Ontario Regional Priorities Partnership Program (ON-RP3)

Request for Applications and Program Guide

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1.0   Introduction and Background

Rapid advances in genomics research and their application within Ontario's diverse agriculture and agri-food sector have the potential to dramatically impact and improve both Ontario's economy and the well-being of its people. Genomics, which to date has been applied primarily in major field crops and in select livestock species, offers tremendous untapped potential to enhance the productivity, sustainability and/or profitability of many more segments of this sector. Genomics is defined as the comprehensive study, using high throughput technologies, of the genetic information of a cell or organism and its functions. This also includes, epigenomics, metabolomics, metagenomics, nutrigenomics, pharmacogenomics, proteomics, transcriptomics, bioinformatics and synthetic biology.

Ontario is well-known for its extensive research community and robust private sector, which have led to highly successful industry-academic partnerships. Ontario is well-known for its extensive research community and abundant industrial agriculture and agri-food sector (including for-profit and not-for-profit organizations), which have led to highly successful industry-academic partnerships. Through partnerships like these, Ontario is uniquely positioned to lead the application of genomics/genomics-derived technologies to advance the agriculture and agri-food sector. To this end, Ontario Genomics (OG), Agricultural Adaptation Council (AAC) and Genome Canada (GC) (herein referred to as the "Funders") are committed to investing in the application of genomics-derived solutions in this strategically important sector through the competitive **Ontario Regional Priorities Partnership Program** (herein referred to as 'ON-RP3').

Funding through this program will support proof-of-concept stage projects within Ontario's agriculture and agri-food sector. These projects will deliver genomics/genomics-derived technologies, tools and processes for industry-identified challenges and opportunities. The outcomes of these projects will position teams for successful execution of their defined implementation plan within two years or less of project completion. In this context, the term 'implementation' refers to activities such as next steps for product development and commercial introduction, appropriate steps toward regulatory approval or acceptance by governmental agencies for routine usage and/or adoption of the process or tool by the industry organization or sector at large. Project teams will also be expected to outline a plan to broadly and efficiently communicate the knowledge and results of the project to both the agriculture and agri-food sector and the broader community, to ensure successful adoption and uptake.

2.0   ON-RP3 Objectives

The primary objectives of the ON-RP3 are to:
- Develop industry-academic partnerships that will drive the adoption of genomics/genomics-derived technologies, tools and processes to advance the Ontario agriculture and agri-food sector
- Address industry-identified challenges and/or opportunities in the agriculture and agri-food sector and demonstrate the readiness of genomics solutions for implementation
- Achieve the benefits of genomic discoveries by bridging the gap between applied research and implementation

3.0   Key Program Parameters

The ON-RP3 program is open to Ontario-based, co-led industry-academic projects. Proposed projects must address real-world challenges and/or opportunities in Ontario's agriculture and agri-food sector by using genomics/genomics-derived solutions.

- **Eligible Projects:** Proof-of-concept stage projects with a clear plan for implementation within two years or less of project completion (For further detail: See Section 4.0)
- **Eligible Applicants**: Projects must be co-led by an Industry Lead and Academic Lead, both based in Ontario (For further detail: See Section 6.0)
- **Funding Available:** Up to $2 million (For further detail: See Section 7.0)
- **Project Size:** $375,000 - $500,000 total project budget; smaller projects of at least $150,000 will be considered if they are well justified and still meet the review criteria (For further detail: See Section 7.0)
- **Co-funding:** 1/3 of the total project budget must be obtained from eligible sources including the Industry Lead. A minimum of 1/6 of the total project budget must be in the form of cash obtained from the Industry Lead. (For further detail: See Appendix 3 A3.5)
- **Funding Duration:** One to three years, beginning no earlier than July 1, 2019 and ending no later than June 30, 2022
- **Communications Plan:** Projects must present a strong plan to communicate the project outcomes to a broad audience.

ON-RP3 Public Education and Engagement Initiative: Successful project teams that are selected for funding will be required to work collaboratively with the Funders on a common, group-identified public education/engagement-themed initiative. The aim will be to identify and implement an initiative that benefits all projects. Work for this initiative is expected to begin in the summer of 2020. The Funders will financially support this initiative.

