**Circular Economy Seed Funding 2023**

**Proposal Form**

Please review the [Program Guideline](https://mmri.ubc.ca/cesf-national/) before filling out this form.

**SME(s) information**

|  |
| --- |
| Legal name:  |
| Website: | Contact name, position: |
| Email:  | Phone:  |
| Address:  |
| Please acknowledge the eligibility of the company for this program: [ ]  a Canadian or provincially incorporated business, [ ]  less than 500 employees, [ ]  for-profit. |
| Please acknowledge you have not participated in the UBC Circular Economy Seed Funding program in the past (otherwise, please contact the program coordinator): [ ]  we have not previously received technical support through this program.  |
| Please provide the name and email address of the SME’s current NRC IRAP Industrial Technology Advisor (ITA); having an ITA is required for the project approval. |
| Please provide a brief description about your company, and its products, services or R&D activities. |

**Faculty member leading the project**

|  |  |  |
| --- | --- | --- |
| Full name | Department, university | Email |
|  |  |  |

**Project information**

|  |
| --- |
| Project title: |
| Start date:  |
| End date (project must end before December 31, 2023):  |
| Project description and relevance to circular economy (250-500 words): |
| Project work plan within the specified time frame (describe in bullet points): |

**Project budget**

|  |  |  |
| --- | --- | --- |
| **Cost item** | **Amount** | **Note** |
| Salary |  | Max $9,000  |
| Project management fee  | $1000 | Fixed amount to cover the costs of coordinating and managing the project by UBC staff at the Materials and Manufacturing Research Institute.  |
| Total |  | Max $10,000 |
| * Justification for the requested salary—briefly explain the number of anticipated research assistants, their expected tasks and number of work hours @$40/hr:
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**Submission:** Please email the proposal form to mahdi.takaffoli@ubc.ca.