

Professional Services Program (PSP) Client Info Sheet for 2017-2018

Program Objective

- The program is funded by the National Research Council Canada (NRC) through its Industrial Research Assistance Program (IRAP).
- The objective of the Professional Services Program (PSP) is for a qualified technology SME developing its own products and services to access a new professional advisor for initial assistance relevant to its growth.

Eligible Applicant

A growth oriented Canadian incorporated technology SME (< 100 employees) developing its own products and services located within the Algoma region.

Eligible Activities

- The program will provide one-on-one consultation and assistance to qualified SMEs within a professional domain.
- It is designed to support initial consultation only with a new professional service provider with who the SME has no prior advisory relationship.
- Services will include but are not limited to the following professional services:
 - Intellectual Property Law
 - Commercial Law
 - Accounting
 - Human Resources
 - Business Strategy
 - Market Development Strategy
 - Technology Development
 - Information Technology (security, network architect and design) etc.

Eligible and Ineligible Costs

The program will support the professional advisory time only and will exclude cost of capital, travel, materials, inventory, operational overhead, all on-going operating costs, incorporation/certification filing fees, taxes or production of custom deliverables such as strategy documents, materials etc.

Maximum Hours and Assistance

The program will support up to \$1,500 per engagement or a maximum of 5 hours per SME. The program support is limited to 1 engagement per SME in a given professional/expert field even across multiple fiscal years. Additional costs beyond the \$1,500 per PSP engagement threshold including eligible expenses will be borne by the SME.

Contributory Requirement

Applicants will be required to pay a non-refundable administrative fee to SSMIC in the amount of 10% of the total funds requested plus HST. Contribution must be received before any payment funds are advanced to contractors.

Other Program Conditions

- The applicant to submit a completed funding application form with at least one quote/estimate from a qualified service provider clearly stating the proposed scope of work, rate per hour and number of hours to complete the project.
- The approved project contractor must invoice (and be paid by) SSMIC directly for the services provided to any SME.
- A PSP engagement should not be a continuation of an SFAP engagement with the same or similarly qualified professional. If merited, a SFAP recipient could potentially be approved to receive a single PSP engagement in the same fiscal year provided it is not in a field of expertise in which they have received prior funding support.
- The program is not intended to fund on-going consultations or services with the same service provider or with another similar qualified provider.
- **It should not be used to fund work by a professional with whom they already have an advisory relationship.**
- PSP engagements should be reviewed by the local IRAP Industrial Technology Advisor (ITA) prior to approval to ensure eligibility.
- Approved recipients will have up to two (2) months to complete the project or no later than 15 February 2018, whichever is earlier.
- Applicant to sign the Reporting Requirements for NRC-IRAP Funded Services document upon approval of application and submit the mandatory end-of-project report within ten (10) days from project completion date. Please refer to copies of document and reporting templates attached.

Other Program Requirements:

- An applicant who is not a SSMIC registered client is required to undergo the SSMIC client intake process and submit a completed client intake form and a copy of their Articles of Incorporation.
- The same intake process will apply to all existing clients who have not been active for more than 12 months.

Program Application Date:

- The program is now open for submission and we process applications on first come, first served basis.

Contact Information:

For further information, please contact:

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