



# CIRCULAR ECONOMY CHALLENGE

*\$50 million for cradle-to-cradle  
technology solutions*

**Online Submission:**  
ERAadmin.ca

**Deadline:**  
Thursday, May 26, 2022 at 5:00PM MDT

**CALL FOR EXPRESSION OF INTEREST  
GUIDELINES**

**EMISSIONS  
REDUCTION  
ALBERTA** 

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## Legal Notice

Emissions Reduction Alberta is a registered tradename of the Climate Change and Emissions Management (CCEMC) Corporation and is referred to as ERA throughout this document. By submitting an Expression of Interest (“EOI”), you confirm that you have read, understand and accept the information contained in this Call for Expressions of Interest and, that each of you, the applicant (the “Proponent”), and any project partners agree as follows:

- a) ERA may at any time suspend, terminate, cancel, withdraw, amend or alter all or any portion of this request for proposals (“RFP”) EOI stage (“EOI Stage”), including but not limited to the EOI requirements, the EOI selection and review process and the EOI eligibility criteria.
- b) ERA reserves the unqualified right to accept or reject any or all EOIs for any reason. ERA is not required to accept the highest ranked EOI nor is it required to accept any EOI recommended for advancement to the full project proposal (“Full Project Proposal”) stage (“FPP Stage”) by the applicable ERA evaluators.
- c) The final decision with respect to the projects to be included in the EOI short-list rests solely with ERA Board of Directors (“Board of Directors”). The Board of Directors’ evaluation of EOIs may be based on, but is not in any way limited to, the criteria set out in this RFP. The Board of Directors may consider any criteria determined by the Board of Directors to be relevant to ERA’s mandate, regardless of whether such additional criteria have been disclosed to the Proponent.
- d) EOIs that do not comply with the requirements described in this RFP may be rejected in whole or in part or not considered by ERA. ERA reserves the unqualified right to accept or reject a non-compliant EOI.
- e) This EOI Stage is an invitation for EOIs only. It is not an offer and the submission of an EOI does not create a contract or agreement of any kind between ERA and the Proponent.
- f) No conduct, act or omission of CCEMC, CCEMC operating as ERA, or its directors, officers, consultants, project advisors, agents, servants and their respective successors and assigns (collectively the “ERA Parties”) other than a written notice to the Proponent in writing signed by an authorized person for ERA, will constitute an acceptance of an EOI.
- g) Acceptance of an EOI does not create any binding contract between ERA and the Proponent. ERA shall not be obligated in any matter whatsoever to any Proponent until a written contribution agreement (“Contribution Agreement”) between CCEMC operating as ERA and the Proponent has been duly executed relating to an approved FPP.
- h) As between the parties, the EOI and all documents and materials you submit to ERA in connection with the EOI Stage and all intellectual property in and to the foregoing are the exclusive property of ERA immediately upon delivery to ERA. For clarity, this refers to the materials themselves, not to any technology or innovations disclosed or discussed in them. Intellectual property developed during the course of the project will be addressed through the Contribution Agreement and will normally be owned by the Proponent.

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- i) You, the Proponent and any project partners will keep this EOI Stage confidential and will not use, reproduce or distribute it, any portion of it, or any data, information, drawings, or specifications included in or provided with it except as necessary to prepare an FPP as requested by ERA.
  - j) Neither ERA nor any of ERA Parties will have any liability whatsoever to you, the Proponent or any project partners, or any of them, in connection with this EOI Stage or any EOI prepared in response to it.
  - k) You, the Proponent and any project partners will not make a claim against CCEMC, CCEMC operating as ERA or ERA Parties for any reason whatsoever or howsoever relating to this EOI Stage. You are undertaking the expenditures required to prepare and submit an EOI entirely at your own risk, and you waive any right and release ERA and ERA Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred whatsoever or howsoever arising out of or relating to this EOI Stage or any EOI prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.
  - l) ERA takes no responsibility for the accuracy of the information supplied during this EOI Stage process by ERA or ERA Parties.

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# 1 Introduction

## 1.1 ERA

**Emissions Reduction Alberta** (“ERA”) is a registered tradename of the Climate Change and Emissions Management (CCEMC) Corporation. For more than 12 years, ERA has been investing the revenues from the carbon price paid by large final emitters to accelerate the development and adoption of innovative clean technology solutions. Since inception in 2009, ERA has committed \$809 million to 220 projects worth over \$6.5 billion that are helping to reduce greenhouse gas (GHG) emissions, create competitive industries, and lead to new business opportunities in Alberta. These projects are estimated to deliver cumulative GHG reductions of 42 million tonnes CO<sub>2</sub>e by 2030.

