**Notice to the applicant:** This document must be read and completed in conjunction with the **Announcement of Opportunity (AO)**. Please read it in full before completing this application form. In case of contradiction or discrepancy, this document takes precedence. Once this form has been completed, please send it with the other required documents. Considering that email communication does not meet the Government of Canada's data protection requirements, the Canadian Space Agency (CSA) will provide you with a secure means to transmit your information.

The information provided will be treated in accordance with the [***Access to Information Act***](https://laws-lois.justice.gc.ca/eng/acts/a-1/)and the [***Privacy Act***](https://laws-lois.justice.gc.ca/eng/acts/p-21/page-1.html#h-397172).

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| **SECTION 1A - APPLICANT INFORMATION** | |
| Legal name of the organization, as per the incorporation or registration documents (see section 6). | |
| Type of organization:  Canadian university or post-secondary institution | Preferred language for correspondence:  French  English |
| Address:  Website: | |
|  | |
| Full name of Contact Person or Principal Investigator: | Full name of the duly authorized representative for the organization (person who can legally bind the entity organization by approving documents such as agreements, contracts, etc.): |
| Address: | Address: |
| Title / Position: | Title / Position: |
| Telephone:  Cellular phone:  Fax:  Email: | Telephone:  Cellular phone:  Fax:  Email: |

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| **SECTION 1B – Organization DESCRIPTION. (maximum 2 pages)**    Please provide:   * A brief history of the organization. * Experience in the past five (5) years with the CSA. Please provide a list of the projects (completed or ongoing). |

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| **SECTION 2 – APPLICATION SUMMARY** | | | | | |
| Project title: | | | | STScI Proposal ID: | |
| Project location –specify street address(es), town(s), region(s), province(s) or territory(ies): | | | | | |
| Funding requested from the CSA (in Canadian dollars) as per the Government of Canada fiscal year (April 1st to March 31st). | | | | | Total Budget:  CSA total (detailed in Section [5A]) + other contributors (detailed in Section [5B])- (if applicable) |
| Year 1 | Year 2 | **CSA Total** | | |
|  |  |  | | |  |
| Please summarize the project (maximum of 150 words) using non-technical terms suitable for public dissemination. This summary will be required for public disclosure and announcements if your proposal is selected. | | | | | |
| Total project costs: | | | Estimated Start Date (yyyy-mm-dd):  Estimated End Date (yyyy-mm-dd): | | |

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| **SECTION 3 – PROJECT DEFINITION**  **Note:** The applicant must fill items 1, 2, and 3 below separately from the detailed project definition in item 4 (attached as a separate file). |
| 1. **Project description: Executive Summary**   Please provide a description of your project’s objectives, including the expected deliverables and results.   1. **Applicant Eligibility**   Please provide a short summary (maximum of 100 words) to demonstrate that your organization meets the eligible recipient criteria listed in the AO.   1. **Project Eligibility**   Please explain how your project is aligned with the eligible projects criteria described in the AO.   1. **Detailed Project Definition**   Please attach a detailed description of the proposed research project, including objectives, methodology and an explanation of the role and responsibilities of each person involved in the proposed research project. Please structure this section with subheadings corresponding to the applicable evaluation criteria (as described in section 5.2 of the AO).  The expected results as well as publication and science dissemination plan should also be presented.  The cover page of the attachment must contain the title of the proposal, the name of the principal investigator and the legal name of the organization (university or post-secondary institution) requesting the grant.  For Category A projects, please limit proposals to a maximum of 5 pages excluding figures and bibliography, in a commonly used format (.DOC, .DOCX, .PDF, .RTF, .TXT) 12pt type face, letter sized paper and 1” margins, addressing all of the evaluation criteria.  For Category B projects, abbreviated proposals with a maximum of 3 pages excluding figures and bibliography, in a commonly used format (.DOC, .DOCX, .PDF, .RTF, .TXT), 12pt type face, letter sized paper and 1” margins, addressing all of the evaluation criteria may be accepted when appropriate. A letter of support from the Principal Investigator of the approved JWST Cycle 3 proposal confirming the roles and responsibilities of the Canadian Co-I(s) is mandatory. |

