

Going Global Innovation Handbook

Table of Contents

1. Description of Going Global Innovation
2. Going Global Criteria
 - 2.1 Who is eligible?
 - 2.2 What expenses are eligible?
 - 2.3 What costs are not covered?
 - 2.4 Is there a limit on funding?
 - 2.5 What are the stacking limits?
3. How to Apply
 - 3.1. Application
4. What is the process for an approved project?
 - 4.1 Project Process

Section 1- Description of Going Global Innovation

The Innovation component of the Global Commerce Support Program is designed to promote and enhance Canada's international innovation efforts by supporting Canadian companies and/or researchers in pursuing international Research and Development (R&D) collaborative opportunities through the development of partnerships with key players in other countries/economies.

Projects, that are supported, aim to build on targeted relationships between Canadian companies and/or researchers and key players in other countries to allow them to proceed with formal discussions to initiate collaboration(s) on future international R&D initiatives that could lead to downstream commercialization results.

Section 2 – Going Global Innovation Criteria

2.1 Who is Eligible?

Canadian researchers from

- private companies,
- universities, and
- non-government research centres

2.2 What expenses are eligible?

Going Global provides assistance by contributing **up to 75%** of the eligible expenses.

Eligible expenses include:

Travel and related costs

airfare	tickets purchased up to economy-class will be reimbursed under Going Global. Bonus points earned from various program (such as Air Miles/Aeroplan/World Points or any other barter system) are not considered an "incurred cost" and are not eligible for reimbursement nor considered an in-kind contribution in the determination of total project costs
local transportation	these costs are associated with any transportation method used in Canada and the foreign country for a. transportation to and from airports b. transportation to and from meetings c. transportation to and from site visits d. etc
accommodation	cost of meals and incidentals, and accommodations are not to exceed the limits set out in Appendices B, C and D on the Treasury Board website
meals and incidentals	cost of meals and incidentals, and accommodations are not to exceed the limits set out in Appendices B, C and D on the Treasury Board website
other related costs	such as visa application costs, immunizations for project related travel, etc.

Other non-research expenses

meeting costs (workshop or seminar expenses, hospitality)	these costs can consist of the meeting room rentals, services for audio/visual equipment, cost for meals during the meeting date(s). Please note that if meals are provided during a meeting/conference then participants cannot claim the meal amounts for their individual expenses.
participation at targeted exhibitions and conferences	these exhibitions and/or conferences must demonstrate that the "best of the best" will be in attendance, and that should participants not be able to participate within, then missed opportunities will prevail.
pursuit of large scale projects	companies and/or researchers wanting to participate in meetings/events hosted by foreign partners for large scale projects, not typically open to Canadians, for solidification of partnerships within those frameworks.
development of legal documentation to	legal representation services acquired to draft documentation on behalf of the Canadian participants in order to solidify the

solidify partnership	partnership - can be in the form of a memorandum of understanding, letter of intent, intellectual property document, etc - an invoice from the legal representative is required for reimbursement under Going Global.
translation services	translation services may be required for the solidification of a partnership - it is encouraged to utilize the services outlined by the Canadian Embassy or Consulate in the respective country and rates should be based on current market rates - an invoice is required from the translation service company for reimbursement under Going Global.
photocopies or printed material	these expenses must pertain to the project under Going Global
pursuit of financial support	as a follow on mission to an existing approved project, participants would be eligible to seek assistance for travel costs associated with the pursuit of financial support (ie. Venture Capital, Angels, or other forms of financial support). A separate application process is required for this activity.

2.3 What costs are not covered?

The following activities and costs are not eligible under Going Global:

- research costs (stipends to students for R&D, technicians, samples, equipment acquisition, etc)
- costs for warehousing of samples and equipment
- technology or equipment development costs
- salaries and honoraria of applicants and participants
- activities not directed at establishing specific partnerships

2.4 Is there a limit on funding?

Applicants must request, from Going Global, **a minimum of \$5,000.00** in order for the proposal to be considered. The maximum payable to any organization for an approved project is **\$75,000**.

2.5 What are the stacking limits?

The normal stacking limit of Total Government Assistance (federal, provincial, and municipal assistance for the same eligible expenses/expenditures) for Going Global is **75%**. The stacking limit is equivalent to the funding level support of GGI. In the event that actual Total Government Assistance exceeds the stacking limit, it will be necessary for the Department to adjust its level of assistance (and seek reimbursement, if necessary) so that the stacking limit is not exceeded.

Section 3 - How to Apply

3. How Do I Apply

The project lead, on behalf of the entire project group, must complete an application package (application (doc, html) and budget) which must be submitted **at least eight weeks prior** to the commencement of the project.

Applications are to be sent via email to innovation@international.gc.ca.