## 1.2 Document Scope

This Call for Expressions of Interest (“Call”) is inviting project proposals to be evaluated in a competitive funding process. The process is divided into two stages, the Expression of Interest (“EOI”) stage and the Full Project Proposal (“FPP”) stage, followed by Contribution Agreement development and execution. These instructions provide information about the EOI stage only. Information specific to the FPP stage will be available when FPP invitations are made, which will address preparation and evaluation of FPPs for applicants who are successful at the EOI stage. An overview of ERA’s funding process can be found on the ERA website at <https://eralberta.ca/apply-for-funding/>.

**Note:** Applicants who have questions about the EOI process or who wish to discuss their potential submission with ERA are invited to email [applications@eralberta.ca](mailto:applications@eralberta.ca). Inquiries will be directed to appropriate personnel within ERA.

# 2 Call for Proposals Scope

## 2.1 Background and Context

Our present economic system functions mainly in a linear fashion whereby natural resources are extracted and processed into products that are used once before being discarded at end-of-life. This has led to global issues including rapid exhaustion of landfill space, accumulation of waste products in the environment, depletion of finite resources, greenhouse gas emissions, and increasing socioeconomic costs. These impacts are the result of activities along the entire product value chain including initial material extraction, product manufacturing, distribution, use, and disposal. Alberta is a major producer of goods such as cement, plastics, fertilizer, pulp & paper, and chemicals. Production of such goods requires energy and resource inputs and is associated with direct, indirect, and supply-chain GHG impacts; these five industries contributed a total of 18.7 million

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metric tonnes carbon dioxide equivalent (MtCO<sub>2</sub>e) to Alberta's GHG emissions inventory in 2019<sup>1</sup>. Waste generation in Alberta has been estimated at 5 million tonnes annually and Alberta's waste management sectors contributed 5.2 MtCO<sub>2</sub>e to Alberta's GHG inventory in 2019 including both emissions associated with waste processing and methane emissions from degradation of waste.

A key solution that has been proposed for these issues is the concept of moving towards a circular economy model. The circular economy concept contemplates a cradle-to-cradle approach to material repurposing, reuse, recovery, and regeneration within supply chains, helping to reduce extraction and consumption of raw materials in favour of waste recovery and recycling. A circular economy is one that is based on the principles of designing out waste and pollution, keeping products and materials in use, and regenerating natural systems. In practice this includes:

- waste minimization and prevention through innovative circular supply chains;
- material intensity reduction through novel product design and manufacturing processes;
- extending and expanding product lifecycles through enhanced reuse, repair or remanufacture; and
- improving end-of-life processing and resource recovery.

Adopting circular economy practices has the potential to play a key role in the transition to an inherently low-emissions economy by increasing material recycling and reducing the consumption of raw materials in order to reduce the lifecycle GHG footprint of various products. The transition to a circular economy presents opportunities for significant environmental, economic, and social benefits. In particular, solutions in this area often present compelling synergies whereby emissions benefits are coupled with outcomes relating to issues like the food-water-energy nexus, plastic pollution and bioaccumulation, and waste management. However, achieving a more circular economy is a complex challenge that requires systemic change, cross-sectoral technological innovation, and behavioral shifts towards more circular practices.

ERA's investment in circular economy solutions will build on existing investments in its portfolio and will align and support other provincial initiatives including Alberta Innovates' Bitumen Beyond Combustion program, Alberta's proposed Extended Producer Responsibility (EPR) approach, Alberta Environment and Parks' initiative in agricultural plastics recycling, and the Natural Gas Vision and Strategy which lays out a goal to become the Western North America centre of excellence for plastics diversion and recycling by 2030. The Call also aligns with federal efforts such as the Government of Canada's Action Plan on Zero Plastic Waste and investments by the Strategic Innovation Fund.

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<sup>1</sup> Includes Cement, Pulp & Paper, Chemicals and Fertilizers, Forest Products, and Light Manufacturing sector categories from Canada's 2019 GHG Emissions Inventory.

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## 2.2 Call Focus and Technology Areas

This Call is intended to accelerate Alberta's transition towards a low-emissions economy by helping the province adopt leading technology solutions and practices aligned with the principles of a circular economy. Solutions in this area can contribute to widespread environmental, economic, and social benefits by reducing the impacts of material production, processing, and disposal and supporting industry competitiveness, new venture creation, and economic diversification.