4.0   Eligible Projects

To be considered eligible, projects must:
1. Respond to the objectives and intent of the ON-RP3 program as described above
2. Have an eligible Industry Lead and Academic Lead located in Ontario and demonstrate that the project being funded will be performed in, and benefit Ontario
3. Put forward a genomics/genomics-derived solution (technology, tool or process) for an agriculture and agri-food sector driven challenge or opportunity
4. Align within one or more of the outlined strategic priorities listed in Section 5.0.
5. Build on existing research/preliminary data to demonstrate proof-of-concept by the end of the funding period
6. Provide a plan that demonstrates how implementation will be achieved, within two years or less of project completion
7. Provide a communications plan

Proof-of-concept stage projects are defined as projects that build on existing discovery research and/or preliminary data towards Research and Development (R&D) that demonstrates the feasibility of implementing the genomics/genomics-derived solution (Figure 1). With the proof-of-concept data generated by end of the project, teams should be well-positioned to execute their defined implementation plan.

Figure 1. Proof-of-Concept Stage Projects
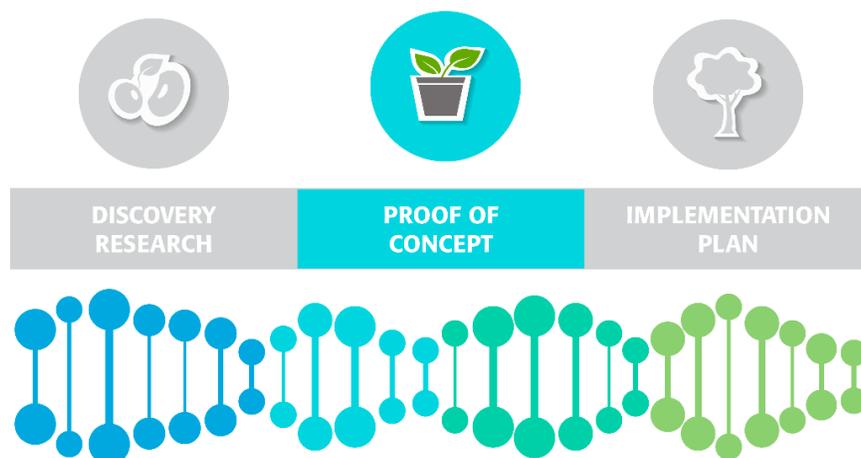
ON-RP3 is not intended to fund:
- discovery research;
- commercial launches; or
- projects led by industry with an academic in a service role.

5.0   Strategic Priorities

The strategic priorities outlined below are based on the recommendations from the "Genomics for Agriculture and Agri-Food: Ontario's Strategic Opportunity" report. This report was prepared by Ontario Genomics following extensive sector review and consultations with academic, government, industry and other sector stakeholders. Projects must align with one or more of the strategic priorities outlined below (For further detail: See Appendix 1).

- **Multidisciplinary Research** - Augment multidisciplinary R&D using a systems biology approach, with a focus on increased understanding of microbiomes and their interconnectivity to human health
- **Sustainable Agriculture & Food** - Prioritize programs for sustainable agriculture and food that consider the economy, the environment, and society, for crop production and livestock
- **Advanced Processing Systems** - Enhance advanced manufacturing and processing systems for both food and industrial bioproducts, including fermentation and traceability
- **Rapid Diagnostics & Biologics** - Develop rapid diagnostic methods to support regulation and trade, rapid disease detection and traceability in crops and livestock, and biologics to reduce the use of antimicrobials
- **Address Barriers to Adoption** - Address barriers to the adoption of genomics innovations including issues related to data sharing, intellectual property, regulation and public acceptance
- **Leverage Computational Biology & Artificial Intelligence** - Leverage Ontario's strengths in computational biology and artificial intelligence to accelerate the development and application of agricultural genomics-based innovations

6.0   Eligible Applicants

Projects must be co-led by an eligible Industry Lead and Academic Lead. Each lead should have clearly defined roles and responsibilities within the project and the implementation plan, leveraging their specific expertise and resources.

- **Industry Lead** - An Ontario organization that will drive implementation of the proposed solution. Organizations include for profit companies (public or private) or not-for-profit organizations (industry associations). This includes organizations located and actively operating in Ontario in the agriculture and agri-food sector.

- **Academic Lead -** A researcher who is a faculty member or equivalent at an accredited Ontario-based university or non-commercial institution/research institute. (For further detail: See Appendix 3 A3.1)

NOTE: Government departments/agencies **are not** eligible to be named as project leads for this program but are **strongly** encouraged to partner and collaborate with project teams.

