

**ALBERTA INNOVATES (AI) CAMPUS ALBERTA SMALL BUSINESS ENGAGEMENT (CASBE) — NSERC ALLIANCE/ALLIANCE QUANTUM
REQUIRED APPLICATION ATTACHMENTS**

There are two options for submitting an application to the CASBE Program:

1. Parallel applications — apply to AI CASBE application first and NSERC Alliance second; or
2. Pre-approved NSERC Alliance — apply to AI CASBE with an approved Alliance/Alliance Quantum awarded within the last 12 months

OPTION 1	
NSERC APPLICATION	
Form 101 — Alliance–CASBE Application	Alliance proposal template <ul style="list-style-type: none"> • The Proposal section must include a Gantt chart (including timeline) showing the activities to be support by NSERC and those to be supported by AI. Colour-coding to differentiate between NSERC-funded and AI-funded activities is recommended.
	Budget Justification <ul style="list-style-type: none"> • encompasses NSERC and AI funding
	Partner organization form(s) <ul style="list-style-type: none"> • must be completed by the authorized representative of the partner organization — invitation via the Contributions section • <i>Alliance only</i>: Add Alberta Innovates as ‘Joint funding call partner’ in the Contributions section so that they can complete the partner form. • <i>Alliance Quantum only</i>: Add Alberta Innovates as ‘Other funder (not involved in the research)’ and upload conditional approval email from Alberta Innovates to Other Documents section.
	Justification for In-kind Contributions (for all partner organizations)
	National Security Guidelines for Research Partnerships’ risk assessment form — <i>private-sector partners only</i>
	Attestation for Research Aiming to Advance Sensitive Technology Research Areas forms — <i>if applicable, required for all researchers involved in the activities supported by the grant</i>
Form 100A — Personal Data Form (applicant and all co-applicants)	Most significant contributions to research (max. 5 pages)
	Canadian Common CV (CCV) — NSERC version <ul style="list-style-type: none"> • must not be the ‘draft’ copy
AI APPLICATION	
NSERC Alliance or Alliance Quantum application	
Letter(s) of support from the Alberta SME partner(s) <ul style="list-style-type: none"> • include cash and in-kind contributions committed by the partner; amount must match the application 	
CASBE Alberta Industry Partner Form completed by the Alberta SME partner(s) <ul style="list-style-type: none"> • all boxes must be complete and the form signed by the organization’s authorized representative 	

OPTION 2

AI APPLICATION

NSERC Alliance or Alliance Quantum application submitted to NSERC

Description of the CASBE-funded R&D activities indicated in the Gantt chart and justification of the associated budget (approx. 2–3 pages)

- In the budget justification, it is recommended that you associate the budget items with specific activities, milestones, and/or deliverables identified in the proposal.

CASBE Project Budget Summary Workbook (sample available [here](#))

- Budget Expenses section (blue): list the direct costs for the **AI-funded activities only** (max. 2 years)
- Contributions — Cash (green) and In-Kind (yellow): list contributions in all years for both the CASBE (max. 2 years) and Alliance (max. 5 years) grants

Letter(s) of support specific to the AI-funded activities from the Alberta SME partner(s)

- include cash and in-kind contributions committed by the partner; amount must match the application

CASBE Alberta Industry Partner Form completed by the Alberta SME partner(s)

- all boxes must be complete and the form signed by the organization’s authorized representative

NSERC Notice of Decision and Terms and Conditions

NSERC reviewers’ comments