

## IRAP Science & Technology Assistance Program - FAQs

---

### 1. Who administers the program?

The program is managed by the Dalhousie University Industry Liaison and Innovation (ILI) office with support from the National Research Council Industrial Research Assistance Program.

### 2. What is the goal of the program?

The Science and Technology Assistance Program helps small and medium-sized enterprises (SMEs) to strengthen their competitiveness and enhance their growth through innovation. This initiative does this by partnering the companies with university researchers who can help by providing easy access to scientific and technical information and expertise in areas such as:

- new product development
- resource allocation/optimization
- production process improvement
- removal of product performance limitations
- product or production cost reduction
- reliability/quality improvements
- enhanced product functionality
- environmental technology issues

### 3. What is the criteria for the company to be eligible?

Eligible industry partners must be incorporated as “for-profit” and be headquartered in Canada with 500 employees or less.

### 4. Is there any cost to the company or limit on number of projects awarded?

There will be no cost to the company for the researcher expertise. A company may have only one active project at a time, and is generally limited to one project per fiscal year. Companies are advised to contact their NRC-IRAP Industrial Technical Advisor (ITA) to discuss project options.

### 5. What is the process for starting a project?

The company must complete a *Request for Science and Technology Assistance* form, clearly stating the challenge and desired outcome and send it to Dalhousie University, Industry Liaison and Innovation (ILI) via fax (902)494-5189 or email [scitech@dal.ca](mailto:scitech@dal.ca). ILI will identify university researcher(s) with expertise who are willing to address the company’s challenges. Or, if the company has already identified a preferred researcher please indicate in the Request Form.

6. How do researchers become involved with a project?

Requests from the SME for assistance will be coordinated through ILI, and ILI will facilitate and coordinate the interaction between the company and the researcher and provide on-going support through the process.

In response to a company request, the researcher will complete a *Proposal for Science and Technology Assistance* form indicating a project budget and the proposed deliverables. The program will reimburse the researcher for allowable travel costs and set program professional fee. Equipment Rental fees and Materials are not eligible expenses under this program. **No individual (Researchers, Technicians, and/or Students) can exceed a maximum of 50 hours per project.** If there is a clear need for additional assistance, the company will be referred to project-based support programs such as NRC-IRAP, NSBI PVIP, and Atlantic Canada Opportunities Agency.

7. What is the Outcome of the Project?

The University researcher(s) will produce a confidential report that will be provided to the company and may contain items such as:

- a detailed analysis of the problem
- one or more proposed solutions
- potential approaches to a solution
- further avenues of research or investigation
- an academic literature survey
- a proposed research project description
- existing technology details
- a list of known experts or institutions
- copies of relevant research and industry papers
- recommendations

These projects provide up to \$5,000 to the Dalhousie Researcher. All Researchers are limited to a maximum of 50 hours per project.

8. When are project timelines and deadlines?

All projects must be completed within 2 months of the official project start and will be initiated with a “green-light” email from ILI confirming the project is underway.

All projects at Dalhousie need to be completed by no later than February 15, 2019. This enables Dal to process all of the final paperwork for NRC-IRAP prior to March 15, 2019. **Any work not completed by February 15<sup>th</sup> will not be eligible for reimbursement/payment.**

If you have any questions or require further information, please contact:

Margaret Palmeter, Manager  
Industry Liaison and Innovation  
Dalhousie University  
902-494-1693  
[Margaret.Palmeter@Dal.Ca](mailto:Margaret.Palmeter@Dal.Ca)  
<https://dal.ca/ili>