7.0   Funding Available

The total ON-RP3 funding available from the Funders is $2 million. Applicants can request up to 2/3 of the total project budget (ranging in size between $375,000 - $500,000; smaller projects will be considered with justification). Co-funding of at least 1/3 of the total project budget must be obtained from eligible sources and must include at least 1/6 cash from the Industry Lead (For further detail: See Appendix 3 A3.5)

8.0   Application and Review Process

The ON-RP3 application process includes three stages, as follows:
1. Registration (Eligibility Assessment)
2. Application Submission
3. Application Review

Interested applicants are strongly encouraged to contact OG or AAC to discuss their project ideas.

8.1 Registration (Eligibility Assessment)

Applicants must complete an ON-RP3 Registration Form, available on the OG and AAC websites. The Registration Form will be used to assess project eligibility and to facilitate the identification of appropriate reviewers for the application peer review process.

The completed Registration Form must be submitted to: funding@ontariogenomics.ca by 9:00 a.m. on Monday, November 12, 2018.

Applicants will be notified by November 21, 2018 whether their proposed project is eligible and be invited to submit a full application.

8.2 Application Submission

Applicants who have successfully completed the eligibility assessment, must complete an ON-RP3 application form and budget, using the templates available on the on the OG and AAC websites. To be competitive, all applications must address the evaluation criteria as outlined in Appendix 2.

Completed applications must be submitted to: funding@ontariogenomics.ca by 9:00 a.m. on Thursday, January 10, 2019. (Instructions for how to submit are included in the application form.)

Complete application submissions will include the following files:
- ON-RP3 Application Form (Word)
- Signature pages (PDF)
- One file containing Appendices I, II and III with relevant supporting documentation (PDF)
  - Appendix I - Co-Funding Support Documentation and Letters of Support
  - Appendix II - Budget Supporting Documentation
  - Appendix III - Curricula Vitae and Biographies
- ON-RP3 Application Budget and Co-funding Form (Excel)

8.3 Application Review

Complete application submissions, received by the deadline, will undergo an initial review by OG and AAC staff. Applications will not be considered if they do not meet all eligibility criteria. Thorough review and due diligence will be completed by expert business and content reviewers and will include a final in-person ON-RP3 review panel. Applications demonstrating the highest degree of overall fit with the evaluation criteria will be deemed the most competitive. OG, AAC and GC board of Directors will be presented with final funding recommendations. Applicants will be notified of the funding decision in April 2019.

The review processes may be adjusted depending on the number of applications submitted or other relevant factors. Any changes will be communicated directly to the applicants.

Funded projects will be expected to follow an annual post-award financial and scientific reporting schedule with an informal semi-annual check-in to review project progress with the teams.

9.0   Timeline

Date	Activity
October 3, 2018	RFA launch
November 12, 2018 – *By 9 am EST*	Deadline for submitting registration - eligibility screening stage
November 21, 2018	Eligibility notification
January 10, 2019 – *By 9 am EST*	Deadline for submitting application
January - March	Review process
April 2019	Notification of decision to applicants
July 1, 2019	Anticipated start date for successful projects

10.0 Contacts

All inquiries about the ON-RP3 RFA should be directed to either OG or AAC staff at:

Ontario Genomics
Kelly Hunter, Manager, Research and
Business Development
661 University Ave, Suite 490
Toronto, ON M5G 1M1
Tel: 416-673-6569
funding@ontariogenomics.ca
www.ontariogenomics.ca

Agricultural Adaptation Council
Erin Genge, Program Coordinator
381 Elmira Road North, Unit 1
Guelph, ON N1K 1H3
Tel: 519-822-7554 ext 664
info@adaptcouncil.org
www.adaptcouncil.org

Appendix 1. Strategic Priorities

The strategic priorities outlined below are based on the recommendations from the "Genomics for Agriculture and Agri-Food: Ontario's Strategic Opportunity" report. This report was prepared by Ontario Genomics following extensive sector review and consultations with academic, government, industry and other sector stakeholders.