3.1 Application

The application (doc, html) consists of five sections which are

1. Project Lead Information
2. Project Information
3. Participant and Partner Information
4. Activities
5. Prior Going Global Experience

Section 4- What is the process for an approved project?

4.1 Project Process

There are five stages of entire process flow for a project applying to Going Global. Projects that have been approved will follow the process flow from stage one to stage five.

Stage One - Application process

In this step, the project lead (on behalf of the eligible Canadian participants) submits a draft application to Innovation, Science and Technology Division of Foreign Affairs and International Trade. Applicants will be notified that the application has been received. A preliminary review of the application, to determine if sufficient information has been provided, will be conducted. The project lead will be notified, via email, if additional information is required. Once the information has been obtained and accepted by the Innovation, Science and Technology Division, it will then move to the next stage.

Stage 2 - Adjudication process

The adjudication process allows officers from around the world to review and provide feedback regarding the application. Officers in

- the regional office (province from which the application originated),
- post(s) abroad (countries for which the Canadian participants will be visiting),
- geographic divisions (headquarters personnel responsible for bilateral relations),
- the Innovation, Science and Technology Division (headquarters personnel responsible for bilateral relations from an innovation, s&t perspective), and
- sectors bureau (headquarters personnel with sectoral responsibilities)

are all responsible for reviewing and providing comment on the information provided in the application or accompanying documentation. At this phase of the stage, any officer can request additional information to assist with their review process. This information will be done in a coordinated fashion with the project lead.

Once the information has been compiled, it is provided to the management of the Innovation, Science and Technology Division to approve and/or decline the project. If the project is approved, it will move to the next stage. If the project is declined, an email notification will be sent to the project lead. The email will contain the reasons for the project not being approved under Going Global.

Stage 3 - Contribution Agreement and Amendment Process

Successful applicants will receive (via fax, courier or electronic means) a Contribution Agreement stating the general conditions of relationships as well as the obligations and responsibilities of all parties. The authorized signing authority for the institution and the Department must sign the contribution agreement prior to the departure of the project participants. Be advised that our financial team responsible for Grants and Contributions will require **at least five days** to review and approve any contribution document that is drafted on behalf of the Department.

Should any conditions arise, prior to the expiry of the contribution agreement, an amendment can be formally prepared. Written documentation of the proposed changes and justification (email to innovation@international.gc.ca) must be received in order to seek approvals to enter into an amendment. Be advised that our financial team responsible for Grants and Contributions will require **at least five days** to review and approve any amendment document that is drafted on behalf of the Department. Approved amendments will be sent (via fax, courier or electronic means) to the project lead's authorized signing authority for signature.

Stage 4 - Interim Reporting

The contribution agreement details the reporting requirements for the entire project. The project lead, on behalf of all the Canadian participants, must provide an interim report (doc, html) (if applicable) and financial statement (excel) that outlines the costs incurred for the portion of the project indicated in the contribution agreement. A preliminary review of the interim report, to determine if sufficient information has been provided,

will be conducted. Should additional information will be required, the project lead will be advised to provide supporting documentation. The documentation will then be sent to the Program Manager for payment approval on the interim payment.

Stage 5 - Final Reporting

The contribution agreement details the reporting requirements for the entire project. The project lead, on behalf of all the Canadian participants, must provide a final report (doc, html) and financial statement (excel) that outlines the costs incurred for the entire project indicated in the contribution agreement. A preliminary review of the final report, to determine if sufficient information has been provided, will be conducted. Should additional information will be required, the project lead will be advised to provide supporting documentation. The documentation, once accepted by the Department, will then be sent to the Program Manager for payment approval on the final payment.

Going Global Innovation Definitions

Research and Development

Research and experimental development (R&D) comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications

Source: Frascati Manual - Proposed standard practice for surveys on research and experimental development

Companies

A Canadian company is regarded (for the purpose of this funding pillar) as a small or medium enterprise. Internationally, small and medium sized enterprises (SMEs) are defined according to size. Although the criteria for 'size' can vary, in Canada, SMEs are categorized by number of employees and total annual sales.

- A small business has less than 100 employees in the manufacturing sector and fewer than 50 employees in the service sector. Small businesses have less than \$10 million in annual sales.

- A medium-sized company has between 101 and 500 employees. Medium-sized businesses have between \$10 million and \$50 million in annual sales.

Source: EDC

Researcher

A Canadian researcher must be of Canadian citizenship, working in Canada for a Canadian university, company or non-government organization/institute.

Venture Capital

A specialized form of private equity, characterized chiefly by high-risk investment in new or young companies following a growth path (see: Stages of Development) in technology and other value-added sectors.

Source: Canadian Venture Capital Association

Angel Investors

A high net worth individual active in venture financing, typically participating at an early stage of growth. Also known as an informal investor.

Source: Canadian Venture Capital Association