This Call is seeking innovative technologies that have the potential to deliver GHG benefits across the entire material value chain and cradle-to-cradle product lifecycle. Key opportunity areas include:

- Transformative solutions for waste stream processing and value recovery;
- Novel techniques for product recycling, reuse, remanufacturing, and upcycling;
- Enhancement of cross-sector symbiosis such as cascading use of energy and materials between industries;
- Inherently lower-emissions substitutes for products with high resource, energy, emissions, and/or waste footprints; and
- Circularizing the flow of carbon through the economy.

The following list provides examples (without limitation) of technology solutions that may be well aligned with this Call:

- Novel solutions for treatment and upcycling of solid wastes and wastewater to waste-to-value-added products (e.g.: upcycling of agriculture, forestry, construction, municipal, and mining wastes).
- Novel mineral sources (e.g.: lithium brines, carbonates, etc.) and high value material extraction from waste streams/products (e.g.: tailings, fly ash, lignin, batteries, etc.)
- Metals and minerals recycling and reuse.
- Innovative solutions for agriculture/food waste reduction and/or upcycling (e.g.: fertilizer production from waste).
- Advanced plastics recycling and circular plastics technologies.
- Green materials (e.g., hemp, novel forest products, novel cement chemistries, novel plastics, etc.)
- Feedstock substitution (e.g.: biogenic inputs, recovered materials, industrial symbiosis, etc.)
- Advanced manufacturing including digitization and automation of product manufacturing and logistics.
- Carbon dioxide conversion or utilization.

Opportunities that are **out of scope** for this Call include:

- Business-as-usual technologies and practices such as waste to energy (fuels/electricity/combustion/incineration), waste heat recovery, biogas/biofuels production, renewable natural gas, anaerobic digestion, composting, spreading of biosolids/other waste as fertilizer, and others.

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- Standalone studies of product/material lifecycle impacts.
  - Software approaches to waste tracking, sorting, and management.

**Note:** The size of opportunity and potential for widespread GHG and economic benefits will be taken into consideration during ERA's project selection. ERA reserves the right to consider optimal portfolio balance and strategic mandate alignment when selecting proposals for funding.

## 2.3 Project Structure

Funding made available through this process is provided for completion of projects with well-defined objectives, milestones, deliverables, and timelines. Applicants must clearly delineate the scope of the project for which ERA funding is being requested and the GHG reduction potential associated with that scope of work. Any related work completed concurrently or before the project term but outside the scope of the project may be discussed in the proposal but should be clearly indicated as such.

This Call is only open to new developments that are incremental to business-as-usual activities. For clarity, prior announcement or development of a project does not preclude it from receiving funding, but it is incumbent upon all applicants to justify how ERA funding will lead to activities and developments that are additional to the business-as-usual case.

Projects or portions thereof that have received ERA or CCEMC funding are not eligible to receive further ERA funding for the same development. However, applicants may request support for a new phase of development that builds on and sufficiently advances a previously funded project.

## 2.4 Stage of Development

EOIs are invited for projects at the stages of field pilot, demonstration, or first-of-kind commercial implementation, as described below.

- **Field Pilot:** At this stage, the solution is ready to be field tested in an operational environment. Projects in this category include scale up of prototypes to representative pilot scale and subsequent in-field testing of pilot units.
- **Demonstration:** At this stage of development, the technology or innovation is approaching the final commercial product and representative systems have been built. Projects in this category include demonstration of near- or fully-commercial scale systems in an operational environment.
- **First-of-Kind Implementation:** At this stage, the technology is ready for first-of-kind commercial deployment. Projects in this category will involve design, construction, and operation of the technology in its final commercial form, with the intent to operate the technology for its full commercial life.

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All projects must include demonstration or implementation of novel technology, processes, or practices. Projects may include late-stage pre-construction work (detailed engineering, FEL 3, etc.), but standalone pre-construction projects are not eligible for funding.

**Note:** Applicants must demonstrate how the proposed technology or application thereof is an innovative solution for emissions reduction in Alberta. This may include elements such as first-of-kind demonstration of novel technological solutions, innovative adaptation of solutions that have been implemented outside of Alberta or in a different industry, or novel configurations of leading commercial technology for a new operational environment, for example. ERA funding will not be provided to address only a financial barrier or for projects that involve implementation of business-as-usual technology.

## 2.5 Project Location

All projects supported through this Call must demonstrate a clear and justified value proposition for reducing GHG emissions in Alberta. Technology solutions can originate from anywhere globally but must be demonstrated or implemented in Alberta during the project. Projects that involve demonstration or implementation of a technology at multiple Alberta sites are eligible for funding under this Call.

