

**INNOVATIVE SOLUTIONS CANADA PHASE I (PROOF OF CONCEPT)
FINAL REPORT**

Instructions and Template
(Effective July 17, 2018)

This document provides information required to complete the ISC Phase I Final Report. The Final Report provides the challenge sponsoring department a precise description and results of the research and development performed under Phase I.

This document has two sections: Instructions and Template. The **Instructions** provide information required to prepare and submit the Final Report while the **Template** is the format the company must use to prepare the report.

Do not include the **Instructions** with the report. Be sure to replace the information described within the angled brackets < > with the relevant project information (and remove the angled brackets). Also remove the bracketed [] guidance in the **Template**.

Instructions

A. The Final Report must include the four sections noted below. The report must not exceed a total of twenty (20) pages. Appendices A and B are optional, but Appendix C is mandatory.

| Section Name | Not to Exceed Page Length |
|--|--|
| Final Report: | Not to exceed twenty (20) pages |
| 1. Title Page | Not to exceed one (1) page |
| 2. Table of Contents | Not to exceed one (1) page |
| 3. Executive Summary | Not to exceed one (1) page |
| 4. Report Body | Not to exceed seventeen (17) pages |
| Appendices: | 12 pages in total |
| 5. Appendix A: Key Terms | Up to 5 pages |
| 6. Appendix B: Supplemental Data | Up to 5 pages |
| 7. Appendix C: Phase 1 Project Implementation Team | Up to 2 pages |

B. Paper/Font size. The report must be prepared on 8 ½ x 11 inch paper with 1 inch margins (including header and footer) and be written in Times New Roman 12 point font.

C. Header. Each page of the report must have a header that includes the following information:

FINAL REPORT
<Company Name>
<Report Date>

D. Footer. Each page of the report must have a footer that includes the following information:
Challenge ID Number: <Challenge ID Number>
Contract Number: <Contract Number>
Page <Number>

E. File Format. The report must be uploaded as a single Adobe PDF file to the ISC website.

F. Submission.

(1) Final Reports must be submitted in accordance with the requirements and timelines/deadlines listed in the company's Phase 1 contract.

(2) Final Reports are submitted through the ISC website:
<http://www.ic.gc.ca/eic/site/101.nsf/eng/home>

The submission process requires the company to upload the report as a "Final Report – Phase 1". Companies should always verify their Final Report requirements with the ISC Secretariat.

Note:

Do not include the above **Instructions** with the report. Use the following **Template** to complete the report but do not include the bracketed [] guidance provided in each section. Remove text within the angled brackets < > and replace it with relevant firm/project information (and remove angled brackets).

PHASE 1 - FINAL REPORT

<Company Name>

<Report Date>

Project Name: <Project Name>

Challenge ID #: <Challenge ID Number>

<Company Name>

<Address 1>, <Address 2>

<City, Province, Postal code>

<Phone>

Prepared By:

<Name>, <Phone>, <Email>

Authorized Officer to Submit Final Phase 1 Report:

<Name>, <Title>, <Phone>, <Email>

Table of Contents [be sure to update TOC when the document is final]

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Executive Summary

[Clearly state if the work/project was completed on budget, on schedule and within scope. In addition, this section must clearly state the findings of the research performed in Phase I, focusing specifically on the principal results and conclusions that confirm the scientific/technical feasibility of the proposed solution, the ending technology readiness level (TRL) of the solution in Phase 1, and if the work in Phase 1 affected the envisioned benefits to Canada as articulated in the initial application/bid submission.

Introductory material (purpose, scope, and organization), descriptive material (nature and method of research), and the most important results and conclusions are summarized, with emphasis on research findings.

Although a summary introduces no new information, it is independent from the reader's point of view; therefore, all symbols, abbreviations, and acronyms should be defined, and unusual terms are explained. A summary must not contain references or cross-references to other sections of the report.

REMINDER: To be considered for Phase 2, the solution must reach a minimum TRL 3 at the end of Phase 1 (Proof of Concept) but may reach the end of TRL 4. R&D in Phase 1 must not enter TRL 5.]

