

## Introduction

TRLabs Disruptive Technology Challenge (DTC) Awards recognize extraordinary faculty and students for their innovative approaches to important challenges and for their entrepreneurial spirits. DTC awards support funding for projects that:

- (1) have the potential to disrupt or create markets, disrupt current thinking in a field, or provoke new avenues of research in areas relating to or impacting Information and Communications Technology and
- (2) are demonstrable within a 1-2 year MEng/MSc or a 3-4 year PhD program.

As both individual and team submissions are acceptable and as the breakdown of the \$100,000 DTC award is at the discretion of the Selection Committee, on winning a Challenge award, award recipients will be notified as to the:

- Annual amount of the award,
- Breakdown of the annual amount by team member,
- Allocations for special resource requirements,
- Duration of the award, and the
- TRLabs Research Advisor for your project.

Individuals can combine their portions of the award with complementary support from such organizations as NSERC or UMGF.

The following guidelines outline the activities and rights and responsibilities of those accepting a TRLabs Disruptive Technology Challenge award.

## Award Recipient Obligations

As outlined in more detail below, award recipient obligations include:

- The submission of a detailed project plan within three months of winning the award
- Submission of a quarterly status report two weeks prior to the end of each quarter; the fourth quarter report must also include an annual review of the work completed and an updated project plan.
- Upon project completion, a final report or paper and in, the absence of confidentiality or IP concerns, a results seminar/presentation to TRLabs and its sponsors
- Participation in the Emerging Technology Forum (ETF)

## Project Plan

Within three months after winning a Challenge Award, your team lead must submit to your TRLabs Research Advisor a detailed project plan for the work the team plans to do. To some extent, this will simply be a more detailed version of your project submission adjusted to take into account the amount and duration of the award received. Particular emphasis should be given to the deliverables and timeframes for each member of the team as well as for the team as a whole. Award funding will be released once the project plan has been accepted by your TRLabs Research Advisor.

As your team is receiving the award based on the project submitted, any changes to the intent or goals of your project must be vetted through the team's Research Advisor. Substantial deviation from the submitted intent may result in the cancellation of your award. Disputes can be escalated to the

Emerging Technology Advisory Committee (ETAC) who will then make recommendations to TRILabs VP of Research. Decisions by TRILabs VP of Research are final.

## **Project Management**

Project management is the responsibility of your team's lead. Once your project plan has been submitted and approved, quarterly status reports summarizing accomplishments and issues to date as well as your team's progress are required. Fourth quarter reports must also include an annual review of the work completed and an updated project plan. Report templates will be supplied.

Quarterly and Annual status reports should be forwarded to your Research Advisor by email two weeks before the end of each quarter. In the case of multiyear awards, the fourth quarter's status report and documentation will form the basis upon which a decision on the continuation of your award into the next year will be made. No awards will be extended beyond the timeframe granted by the Selection Committee.

Status reports may be forwarded to TRILabs industry member representatives who are involved in or interested in your project.

## **Ad hoc Requests**

As appropriate, your Research Advisor may convene a meeting with your team to get a better understanding of what your team has accomplished, how things are going, and the issues you are facing, to see if there are any other TRILabs, university, industry, or government resources that may be helpful to you.

As well, and again subject to confidentiality and IP concerns, occasionally during the life of the project, you may be asked to prepare a brief presentation to help promote your work amongst interested parties.

## **Emerging Technology Forum**

The Emerging Technology Forum (ETF) is an online interdisciplinary, interuniversity, academic and industry based collaborative forum set up to identify, discuss, evaluate, and comment on potentially disruptive emerging technologies on an on-going basis. As a recipient of the DTC award, you and your team members are uniquely suited to participate in the forum and you and they are expected to do so. Information on the ETF can be found [here](#).