

The following information needs to be included in the Smartsimple proposal for **new CASBE (parallel) applications**:

- Completed NSERC Form 101 (draft)
 - **Must include both NSERC and AI(CASBE) activities**
 - Explain clearly through a Gantt chart what activities (including timeline) are proposed to be supported by NSERC and what activities (including timeline) are proposed to be supported by AI
 - Often a good practice is to colour-code the AI (CASBE) and NSERC activities
 - The AI funding cannot be more than 2 years (although the NSERC activities can go more than 2 years if applicable)
 - Completed 183A (by the AB SME)
 - With essential company's information including signature
 - Under the Applicant information section, the PI's info appears
 - Letter of Support from the AB SME
 - Ensure its commitment \$ in the letter (as applicable) matches with the number used elsewhere
 - **No need to submit a separate budget file using the budget template** available in SmartSimple
 - The detailed budget is submitted through NSERC 101 (draft) so there is no need to submit an additional budget justification
 - **Please ensure the 101 draft has the budget portion including justification of the budget items**

For the **NSERC pre-approved applications**, where CASBE submission is after NSERC has approved the Alliance Advance project, include the following information in the Smartsimple proposal:

- NSERC Full application – Form 101 (that was submitted to NSERC)
- CASBE Project Scope - Attach a Word document **describing the new (additional) activities ("CASBE" activities) that will be covered by AI funding**. There is no need to describe the NSERC activities in the Word document.
 - Add a Gantt chart to present the **New CASBE activities plus the NSERC activities only for the CASBE project duration** (i.e., maximum of 2 years)
 - A good practice is to colour-code the NSERC and CASBE (AI) activities
- **Completed budget spreadsheet using the Budget template** available in SmartSimple
 - Complete only for the AI portion of the project, i.e., only **Year 1 and Year 2** (assuming it's a 2-yr project) columns need to be filled in
 - **No need to show breakdown for NSERC's budget**
- Justification of CASBE budget in a Word document (this page may be integrated with the CASBE scope of work Word document)
 - Justify/describe the budget line items as presented in the completed CASBE budget spreadsheet
- Completed 183A (by the AB SME)
 - With essential company information including signature
 - Under the Applicant information section, this is the PI's information
- Letter of Support from the AB SME
 - **New (additional) in-kind contributions from the AB SME**, i.e., on top of what was committed in the approved NSERC application.
 - ~20-30% of total (CASBE) funding ask from Alberta Innovates is the suggested value of in-kind.
- NSERC Notice of Decision on the approved Alliance project
- Results of the Merit Evaluation and Reviewers' comments
- There is no need to attach a consent form (however this is referenced in the SmartSimple form)