Strategic Priorities	Examples	Potential Benefits
Multidisciplinary Research: Augment multidisciplinary R&D using a systems biology approach, with a focus on increased understanding of microbiomes and their interconnectivity to human health	This could include projects looking at the molecular, cellular, organismal, through to the ecosystem levels and could create the opportunity to study a variety of microbiomes that are of crucial importance to agriculture and agri-food systems e.g. soil, rhizosphere, rumen, monogastric gut, human gut and fermented foods microbiomes.	• Accelerated innovations with multi-sector applications • Novel agricultural products • Healthier people
Sustainable Agriculture & Food: Prioritize programs for sustainable agriculture and food that consider the economy, the environment, and society, for crop production and livestock	Incorporation of traits into food products for consumer appeal or new products for niche markets. More efficient use of inputs, with increased outputs. Endeavors to increase productivity and profitability, reduce adverse environmental impacts, preserve biodiversity, and contribute to animal health and welfare.	• More nutritious & flavourful foods • Higher crop yields • Reduced use of pesticides • Enhanced biodiversity • Greater livestock performance
Advanced Processing Systems: Enhance advanced manufacturing and processing systems for both food and industrial bioproducts, including fermentation and traceability	Crops and livestock bred for traits and versatility that make them more attractive for different processing systems. Food safety, optimization, fermentation, quality control and assurance, and traceability for both food and industrial bioproducts processing systems.	• Greater diversification of crops & specialty animal products • Increased exports • Improved processing efficiencies • Reduced carbon footprint

Rapid Diagnostics and Biologics: Develop rapid diagnostic methods to support regulation and trade, rapid disease detection and traceability in crops and livestock, and biologics to reduce the use of antimicrobials	Development of improved and rapid diagnostic methods for important crop and livestock diseases. Agricultural biologics applied towards crops (plant extracts, beneficial insects, other organic materials, and microbials) or veterinary biologics (vaccines, antibody products, and *in vitro* diagnostic test kits that are used for the prevention, treatment, or diagnosis of infectious diseases in animals, including domestic livestock, poultry, and pets).	• Better disease management • Reduced use of antibiotics • Improved animal welfare • Enhanced food security
Address Barriers to Adoption*: Address barriers to the adoption of genomics innovations including issues related to data sharing, intellectual property, regulation and public acceptance	Focus on issues that are of relevance to Ontario and do not impinge on federal jurisdiction or where Ontario has access to resources and expertise that can enable it to play an important role either independently, or in collaboration with the federal government and other provinces and territories, to advance both regional and national interests.	• More informed & engaged public • Increased industry investment • Greater commercial success • Reduced trade deficit
Leverage Computational Biology & AI: Leverage Ontario's strengths in computational biology and artificial intelligence to accelerate the development and application of agricultural genomics-based innovations	Utilization of artificial intelligence, machine learning and the availability of agriculture and agri-food genomics data and the ability to link this information to metabolism, phenotypic expression, and other attributes in ways that will improve prediction of outcomes and the cost and efficiency of achieving desired outcomes in Ontario's diverse livestock and crops species.	• Accelerated agricultural outputs • Reduced waste • Faster market applications • Stronger Ontario bioeconomy

* **Barriers to Adoption** may also be addressed in the group-identified, public education and engagement initiative as described in Section 3.0.

Appendix 2. Evaluation Criteria

Eligibility Criteria

Each project will be reviewed for eligibility at each stage of the application process including the 'Registration'. See Section 4.0 Eligible Projects. Eligible applications will be reviewed using the following criteria:

A2.1 Industry Opportunity or Challenge

- The industry-identified challenge and/or opportunity is presented from the perspective of the Industry Lead organization or industry at large in Ontario.
- The challenge/opportunity should align with one or more of the agriculture and agri-food strategic priorities highlighted in Appendix 1.

A2.2 Proposed Project

- There is clear justification for how the genomics/genomics-derived technology, tool and/or process will address the industry-identified challenge and/or opportunity within the Ontario agriculture and agri-food sector.
- There is clear scientific evidence that the project is in the proof-of-concept phase (not discovery), and is supported by previous work, data, literature and/or other credible references.
- The project objectives are clear and achievable within the proposed timeframe.
- The methods to be employed in the project are appropriate and reasonably well-established in the field.
- Roles and responsibilities of team member(s) are clearly defined.
- The project milestones and deliverables are clearly stated and feasible.
- The targeted performance of the innovation is quantified, and it is clear how it will be measured and that it is relevant for industry implementation.
- Project challenges/risks are identified, and appropriate risk mitigation strategies are presented.