## 2.6 Eligible Applicants

This Call is open to all categories of lead applicant, including innovators, technology developers, Indigenous communities, industrial facility owners/operators, industrial associations, small and medium-sized enterprises (SMEs), research and development (R&D) organizations, universities, municipalities, not-for-profit organizations, government research labs, and individuals. Applicants are not required to be located in Alberta, but all applicants must demonstrate a clear value proposition for the province.

Collaboration between multiple organizations is eligible and encouraged for this opportunity. Collaboration between partners can often represent a strong value proposition by demonstrating opportunities for technology validation, commercialization, and sharing of results. This Call is focused on advancing technology solutions. As such, involvement from technology providers/developers is critical.

Applicants are encouraged to partner with Alberta's post-secondary and research institutions, Indigenous communities, co-operative organizations, and municipalities where appropriate. These partnerships can offer significant benefits, including the attraction and training of highly skilled workers, increasing Alberta's innovation capacity, engagement of local communities, and leveraging complementary resources.

There are no restrictions on the number of EOIs that can be submitted by any applicant. However, applicants are encouraged to be selective and bring forward only the most promising and highest quality applications.

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## 3 Terms of Funding

### 3.1 Total Funds Available

The total funding available for projects supported through this Call is up to **\$50 million** Canadian Dollars (\$CAD), subject to the discretion of ERA and the availability of funds.

### 3.2 Cost Sharing

The minimum funding request to ERA for any one project is **\$0.5 million CAD** and the maximum is **\$10 million CAD**. ERA will only match contributions toward eligible expenses on a one-to-one (1:1) basis. As such, the maximum ERA contribution to a single project will be no more than **50%** of the project's eligible expenses.

ERA will only match unencumbered cash contributions for eligible expenses. ERA will not match other federal, provincial, or international government funds provided directly for the proposed project or future revenue associated with the outcomes of the project, including for example: offset/performance credits associated with the project; tax incentives associated with the project, such as Canadian SR&ED credits; and revenue from sale of the project's outputs or products. However, the presence of such revenue sources does not disqualify a project from eligibility and may be noted in the EOI to improve the risk-profile of the proposal.

For information about eligible expenses and costs, please refer to the ERA *Eligible Expenses and Cost Instructions* document available at <http://eralberta.ca/apply-for-funding>.

<p><b>Note:</b> Applicants must justify the amount of funding requested. ERA may choose at its sole discretion to award project funding for less than the requested amount.</p>
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### 3.3 Contribution Agreement

Successful applicants will enter into a contribution agreement (“Contribution Agreement”) with ERA, which will address the project scope, work plan, milestones, deliverables, performance targets, payment schedule, reporting requirements, terms of funding, and other aspects related to ERA's funding contribution.

### 3.4 Outcomes Reporting and Knowledge Sharing

Funding recipients will be required to report on project outcomes, achievements, and lessons learned, including without limitation GHG reductions (actual and projected), job creation, and other environmental, economic, and social benefits.

ERA is committed to encouraging widespread knowledge dissemination from funded projects to maximize the benefit of our participation. In addition to written reports, ERA may require recipients

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to commit to specific activities such as hosting of knowledge-sharing workshops or participation in ERA lessons-learned activities.

### 3.5 Project Term

The maximum length for projects funded under this Call is **three (3) years** from initiation.

### 3.6 Project Initiation

Successful applicants must commence work on the proposed project **within 120 days** of ERA funding approval (engineering design, equipment procurement, construction, etc.). Applicants must clearly demonstrate in their proposal that the project is sufficiently advanced to initiate work within 120 days of funding approval.

ERA will only contribute toward project costs incurred after the date of ERA funding approval. Project-related costs incurred prior to ERA funding approval will be considered out of scope, will not be considered eligible project costs, and are not eligible for fund matching from ERA. Furthermore, no disbursements will be made prior to execution of a contribution agreement with ERA, and any project costs incurred prior to execution of a contribution agreement will not be reimbursed by ERA in the event that an agreement is not executed.

### 3.7 Trusted Partner Funding Leverage

ERA is working in partnership with other funding organizations in Alberta and across Canada. In some cases, there may be an opportunity for ERA to share applicants' proposals with trusted partners and explore possibilities to leverage funding available from these organizations.

During the submission process, applicants will have the opportunity to give ERA permission to share their submissions with trusted funding partners of ERA, where applicable. Please note that ERA will only share applications for the purposes of exploring further funding and with partners where ERA has a non-disclosure agreement in place. An applicant's preference regarding whether to allow sharing of their application will not influence ERA's assessment of their proposal.

