

# Guidelines for CME’s Technology Assessments Program

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## 1. APPLYING FOR FUNDING

This program ends on March 31, 2022. We continue to accept applications for assessments until December 31, 2021 with a completion date of no later than January 31, 2022. All reports and expense claims for approved assessments must be submitted no later than February 28, 2022. No extensions will be granted.

CME realizes the importance of assessments and will contribute 100% to a maximum of \$25,000 of the eligible costs to help companies construct a comprehensive systems engineering approach to developing a strategy on how to successfully grow their businesses and capitalize on the addition of new technologies, focusing on the current state of their technology (including equipment, hardware, software, cloud computing and advanced manufacturing), how they learn of new technologies and make decisions to assess, purchase, adopt, implement, train and maintain these technologies.

Companies must complete a technology assessment application and submit a proposal from a qualified service provider (QSP) authorized by CME. This must be for future work and not for any assessments that have been previously completed by the applicant. The proposal must outline the assessment process, clearly articulating the areas of consideration and opportunities for improvement, the recommendations, and a description of how results will be measured. Assessments are expected to enable manufacturers to identify specific improvements in their systems, processes, and equipment, that should result in increased productivity, allowing them to expand into new markets and bring higher paying jobs and skills to Ontario.

### 1.1 IMPORTANT NOTES

- An approval for an assessment does not guarantee that a project will then qualify for FedDev's Targeted Manufacturing Initiative for Southern Ontario funding
- Only one assessment will be funded per company
- The assessment must be undertaken by an approved CME Qualified Service Provider (QSP). (Work done by an internal staff member, whether full time or part time will not be considered)
- This must be for future work and not for any assessments that have been previously completed by the applicant
- A signed copy of the initial assessment (from the QSP) must be included in the proposal and submitted by the company for authorization to proceed with starting the assessment
- A final copy of the QSP's assessment report must be submitted to CME for approval prior to any final payment
- All agreements for the assessment are between the applicant company and the QSP
- The applicant company is responsible for making payments to the QSP. CME will not make direct payments to the QSP.

- The final decision on satisfaction with the quality of the assessment rests with the applicant company. If unsatisfied with the report, this must be rectified before submitting to CME for payment. A received report and final claim constitute a satisfactory and complete assessment.
- Please note: Applications are only being accepted for manufacturers in Southern Ontario per the census map (Refer to Southern Ontario Service Area).

## 2. ELIGIBILITY

### 2.1 ELIGIBLE COMPANIES

- In order to be considered for FedDev assessment funding, your company must meet the following criteria:
- Must be a manufacturer<sup>(1)</sup> based in Southern Ontario per the census map (Refer to Southern Ontario Service Area)
- Must be an incorporated business (federally or provincially) for 2 years or more continuously
- Must demonstrate financial stability
- Must have greater than 15 and fewer than 500 FTE employees maximum in Southern Ontario
- Companies are not required to be a member of CME to be eligible.
- Not receiving other contributions toward the activities contained in the funding application from other government funded programs, including but not limited to:
  - University or College Funding programs
  - Export Funding programs
  - Other related government funding programs

*(1)Manufacturer is described as involved in operations to produce or support products/services related to manufacturing, processing, fabricating or refining*

### 2.2 ELIGIBLE ACTIVITIES

Technology assessments by qualified experts to identify where potential operational efficiencies could be achieved. Technology assessments can focus on areas such as:

- productivity
- process flow
- quality (for example, ISO Certification)
- waste reduction
- environmental impact (various green certifications)
- energy efficiency (production level)
- information and management systems

## 2.3 ELIGIBLE COSTS

A proposed budget must be submitted with each application. The budget should provide a detailed breakdown of costs, including time, travel, reporting, etc. All service provider invoices will need to clearly outline the services provided. Line item descriptions such as "services rendered" will not be accepted.

- Consulting fees (including travel) are eligible.
- Entertainment and meals are not eligible costs.
- All receipts for travel must be submitted with final claim. Any receipts that are not included will be removed from eligible costs.
- CME reserves the right to remove any unreasonable costs.