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| **TEAM MEMBERS (LEAD RESEARCHER AND RESEARCH TEAM)** | |
| Please provide the names and contact information of the team members. Please attach the curriculum vitae (CV) in the format of your choice for **each member of the team**\***.** Attach an additional sheet if needed. | |
| **Team Member 1** | |
| Full Name | Telephone |
| Title / Position | Email |
| Organization | Role in project |
| **Team Member 2** | |
| Full Name | Telephone |
| Title / Position | Email |
| Organization | Role in the project |
| **Team Member 3** | |
| Full Name | Telephone |
| Title / Position | Email |
| Organization | Role in the project |
| **Team Member 4** | |
| Full Name | Telephone |
| Title / Position | Email |
| Organization | Role in the project |
| **Team Member 5** | |
| Full Name | Full Name |
| Title / Position | Title / Position |
| Organization | Organization |

\*Team members may be added should there be more than 5.

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| **SECTION 4 – EVALUATION CRITERIA (Instructions)**  In addition to the description of the proposed research project (proposal) requested in Section 3, please highlight how each criterion is addressed in the proposal. It can make a reference to the proposal (page or section) where the criterion is addressed. |
| **Criterion # 1: Benefits to Canada** |
| Please describe how your project meets this criterion. |
| **Criterion # 2: Project Feasibility** |
| **Criterion # 2.1 Research Methodology**  Please describe how your project meets this criterion. |
| **Criterion # 2.2 Research Plan and Schedule**  Please describe how your project meets this criterion. |
| **Criterion # 3: Resources** |
| **Criterion # 3.1 Qualification and Experience of the Applicant and Investigation Team**  Please describe how your project meets this criterion. |
| **Criterion # 3.2 Budget Justification**  Please describe how your project meets this criterion. |
| **Criterion # 4: Results: Publication and science dissemination plan** |
| Please describe how your project meets this criterion. |
| **Criterion # 5: Risk and risk mitigation Strategies – Project risks (financial, managerial, scientific and/or technical) and mitigation strategies.** |
| Please describe how your project meets this criterion. |

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| **SECTION 5A – DETAILED BUDGET**  **Please provide all eligible costs for the project.**  **Eligible Cost** means any Project cost listed below that is essential to carry out the Project, reasonable and directly related to the Project. The total amount and the breakdown by source of funding must be provided for each category of cost.  All amounts in Canadian dollars and NET of all discounts and tax reimbursements.  The costs are to be incurred directly by the applicant.  **Incurred Costs** means any expense made to carry out the Project related to an Eligible Cost which is due and payable. CSA will not contribute to costs Incurred prior to the coming into force of a Funding Agreement and after the Project Completion Date | | | | | | | |
| **Eligible cost - categories** | **Description** | **Amount of funding requested from the CSA by Fiscal Year (April 1 to March 31)** | | | **Other levels of government funding (Federal,**  **Provincial,**  **Municipal) –Section 5B** | **Other Sources**  **including**  **Funding from your organization –Section 5B** | **Total Budget:**  **CSA + Other** |
| FY  24-25 | FY  25-26 | **CSA Total** |
| Salaries and benefits |  |  |  |  |  |  |  |
| Material and supplies |  |  |  |  |  |  |  |
| Access fees |  |  |  |  |  |  |  |
| Licences and permit fees |  |  |  |  |  |  |  |
| Participation fees at conferences, committees, and events |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |
| Accommodation and meal allowances |  |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |  |
| Translation services |  |  |  |  |  |  |  |
| Tuitions fees |  |  |  |  |  |  |  |
| Registration fees |  |  |  |  |  |  |  |
| Publication and communication services |  |  |  |  |  |  |  |
| **Sub-Totals before overhead** |  |  |  |  |  |  |  |
| **Overhead (not to exceed 10% of sub-total eligible costs above)** |  |  |  |  |  |  |  |
| **TOTAL PROJECT COSTS:** |  |  |  |  |  |  |  |