Project Objective

[Provide a 2-3 sentence summary of the project objectives including the technology/service to address the challenge.]

Project Approach

[Detail the intended approach used to reach the project objective. This section must include information on whether the work/project was completed on budget, on schedule and within scope. If not, an explanation must be provided. This section must also include a summary of the physical and analytical models used, as appropriate, an overview of the basic science behind the technology or process.]

Analysis

[Provide appropriate analysis to allow the challenge sponsoring department to determine if the project objectives were achieved and whether the scientific and/or technical feasibility of the solution has been proven to address the challenge. Explain the relevance of the research to the project objectives, including models used in the data analysis. Any detailed calculations or derivations should be included in Appendix B. The analysis should also clearly identify the TRL level of the solution at the end of Phase 1. Lastly, the analysis should include a discussion on how the work in Phase 1 has affected the envisioned benefits to Canada as articulated in the initial application/bid submission. This includes identifying if new benefits have emerged that previously were unknown.]

Results

[Summarize results obtained during this project with an emphasis on explaining how the research in Phase 1 has confirmed the scientific and/or technical feasibility of the solution. The data should be organized in a logical order, including any tables and diagrams as appropriate, such as system overviews, functional diagrams, and test data. Raw data captured should be included in Appendix B.]

Conclusions

[The conclusions section interprets findings that have been substantiated in the discussion of results and explains their implications. The section introduces no new material other than remarks based on these findings. It includes the author's/creator's opinions and is written to be read independently of the text. The section could include a summary of the conclusions from similar studies, a conclusion based solely on the current results, or an overall conclusion.]

Recommendations

[The recommendations section presents a course of action based on the results and conclusions of the Phase I work. Recommendations might include additional areas for R&D, alternate design approaches, or production decisions. Specific recommendations are presented in a numbered or bulleted list that is introduced by an informative lead-in sentence.]

References

[All cited references should be listed below in the appropriate format. Use the following example formats as necessary.]

[Book Format: Author's last name, first name. *Book title*. Additional information. City of publication: Publishing company, publication date.

1. Boorstin, Daniel J. *The Creators: A History of the Heroes of the Imagination*. New York: Random, 1992.

[Encyclopedia & Dictionary Format: Author's last name, first name. "Title of Article." *Title of Encyclopedia*. Date.

2. Pettingill, Olin Sewall, Jr. "Falcon and Falconry." *World Book Encyclopedia*. 1980.

[Magazine & Newspaper Articles Format: Author's last name, first name. "Article title." *Periodical title* Volume # Date: inclusive pages.

3. Kalette, Denise. "California Town Counts Down to Big Quake." *USA Today* 9 21 July 1986: sec. A: 1.

[Website or Webpage Format: Author's last name, first name (if available). "Title of work within a project or database." *Title of site, project, or database*. Editor (if available). Electronic publication information (Date of publication or of the latest update, and name of any sponsoring institution or organization). Date of access and <full URL>.

4. Dove, Rita. "Lady Freedom among Us." *The Electronic Text Center*. Ed. David Seaman. 1998. Alderman Lib., U of Virginia. 19 June 1998
<<http://etext.lib.virginia.edu/subjects/afam.html>>]

Appendix A: Key Terms

[Define any key terms and acronyms used in the report. There is a 5 page limit for Appendix A.]

Appendix B: Supplemental Data

[Raw data and detailed computations used in the report development. Other referenced reports must be included in the References section. Company promotional materials and other similar unrelated information must not be included. There is a 5 page limit for Appendix B.]

Appendix C: Phase 1 Project Implementation Team

[Describe the R&D performed by the project implementation team. List the team members, their roles, specific R&D performed, and monetary value of their R&D performed in CAD. Indicate clearly in this section those project team members external to your company. There is a 2 page limit for Appendix C.

REMINDER: No more than one-third (1/3) of the value of the Phase 1 contract can be sub-contracted to other organizations.]