## 3. SELECTION CRITERIA AND REVIEW PROCESS

### 3.1 SELECTION CRITERIA

Applications will be evaluated based on their ability to meet the following criteria:

- Technology improvements that aim to improve and modernize the manufacturing process, lead to increased productivity and competitiveness
- New additions that contribute to the economic and environmental benefits to Ontario, including benefits expected from the project and interactions with other segments of the Ontario economy
- Commitment to develop export markets, or be part of the value supply chain, or potential to become a strong global player on a regional or global basis
- Creation of long-term employment and high-value jobs

### 3.2 A FAIR AND IMPARTIAL PROCESS USING INDUSTRY EXPERTS

Each application will be given a fair evaluation based upon the information that is provided in the applications and with any additional supporting documentation provided by the applicant. The applicant is responsible for ensuring that all relevant information is provided at the time of the application. CME Program Office will review the application and provide feedback on any missing documentation or where clarification is required. Missing information will delay the response time. As a general guideline, applications will be reviewed within a 45-business day timeframe.

### 3.3 CONFIDENTIALITY AND CONFLICT OF INTEREST

All CME staff and contractors involved in the application review and selection process are covered by a strict confidentiality and conflict of interest agreement. [Click here](#) to download a copy of the CME Code of Conduct.

FedDev will have access to all information upon request of the documents.

## 4. APPROVAL AND REIMBURSEMENT PROCESS

### 4.1 APPROVAL

CME Program Office will contact approved applicants and provide a copy of the Contribution Agreement (contract). Upon signed contract, CME program office will facilitate a connection between the applicant and their qualified service provider. The two must set a date to conduct an initial assessment in order to submit the assessment project proposal. The submitted proposal will be reviewed by a panel of reviewers after which the applicant will be notified if the proposal is approved or not. All approved proposals will receive an authorization to proceed letter. The applicant must then contact their QSP and set a date to start the assessment.

Assessments must be completed within 90 days of approval notification. If an extension is required, contact CME Program Office and provide a written document stating reason for the delay, along with the new requested timeline for the assessment.

### 4.2 EXPENSES

Once the assessment is complete, and all of the assessment expenses have been paid in full, you are ready to report these expenses to CME Program Office for reimbursement. Templates of applications and reports can be found on CME's program website. You can also contact CME Program Office to provide you with the necessary forms to submit your reimbursement claim.

You will be required to complete an Expense Claim Form which will identify the budgeted expenses you submitted as part of your original application, and you will need to explain any significant variations (up or down) in actual expenses.

### 4.3 EXPENSE REIMBURSEMENT

Ensure that you review all eligible and non-eligible costs. Non-eligible costs will be denied and will delay your expense claim. If your approved expenses end up being less than originally proposed, the award amount will be adjusted accordingly.

Copies of all invoices, supporting documents, final report from the QSP outlining the recommendations, and expense claim must be provided to CME Program Office.

Once all expenses have been received, they will be reviewed for final eligibility. Approved expenses will be reimbursed within 30 business days of the approval date.

## 5. WORKING WITH A QUALIFIED SERVICE PROVIDER

### 5.1 ROLE OF THE QUALIFIED SERVICE PROVIDER

The qualified service provider is required to provide An initial assessment proposal to the applicant that will include the type of assessment to be conducted, process of the assessment, context, the time frame, a breakdown of the costs and expected outcomes of the completed assessment.

This proposal must be submitted by the applicant along with their application for an on-site assessment. It is important that the proposal provides enough detail of the assessment to allow CME Program Office to base a decision of approval to proceed. Assessments must be completed within 90 days of approval notification.

Upon completion of the assessment, a final report must be submitted to the applicant. This report shall include the report of findings during the assessment and recommendations for further improvements. Recommendations included should align with FedDev's Targeted Manufacturing Initiative for Southern Ontario which will allow the company to further apply for funding under the program.

A completed assessment does not mean that a company's application will be guaranteed for automatic project funding. All project funding applications must be submitted to CME Program Office and will be evaluated based upon its overall merits.