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| **SECTION 5B- SOURCES OF FUNDING** |
| **Please identify all sources of funding for your project,** including CSA, Governmental Assistance\*, other source and your organization.  \* Governmental Assistance means all financial and non-financial assistance from federal, provincial, territorial and municipal governments allocated to the Project, including but not limited to grants, contributions, reduced interest loans or forgivable loans, donations, sponsorships, Research and Experimental Development (SR&ED) investment tax credit and all financial assistance for a similar project by an entity with which it has a non-arm’s length relationship.  In-kind contributions are not considered sources of funding. The funding amount should be expected to be received directly by the applicant.  **Please complete the budget table below.**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Fiscal Year  April 1st – March 31st | **Sources of funding (in Canadian dollars)** | | | | | | | | | **Amount of funding requested from CSA** | **Other levels of government (federal, provincial/**  **territorial, municipal)** | | | | | **Other Sources**  **including funding from your organization** | **Total Budget**  **(CSA + Other)** | | Name of funding organization and its funding program | Contact Person  (Full Name, Title, Telephone number, Email) | Type of Fund (grant, contribution, loan, scientific research and experimental development (SR&ED) tax incentives, etc.) | Application Status (confirmed/ pending) | **Funding Amount  ($)** |  |  | | 2024-2025 |  |  |  |  |  |  |  |  | | 2025-2026 |  |  |  |  |  |  |  |  | | **Total** |  |  |  |  |  |  |  | 100% | |

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| **SECTION 6 - REQUIRED DOCUMENTATION** |
| Applicants must ensure that the following documents are included with their application package:  A completed original application form signed by the duly authorized representative with all documentation and information mentioned herein.  Proof of incorporation or registration  Letters from other funding organizations confirming their contribution, if applicable  Letter of support from the principal investigator (applicable only to Category B proposals)  **Please note that incomplete or late applications will not be considered for funding.**  **Please note additional documents may be requested at a later step of the Evaluation Process.** |

| **SECTION 7 - *Lobbying Act R.S.C (1985) of Canada*** |
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| Lobbyists and their clients are subject to the Lobbying Act, R.S.S 1985, c. 44 (4Th supplement).  I declare that I have not requested the services of a lobbyist within the meaning of the Lobbying Act as part of my application.  I declare that I have requested the services of a lobbyist within the meaning of the *Lobbing Act* as part of my application and declare that any person lobbying on my behalf is in compliance with the provisions of the *Lobbying Act*.  Name of lobbyist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I declare that the lobbyist does not receive any payment that depends, in whole or in part, on the result obtained in connection with this application. |

| **SECTION 8-A – APPLICABLE ONLY TO ORGANIZATIONS COVERED BY THE** [*Act respecting the ministère du Conseil exécutif*](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=%2F%2FM_30%2FM30_A.htm) **(R.S.Q., ch M-30), CHAPTER M-30, STATUTES OF QUEBEC** | | |
| --- | --- | --- |
| The organizations referred to in Article 3.6.2 **(SECTION 8-B)** are required to obtain authorization prior to signing a funding agreement with the federal government or with a federal public agency such as the Canadian Space Agency (CSA). | | |
| **Please review the relevant provisions of the Act and answer the three questions below. In the event of a discrepancy between the Law and the reproduction of the provisions below, the text of the Law applies.** | **YES** | **NO** |
| 1) In connection with section 3.11, is the applicant a **municipal body** or a **school body** within the meaning of section 3.6.2 of the Act? |  |  |
| 2) In relation to section 3.12, is the applicant a **public agency** within the meaning of section 3.6.2 of the Act? |  |  |
| 3) In connection with article 3.12.1, if a funding agreement were to be signed between the applicant and the CSA, will this agreement affect a Quebec **government agency**, a **municipal body**, a **school body,** or a **public agency** within the meaning of section 3.6.2 of the Act? |  |  |
| **If you answered “YES” to one (1) of the three questions:**  Do you have prior authorization (e.g., exclusion order) from the Government of Quebec to enter into a funding agreement with the Canadian Space Agency?  If “yes”, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If “no”, please refer to the website of the [*Quebec Secretariat for Canadian Relations*](https://www.sqrc.gouv.qc.ca/relations-canadiennes/ententes-intergouvernementales/processus-approbation-autorisation-en.asp) to find out what steps to take to obtain a written authorization to enter into a funding agreement with the Canadian Space Agency. |  |  |
| If you answered **“NO” to all 3 questions**, the CSA may request additional documents or information. | |  |

