. Understands that, if the proposal is approved for funding, it is the responsibility of the Lead Applicant to communicate all revisions and modifications to the project to all listed Principal Investigators and Co-Investigators in the Micro-net throughout the duration of the project.
6. Is primarily affiliated with a Canadian University, and that institution has agreed to be designated as the *Initial Recipient* for the purposes of a contribution agreement.
7. Agrees that Micro-net members will participate in annual symposia organized by DND/IDEaS.
8. Certifies that any Principal Investigators and Co-Investigators listed in this Full Proposal Form have confirmed their commitment to the research project.
9. Has ensured that any person lobbying on behalf of the applicant is registered and in compliance with the *Lobbying Act*. More information on the obligations in the *Lobbying Act* can be found on the website of the Commissioner of Lobbying of Canada at Commissioner of Lobbying of Canada.
10. Has provided all necessary documentation to constitute a completed Full Proposal and has the necessary authority to apply to the Innovation Networks Challenge for Micro-nets in the name of their Canadian University.

**FOR INFORMATION PURPOSES ONLY**

11. States and certifies that all information provided in this Full Proposal is complete and accurate to the best of their knowledge.

**Please sign below to confirm these attestations:**

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<b>Name of Lead Applicant</b>	<b>Title</b>
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<b>Signature of Lead Applicant</b>	<b>Date</b>
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<b>Name of Duly Authorized Officer for the Initial Recipient</b>	<b>Title</b>
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<b>Signature of Duly Authorized Officer for the Initial Recipient</b>	<b>Date</b>
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FOR INFORMATION PURPOSES ONLY

**LEAD APPLICANT DECLARATION ON CONFIDENTIALITY, ACCESS TO INFORMATION ACT AND PRIVACY ACT**

The Lead Applicant:

1. Authorizes the Department of National Defence (DND) to share this Full Proposal Form (including supporting material) with other federal and provincial government sources of assistance to ensure there will be no duplication of assistance and to confirm that all agreements are being adhered to. The Lead Applicant also authorizes DND to gather the information necessary for such purposes from other federal departments and provincial governments.
2. Understands that the personal/business information in this Full Proposal Form (including supporting material) is collected under the authority of DND's Innovation for Defence Excellence and Security Program. Authorizes DND to share this information with other federal departments and provincial governments, and other third parties to: assess and review the eligibility of all Micro-net members and the proposed research project under the Innovation for Defence Excellence and Security Transfer Payment Program; verify the accuracy of the information provided in or with the Full Proposal Form; determine eligibility for other DND, Government of Canada, or provincial programs from which the applicant might benefit; and to evaluate the scope, direction and effectiveness of defence and security programming and research in Canada.
3. Understands that the information provided in this Full Proposal Form (including supporting material) is subject to the federal *Access to Information Act* and *Privacy Act*. Federal reviewers are bound by the requirements of the *Access to Information Act* and the *Privacy Act* regarding the treatment of confidential information. Necessary measures have been taken to protect the confidentiality of the information provided by the Lead Applicant.
4. Confirms that any relevant authorizations from individuals and other third parties have been obtained.

I certify that I have read and clearly understand the above information and that the representation made herein is true and accurate.

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**Signature of Lead Applicant**

**Date**

## FOR INFORMATION PURPOSES ONLY

Please complete the following checklist to confirm that your application package is complete and you have uploaded the necessary documents.

Application package checklist	
1. Completed all 4 sections of the Full Proposal Form	<input type="checkbox"/>
2. Research Proposal (maximum 12 pages)	<input type="checkbox"/>
3. Reference List (maximum 50)	<input type="checkbox"/>
4. Canadian Common CV for the Lead Applicant and each Principal Investigator and Co-Investigator	<input type="checkbox"/>
5. GANTT Chart	<input type="checkbox"/>
6. Printed and Signed Attestation	<input type="checkbox"/>
7. Printed and Signed Applicant Declaration on Confidentiality, Access to Information Act and Privacy Act	<input type="checkbox"/>
8. Completed Budget Tables (Excel Annex A, B and C)	<input type="checkbox"/>
9. Addendum to 4.4 Collaboration ( <i>optional – if more space is required</i> )	<input type="checkbox"/>
10. Letters of support from Collaborators ( <i>optional</i> )	<input type="checkbox"/>
11. Micro-net Organization Structure ( <i>optional</i> )	<input type="checkbox"/>
12. Letters of Confirmed Sources of Funding ( <i>optional</i> )	<input type="checkbox"/>