A2.3 Next Steps and Implementation

- The pathway to implementation of the technology, tool or process is clear, realistic, and accounts for any risks and hurdles to adoption (e.g. legal, regulatory, social, economic, logistical, etc.).
- The timelines and key decision points of the described implementation plan are well described and possible within a 2-year or less timeframe following the completion of the project.
- A clear description of how the project deliverables will be transferred from the Academic to the Industry Lead (technology transfer) is presented.
- The outlined expertise, support and resources required for implementation are appropriate and realistic.
- The value of the technology, tool or process, to its intended use has been well articulated in the context of alternatives and competitors.
- For commercial products, a brief case has been made for successful commercial uptake.

A2.4 Outcomes and Benefits

- There are clear outcomes and benefits (economic, social, environmental etc.) that are of value to the agriculture and agri-food industry in Ontario. Quantification of benefits are included where applicable.
- The proposed project is likely to catalyze and advance the uptake of genomics R&D throughout the agriculture and agri-food sector, expanding the scope of genomics applications.
- The short and long-term timelines for realizing the expected benefits (direct and indirect) of the technology, tool or process, are realistic and appropriate.
- The major stakeholders impacted by the project deliverables are identified. This should include the agriculture and agri-food Industry Lead organization and the sector at large in Ontario.
- The steps and conditions required to realize the potential benefits of the innovation are well-defined and realistic.

A2.5 Communications and Data Sharing Plan

- There is a strong plan to communicate the project outcomes to the broader community and the public at large.
- The plan for sharing data and resources within the scientific community is appropriate and complies with Genome Canada's Data Release and Resource Sharing Policy.

A2.6 Project Team

- The Industry and Academic Lead and other key team members are qualified and experienced in the field.
- The partnership is collaborative, and both Industry and Academic Leads are actively engaged during the project and implementation stages.
- The roles and responsibilities for each lead are clearly described and suitable to the proposed project including, project management, contribution of specific knowledge and resources, and execution of activities.

A2.7 Financial Information and Co-Funding Plan

- The budget is reasonable for the proposed project.
- The proposed co-funding plan supports the project objectives.
- Expenses and activities are eligible and appropriate.

Appendix 3. Financial Guidelines

A3.1 Eligible Academic Leads

The Academic Lead is responsible for receiving and administering funds for this program and must be:

- autonomous regarding their research activities; and,
- have an academic or research appointment such that the individual is:
  - o affiliated with a university, research institution, or not-for-profit research organization located in Ontario;
  - o allowed to pursue the proposed research project independently for the duration of the funding, to supervise trainees, and to publish the research results; and,
  - o obliged to conform to institutional/organizational regulations and guidelines concerning the conduct of research, the supervision of trainees, and the employment conditions of staff.
- For further detail: See Section 6 Eligible Applicants

A3.2 Eligible Expenses

ON-RP3 funds can only be used for eligible expenses which are defined as reasonable costs for items that directly support the objectives of the approved project. Project budgets must NOT include items for which funding has already been approved from other sources, unless the request for funding of these items was specifically made to support activities in the ON-RP3 project and meets all other eligibility criteria. When purchasing goods or services, applicants must follow a process that is transparent, fair and promotes the best value for the money. All businesses from which goods or services are purchased must be at arm's length to the applicant and co-funders. Expenses funded through ON-RP3 must be incurred after the notice of the funding decision, which is referred to as the Effective Date in the funding agreement.

All cash expenses supported by ON-RP3 funds must be incurred by and paid for by the Academic Lead.

The main categories of eligible costs are: salaries and benefits, consumables, equipment, general and administrative costs, and services from others, as described below.

A3.2a. Salaries:
- Salaries and benefits for team members (note that salaries of researchers or senior management currently funded by their respective organizations are not considered eligible costs).
- The actual benefit rates as charged by the host institution. Eligible benefits include payroll taxes, group insurance and group pension only. For institutional benefit rates higher than 20% of the employee's salary, supporting documentation (such as a letter from the institutional human resources department that includes a detailed breakdown of the components making up the benefit rate) must be provided.
- The actual cost of salaries associated with release time from teaching duties, if supported by a letter from the host institution.