| **SECTION 8-B – DEFINITIONS (Article 3.6.2 – excerpts)** |
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| **Municipal body means …** |
| (1)  a municipality;  (2)  a metropolitan community;  (3)  a legal person or body that has one of the following characteristics: (a) a majority of its members are appointed by one or more municipal bodies; (b) more than half of its financing is provided by one or more municipal bodies;  (4)  a group of municipal bodies. |
| **School body means …** |
| (0.1) a school service centre;  (1)  a school board;  (2)  the Comité de gestion de la taxe scolaire de l’île de Montréal;  (3)  a legal person or body that has one of the following characteristics:(a) a majority of its members are appointed by one or more school bodies;(b) more than half of its financing is provided by one or more school bodies;  (4)  a group of school bodies. |
| **Public agency means …** |
| (1)  a legal person or agency that, although not a government agency, a municipal body, or a school body, has one of the following characteristics:(a)  a majority of its members come from the Québec public sector, that is, are appointed by the Government, a minister, a government agency, a municipal body, a school body or another public agency; (b)  its personnel is appointed in accordance with the Public Service Act ([chapter F-3.1.1](https://www.legisquebec.gouv.qc.ca/en/document/cs/F-3.1.1?&target=));(c)  more than half of its financing is derived from Québec public funds, that is from the Consolidated Revenue Fund, a government agency, a municipal body, a school body or another public agency;  (2)  a group of public agencies. |
| **Government agency means …** |
| A legal person or agency that, under its constituting Act, is empowered to make inquiries, issue permits or licences, or make regulations for purposes other than its internal management and, if it is a legal person, has one of the following characteristics:  (1)  it is the mandatary or agent of the State or of another government in Canada;  (2)  it enjoys the rights and privileges of a mandatary or agent referred to in paragraph 1. |

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| **SECTION 9 – LEGAL CONSIDERATIONS**  **Please answer the following 5 questions.** |
| 1. Does the Applicant have any claims/debts owed to any federal, provincial, municipal, or territorial government or has it received an overdue claim from such an organization?   NO  YES. Please complete the following table:   |  |  |  | | --- | --- | --- | | Government (specify) | Amount | Due date (yyyy-mm-dd) | |  |  |  | |  |  |  | |  |  |  |   The Agency may, at its sole discretion, request additional documents and information.   1. On the date of filing of this application or within the past two years, the Applicant has made an assignment of its property, is or was placed in receivership under the Bankruptcy and Insolvency Act, or any similar legislation?   NO  YES  The Agency may, at its sole discretion, request additional documents and information.   1. On the date of filing of this application or within the last two years, the Applicant has committed an act of bankruptcy, filed a notice of intention or proposal under the Bankruptcy and Insolvency Act, and/or is subject to procedures in accordance with the Companies’ Creditors Arrangement Act or any other similar legislation?   NO  YES  The Agency may, at its sole discretion, request additional documents and information.   1. On the date of filing of this application, has the Applicant received a formal or informal notice indicating that it could be, or is, in violation of an environmental law or regulation?   NO  YES. Please forward to the Agency a copy of the notice received.  The Agency may, at its sole discretion, request additional documents and information.   1. Does the Applicant have legal proceedings pending before the courts?   NO  YES  The Agency may, at its sole discretion, request additional documents and information. |

**Applicant Declaration on Confidentiality, Access to Information Act and Privacy Act**

The Applicant, through its duly authorized representative signing below, certifies as follows:

