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**SOUTHERN ONTARIO NETWORK FOR ADVANCED MANUFACTURING INNOVATION (SONAMI)**

*Congratulations on starting your SONAMI project at Sheridan College. We are excited to be working with you, and your team.*

This document describes the next steps, what to expect from us, as well as reporting requirements from FedDev Ontario.

**WHAT ARE THE NEXT STEPS AND EXPECTATIONS?**

Sheridan’s Principal Investigator (P.I.) will hire students and the research team will start working on your applied research project.

Regular meetings and/or conference calls will be arranged between you and/or your company’s project team and the Sheridan team to discuss project progress and ensure deliverables will be met according to the project’s work plan.

The Sheridan team will track project progress, milestones, and metrics. This information must be submitted quarterly and annually to FedDev Ontario. We will be reaching out to you to capture information for reporting purposes.

A cash and in-kind contribution from industry partners is mandatory for SONAMI projects. The industry partner will invest cash and in-kind commitments such as provide human resources as required for the research project.

It is important to track the time you and other employees of your company spend on the project. We will contract you quarterly to record this information for submission to FedDev. You must also keep supporting documents on file for a period of 7 years.

**WHAT ARE THE KEY METRICS AND REPORTING REQUIREMENTS FOR SONAMI PROJECTS?**

The key metrics include the number of prototypes developed, products commercialized, number of students engaged, job creation, and job projections by Industry Partners.

The reporting requirements for the SONAMI project has been specified by FedDev.

**HOW WILL PROJECT PROGRESS BE MEASURED AND EVALUATED BY THE FUNDING AGENCY? HOW OFTEN WILL SHERIDAN REACH OUT TO YOU TO GATHER INFORMATION FOR THE FUNDING AGENCY?**

Sheridan College will submit quarterly reports to the funding agency regarding the project, including a progress report, in-kind contributions made by the industry partner during the reporting quarter, as well as metrics (such as number of prototypes developed, number of new products commercialized, and number of new processes created).

In addition, annual reports are submitted to the funding agency and these reports reflect the number of new jobs created at the time of the project completion by the industry partner and projections for jobs that will be created and sales metrics.

**WHAT IS THE PROCESS FOR MAKING CASH AND IN-KIND CONTRIBUTION?**

*Cash contribution:* An invoice for your company’s cash contribution will be sent to your company by Sheridan’s Accounting Department at the beginning of the project.

*In-kind contribution:* The Sheridan’s in-kind certification template is used to track the specific in-kind contributions by industry partners. This template will be send to you on a quarterly basis. This document should be filled out, signed by the industry partner and sent back to Sheridan College.

Examples of in-kind contribution are staff salary (max $100/hr), equipment donated, rented, or leased for time for the project, materials, supplies, office space dedicated to the project, or staff travel related specifically to the project (mileage is calculated at a rate of $0.40).

**WHAT HAPPENS AFTER THE PROJECT END?**

The following survey will be sent to you after the project completion to capture information about your company’s employment forecasts and sales projections.

a) Number Full-Time Equivalent Positions (FTEs)\* created by industry partner as a result of the project (if any) (permanent and temporary)

Number of Full-Time Equivalent positions (FTEs) maintained by the industry partner as a result of the project (if any) (permanent and temporary)

(by occupation)

# in management occupations and business and finance occupations

# in professional occupations in the natural and applied sciences

# in technical occupations related to the natural and applied sciences

# in occupations in manufacturing and utilities

# in other occupations (includes primary industry, trades, services)

b) FTE Forecast for SONAMI Projects (created and maintained); (permanent and temporary)

# Number of FTE at project completion

# Number of FTE forecasted post project - year 1, 2, 3

c) Forecasted Sales

After project completion, we will reach out to you to capture information regarding the sales resulting from innovations commercialized using "Forecasted Sales" for the following:

* New product (total sales of new product)
* Product improvement with or without increase in sales price (new price \* units sold)
* Process improvements (increased production or reduction of production cost)
* New services (total sales from new service)
* Service improvements (reduced working hours, improved customer experience, etc.)
* Service improvements

A follow-up survey one (1) year and three (3) years after project completion will be sent to your company. Sheridan is required to provide information regarding the number of jobs created/maintained 3 years post-funding, and any impact on sales.  Your cooperation in completing and returning these documents is highly appreciated.

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The industry partner shall maintain proper and accurate accounts and records in relation to the Research Project for at least seven (7) years after the date of project completion.

After project completion, our team will write the success story describing the project challenges and solutions. The story will be shared via web-site, social media, as well as articles and on-line publications.

**CONTACT INFORMATION**

For SONAMI project related inquiries, including assistance with potential applications, information about application process, etc. please contact Dr. Michelle Chrétien, Director, Centre for Advanced Manufacturing and Design Technologies (CAMDT) at michelle.chretien@sheridancollege.ca.