A3.2b. Equipment:
- Equipment is defined as any item (or interrelated collection of items comprising a system) which is used wholly or in part for the proposed project and meets all three of the following conditions: 1) non-expendable tangible property; 2) having a useful life of more than one year; and, 3) a cost of $2,000 or more.
- The equipment category also includes research infrastructure such as scientific collections and information databases used wholly or in part for the proposed project.
- Equipment costs must be incremental and necessary for the successful completion of the project and are limited to 20% of the total project budget. Any equipment costs exceeding 20% of total project budget will be considered on a case by case basis and must have strong justification.

A3.2c. Consumables:
- Material and supplies: includes items that meet at least one of the following conditions: 1) expendable tangible property; or, 2) useful life of one year or less; or, 3) a cost of less than $2,000. As an example, a laptop computer that costs less than $2,000 would be considered a consumable even though it is a non-expendable tangible item with a useful life of more than one year.
- For consumables commonly utilized in most laboratories, a general rate per FTE will be accepted, provided that the rate is appropriately justified in the supporting documentation.
- The consumables category also includes items such as equipment maintenance contracts and general maintenance of research infrastructure and travel that is directly related to the conduct of the project. For further detail: See Appendix 4 Travel and Meal Expense Guidelines for more information about eligible travel costs.
- Costs associated with translating results to applications, e.g. patenting, market research and business case development.

A3.2d. General and Administrative Costs:
- Administrative costs can include, for example, travel for project team members related to the management of the project (e.g., project team meetings) and project-related conferences, publications, communications and public outreach activities, website maintenance, office expenses and costs associated with the preparation of reports For further detail: See Appendix 4 Travel and Meal Expense Guidelines for more information about eligible travel costs.
- Administrative costs must not exceed five percent (5%) of the total non-administrative costs of the budget.

A3.2e. Services from Others
- Project plans and budgets must include a detailed description of all outsourced technical services that will be employed. It is the obligation of the project team to understand and describe the work that will be outsourced and to manage the service provider's involvement in the project. Applications must include letters from service providers describing in detail and quantifying the specific work being requested, specifying unit costs and/or pricing schedules, and providing other relevant details.

- Service providers should be based in Ontario wherever possible. For service providers outside of Ontario, strong justification is required.

A3.3 Ineligible Expenses

Expenses deemed ineligible project expenses for ON-RP3 include:
- any costs incurred prior to the notification of funding decision and which will be referred to as the Effective Date in the funding agreement;
- any costs related to development of the funding proposal or other activity related to the application to ON-RP3;
- indirect costs to the project, including institutional overhead costs;
- payments outside of Canada, for example, salaries and benefits of project team members located outside of Canada;
- any costs related to activities undertaken with the actual or perceived intention of lobbying;
- any costs (including taxes) for which the applicant has received, will receive, or is eligible to receive, a rebate, credit, or refund;
- any costs related to incentives or gifts;
- financing charges and loan interest payments;
- rent, renovation or construction of buildings or facilities, and the opportunity cost of using existing infrastructure;
- costs associated with commercialization beyond the proof-of-concept/validation stage, such as: product development, marketing and consultants; and,
- inflation applied to consumables, equipment, general and administrative costs or services from others.

A3.4 In-Kind Contributions

Eligible in-kind contributions are non-cash goods and services that are contributed to a project that would otherwise have to be purchased or contracted in order to complete the project.

Eligible in-kind contributions must be contributed by the project leads or co-funders, if applicable, and:
- be essential to the project's success, includes paid positions, unpaid volunteers, equipment, materials and supplies and use of land/facilities
- be valued at fair market value
- not exceed 15 per cent of the total eligible project budget
- have a defined rate (per hour, per day, per item, etc.)
- be auditable (documentation is required to validate in-kind contributions)

In-kind contributions must be eligible expenses as described above, will be subjected to the same financial and audit review procedures as cash costs and must be supported with appropriate documentation. The Funders, in their sole and absolute discretion, may reject any in-kind contribution claim with which it is not satisfied.

Further information about eligible in-kind contributions has been outlined in the Eligible In-Kind Contributions Documentation Chart below.