The CSA manages and protects information provided by the applicant in accordance with the [***Privacy Act***](https://laws-lois.justice.gc.ca/eng/acts/p-21/)[***and Access to Information Act***](https://laws-lois.justice.gc.ca/eng/acts/a-1/). More details about the handling of your personal information is described in the personal information document related toGrant and Contribution Program to Support Research, Awareness, and Learning – [Research Component (ASC PPU 045)](https://www.asc-csa.gc.ca/eng/transparency/aipa/info-source.asp) and [**Awareness and Learning Component**](https://www.asc-csa.gc.ca/eng/transparency/aipa/info-source.asp#:~:text=CSA%20FCS%20015-,Grants%20and%20Contributions%20%E2%80%93%20Awareness%20%26%20Learning%20(A%26L)%20Component,-Description%3A%20This) (ASC PPU 040). This information will be used for administration and application evaluation purposes. Personal information (such as name, contact information and biographical information) will be kept for 6 years and then destroyed. According to the *Privacy Act*, any individual may upon request, (1) have access to his or her personal data and (2) request correction of incorrect information.

Applicants must ensure any collection of personal information complies with all federal, provincial/territorial legislation and municipal bylaws.

For additional information regarding this statement, please contact:

Office of Access to Information and Privacy

Canadian Space Agency

Email: [aiprp-atip@asc-csa.gc.ca](mailto:aiprp-atip@asc-csa.gc.ca)

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

|  |  |
| --- | --- |
| Signature | Date |
| Duly authorized representative (typed name and title) | |

**APPLICANT ATTESTATION**

By submitting this proposal, the Applicant,through its duly authorized representative signing below:

1. Agrees with the terms herein and contained in the AO and certifies that it has all the resources and capacities necessary to carry out the project.

2. Understands and certifies that the information provided in the context of this application will be treated in accordance with the *Access to Information Act and the Privacy Act.*

3. Understands and accepts that CSA has no obligation to provide funding to the Applicant. The CSA is not responsible for any costs and expenses incurred or paid by the Applicant prior to the execution of a funding agreement between the CSA and the Applicant.

4. Understands and accepts that the execution of a funding agreement with the Agency is conditional, among other things, upon its proposal being accepted by the CSA and upon confirmation to the CSA’s satisfaction of the sources of funding pertaining to the proposal.

5. Understands and accepts that the CSA reserves its right, at its sole discretion, to modify or cancel the Announcement of Opportunity (AOP) process.

6. Certifies and confirms that no member of the House of Commons or the Senate will be a party to the funding agreement that may result from this proposal or shall be entitled to benefit from it or to receive any benefit to which the general public is not entitled

7. Certifies that it has disclosed, and will disclose if applicable, all sources of funding pertaining to the project including any government assistance or financial assistance requested or received for the project, as well as any other government assistance or financial assistance requested or received for a similar project by an organization or entity with which the Applicant has a non-arm's length relationship within the meaning of [*section 251 of the Income Tax Act (R.S.C. (1985), c 1 (5th Sup).*](https://laws-lois.justice.gc.ca/eng/acts/i-3.3/)

8. Certifies that no former holder of public office of the Government of Canada or public servant to whom applies the Conflict of Interest Act, the Values ​​and Ethics Code for the Public Service, or any other law, regulation, code, policy, procedure or directive of an equivalent nature, derives or shall derive a direct or indirect benefit from a possible funding agreement with the CSA, or that if such a person derives a benefit from it, he or she does so and will do so in accordance with the laws and codes mentioned above.

9. Undertakes to provide the CSA, without costs and delay, and in the form requested, with all the information necessary to complete the evaluation of the request for financial assistance and, if applicable, to execute and enforce a possible financing agreement.

10. Understands and certifies that all information relating to this application and the funding agreement that may result from this application for financial assistance, may be publicly disclosed under the laws, policies, and directives of the Government of Canada.

11. Certifies that the information provided in the context of this form and all the documents submitted are complete, true and accurate.

**The person signing below certifies that it has the authority to submit this application on behalf of the Applicant.**

I am the duly authorized representative of the Applicant and, as such, I confirm that I have the authority to submit this application on behalf of the Applicant and that by submitting this form I bind the Applicant as if my original signature were affixed to it.

|  |  |
| --- | --- |
| Signature: | Date (yyyy mm dd): |
| Duly authorized representative (type name and title) | |