Eligible In-Kind Contributions Documentation Chart

Category	Definition	Documentation-required	Additional documentation required upon request*
Paid Positions	• Actual salary cost or per diem assigned to fulfill duties specifically related to the project	• Payroll register/pay stub to validate hourly/daily rate for applicant and collaboration members • Director per diem rate • *If the position is currently not filled:* Submit a letter from the sponsor outlining the title, role, salary and duration of the position. (Payroll register/pay stub will be required at time of claim submission.)	• Personnel file with salary/wage information • Employment contract • Cancelled cheques/direct deposit schedule
Unpaid Volunteers	• Unpaid time contributed by a volunteer assigned to fulfill duties specifically related to the project	• Estimate of fair market value of services provided to validate hourly/daily rate	• Meeting minutes • Sign-in sheets • Letter from volunteer verifying contribution
Equipment	• Loaned equipment valued at current market rental value that is required for the proposed project.	• Rental estimate from retailer (commercial source)	• Letter from contributor verifying contribution
Materials and Supplies	• Donated materials and supplies valued at fair market or company book value	• A quote confirming the market value	• Paid receipts/invoices • Bill of materials
Use of land	• Donated land for research plots	• Estimate of the fair market value for use of the land	• Letter from contributor

*documentation must exist and be available to The Funders and/or its auditors for review upon request

A3.5 Co-funding

ON-RP3 requires that 1/3 of the total project budget be co-funded from other sources. A minimum of 1/6 of the total project budget must be contributed in cash by the Industry Lead. Funds will not be released to a project until the project meets the co-funding requirements as outlined below.

A3.5a Eligible sources of co-funding

Eligible co-funding sources include:
- Companies
- Venture capital or other investment funds.
- An industry consortium
- Institutional funds, trust funds, or foundations
- Charities and philanthropic organizations
- Departments and agencies of the federal government (e.g., Natural Resources Canada, regional development agencies)
- Independent corporations funded by the Federal Government (e.g., the Canada Foundation for Innovation, Mitacs)
- Departments and agencies of provincial and municipal governments
- Voluntary organizations
- Individuals

A3.5b Ineligible sources of co-funding

Ineligible co-funding sources include:
- Canadian Institutes of Health Research (CIHR)
- Natural Sciences and Engineering Research Council (NSERC)
- Social Sciences and Humanities Research Council (SSHRC)
- Canada Research Chairs (CRC)
- Networks of Centres of Excellence (NCEs)

A3.5c Co-funding requirements

The cash co-funding provided by the Industry Lead (which must be equal to at least 1/6 of the total project budget) must be collected by the Academic Lead and applied to eligible project costs.

In-kind contributions may be considered as co-funding. (For further detail: See Appendix 3 A3.4)

The value of existing IP transferred to a project is NOT considered eligible co-funding unless it is a contribution by a supplier of IP (e.g., a license that would otherwise have to be acquired from a third party supplier). Such items must be supported by appropriate documentation from the supplier's executive management.

Suppliers' discounts are not eligible co-funding.

Funding to support the indirect costs of a project (including overhead) is not eligible co-funding.

A3.5d Documentation required to support co-funding

Applications must include complete documentation to support the proposed co-funding, including a letter of commitment or an agreement defining the terms and conditions of the proposed co-funding and a description of how the co-funding will directly and exclusively support the objectives of the ON-RP3 funded project.

The following provides specific examples of documentation required, depending upon the co-funding source, or type:

- From a provincial government:
  A letter signed by a high-ranking provincial government official with appropriate authority indicating:
    - confirmation that the government will provide co-funding;
    - the project(s) in the competition that the government will support, including the name(s) of the researcher(s), the title(s) of the project(s), and the amount(s) anticipated from the government.

- From a funding agency
    - A copy of the full application;
    - Project summary;
    - Detailed budget; and,
    - Notice of Award (if applicable).
  Documentation must clearly demonstrate that funding is being used for eligible costs included in the budget of the approved ON-RP3 project.

- Organizations: including industry, charities, and philanthropic organizations;
    - Documentation and supporting information which clearly demonstrates the organization's level and terms of commitment to the project. Appropriate documentation could include but is not limited to a Board Resolution, and/or, a letter from the organization's CEO, legal counsel or Corporate Secretary.
    - Reasonable documentation supporting the organization's financial viability and its ability to provide the co-funding. Depending on the organization and the level of funding committed, documentation could include the organization's most recent audited financial statements, including Auditor's Report, Balance Sheet, Income statement, Statement of Cash Flows and Notes to the Financial Statements.
    - Any other information or documentation which provides credible support to the organization's financial viability and ability to fulfill its co-funding commitments (e.g., press releases announcing significant new financing, cash flow projections, etc.).

A3.6. Flow of Funds
- Successful applicants will be required to submit a written progress report and financial statement/claim for project expenses semi-annually (templates will be provided).

- Funding will flow as a series of annual advances, upon submission and acceptance of the detailed progress report and financial statement.
- An initial advance will be provided upon completion of a funding agreement between the applicant and the Funders.
- A final payment equal to 10% of the project's ON-RP3 funds from the Funders will be released upon the successful completion of the project and submission and acceptance of the final report.

Appendix 4. Travel and Meal Expense Guidelines

A4.1 Vehicle

When road transportation is the most practical and economical way to travel, the order of preference is rental vehicle then personal vehicle, if it is more economical than a rental vehicle.

Necessary and reasonable costs for parking, tolls for bridges, ferries and highways are eligible.

- **Rental Vehicles**
    - Compact model, or its equivalent, is required. Exceptions to this are guided by the principle that the vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations
    - Luxury and sports vehicles are prohibited
    - Gasoline charges are an eligible cost

- **Personal Vehicles:**
    - If using a personal vehicle, daily logs must be kept to track the project-related business use, with distances calculated in kilometers (km)
    - Mileage ranges will be applied for an individual, per project, per fiscal year
    - The table below reflects the maximum reimbursement rates for personal vehicles driven in Ontario:

Total km driven per fiscal year	Southern Ontario ($ per km)	Northern Ontario ($ per km)
0 – 4000 km	0.40	0.41
4001 – 10, 700 km	0.35	0.36
10, 701 – 24, 000 km	0.29	0.30
More than 24, 000 km	0.24	0.25

- Reimbursement rates for personal vehicles driven outside Ontario are at the rates for southern Ontario
- Reimbursement rates for vehicles driven outside of Ontario, within Canada can be found here

- **Leased Vehicles:**
    - Vehicles may be leased when they are specifically required to complete project related travel for a limited time period, and the use of rental vehicles and/or personal vehicles is not practical
    - Daily logs must be kept to track the project-related business use, with distances calculated in kilometers (km)
    - Compact model, or its equivalent, is required. Exceptions to this are guided by the principle that the vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations
    - Luxury and sports vehicles are prohibited
    - Gasoline charges are an eligible cost, when accompanied by a daily log

- Costs that are not eligible for leased vehicles will not be reimbursed. Examples of such costs would include, but are not limited to: leasing and/or finance related charges, insurance, non-project related leases, and the use of leased vehicles for normal business and/or personal use

A4.2 Public Transit

- Local public transportation including hotel/airport shuttles should be used wherever possible

A4.3 Air and Rail Travel

- Air and rail travel is permitted if it is the most practical and economical way to travel
- Economy (coach) class is the standard option for ticket purchase
- International train travel must be at the Canadian equivalent to coach class

A4.4 Accommodations

- Reimbursement will only be made for single accommodation in a standard room

A4.5 Meals

- Reimbursement is for restaurant/prepared food only
- Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal costs
- Consultants and other contractors will not be reimbursed for any catering, incidental or food costs
- Copies of original itemized receipts are required
- Information on reimbursement for meal costs incurred in USA can be found here
- Information on reimbursement for meal costs incurred outside Canada and continental USA can be found here
- Reimbursement for meal costs incurred in Canada is subject to the maximum rates set out in the table below (taxes and gratuities are included in the meal rates):

Meals	Maximum Amount
Breakfast	$10.00
Lunch	$12.50
Dinner	$22.50

A4.6 Catering

- Catering consists of the provision of meals, beverages or refreshments to persons at events and meetings
- Catering may be extended when:
  - hosting an event directly related to project activities that occur during a meal time or include refreshments
  - completing project specific activities, and have catering /meals included in your approved budget
- A catering tracking form must be completed for all catering costs
- Copies of the original, itemized receipts are required
- Meal rates cannot exceed the rates outlined above (taxes and gratuities are included in the meal rates)
- Costs that do not fit the definition of catering will not be reimbursed. Examples of such costs would include, but are not limited to: office social events, retirement parties, holiday lunches, etc.
- Catering cannot be provided for government employees (provincial or federal) or paid consultants

A4.7 International Travel

- All travel outside of Canada must be clearly outlined in the budget and approved by the AAC board
- Federal reimbursement rates will be used for meal costs outside Canada as set out in the appendices of the most current Treasury Board of Canada Travel Directive
- Information on reimbursement for meal costs incurred in U.S. can be found here
- Information on reimbursement for meal costs incurred outside Canada and continental U.S. can be found here