## 4 Submission Details

### 4.1 Submission Deadline

The deadline for submission of EOIs in response to this Call is **Thursday, May 26, 2022 at 5:00 PM Mountain Daylight Time (UTC-6h)**. Late submissions will **not** be accepted. Applicants are encouraged to complete their submissions well in advance of the deadline. Furthermore, ERA will not accept partial or incomplete submissions. All required content must be uploaded and inserted into ERA's Emissions Reduction Information Management System ("ERIMS") at <http://www.eraadmin.ca/> and the submission must be finalized by completing all necessary online steps in order for the EOI to be considered complete. Applicants will receive an automatically

generated email confirming receipt of the proposal upon submission. If you do not receive a confirmation email, please check your junk/spam folder and try to resubmit. If the problem persists, applicants should contact [IMS@eralberta.ca](mailto:IMS@eralberta.ca) for assistance.

## 4.2 Funding Process Timelines

The following timelines are anticipated for the full funding process. Note that ERA reserves the right to alter these timelines or cancel the Call.

Action	By Whom	Timing
EOI Submission Deadline	Applicants	May 26, 2022
EOI Shortlist Notification	ERA	Late July, 2022
FPP Submission Deadline	Applicants	Mid September, 2022
FPP Oral Presentation	Applicants	Late Oct. / Early Nov., 2022
Funding Decision Notification	ERA	Dec. 2022 / Jan. 2023

## 4.3 Submission Content

EOIs must be submitted using the ERIMS at [www.eraadmin.ca](http://www.eraadmin.ca). Users must create an account and complete all mandatory forms to submit an application. Each submission must consist of the following:

- **Expression of Interest Document:** This document will form the basis of ERA’s evaluation and must fully address each of the evaluation criteria.
- **Letters of Support (Optional):** Letters of support from partnering organizations, funding sources, site hosts, etc., may be uploaded as an appendix to the EOI document. Please combine all letters of support into a single PDF attachment.
- **Online Information:** In addition to the documents outlined above, applicants are also required to enter general information about the project into the ERIMS online system.

**Note:** Only the required documents and information described above will be reviewed. Any additional attachments, materials or information appended to the required documents will not be considered during the evaluation.

**Note - required file naming convention:** All documents uploaded to the ERIMS will have the EOI number and applicant name automatically appended to the filename. Please do not include the EOI number or full corporate legal name in filenames. Applicants are encouraged to use short filenames (no more than 30 characters) with no special characters to ensure their files are processed correctly.

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#### 4.4 Submission Standards

A response template will be provided on the ERIMS for the EOI document during the application process. Applicants must use the response template to ensure that all necessary information is provided in a consistent and practical manner. Applications that fail to use the template may not be considered.

The final EOI document must be uploaded in PDF format and may be no more than ten (10) letter-sized (8.5" x 11") pages in length, including all text, graphics, and tables. **Any extra pages beyond the limit will be removed from the document and will not be considered by the evaluators.** The document must use Calibri (or Arial) 11-point font with a minimum of 1.0 line spacing. Margins must be no smaller than 2.54 cm (1"). Only one document may be uploaded per submission.

<b>Note:</b> The page limit does not include optional letters of support.
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#### 4.5 Applicant Support and Contact Information

Applicants are welcome to contact ERA at any time throughout the process for support and guidance on completing their application. ERA will answer questions regarding the guidelines, template, ERIMS, evaluation criteria, and process, but will not provide pre-reviews or feedback on proposal content. Before contacting ERA, applicants are encouraged to read the FAQ document available on the Call website and to carefully consult the guidelines and template.

The points of contact for this Call are as follows:

- Assistance with Call guidelines, budget, and template: [applications@eralberta.ca](mailto:applications@eralberta.ca)
- Assistance with ERIMS online application system and submission: [IMS@eralberta.ca](mailto:IMS@eralberta.ca)
- Other information and general inquiries: [applications@eralberta.ca](mailto:applications@eralberta.ca)

Please allow up to one week for responses to email inquiries due to high anticipated volumes. Use of alternate email addresses such as ERA's general information email or media contact email may result in a response to your request being delayed.

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## 5 Evaluation

### 5.1 Evaluation Criteria

All proposals will be evaluated based on the criteria on the following page. Each of the evaluation criteria below is assigned a relative weighting. Applicants are encouraged to consider these weightings when developing their proposals. The prompts and instructions found in the EOI template provide additional detail on the specific considerations within each criterion.

Criterion	Description	Weight
<b>Innovation Opportunity</b>	Proposals will be evaluated on the strength of the proposed solution and alignment of the opportunity with the Call for proposals, including: the novelty of the technology or practice, the competitive advantages relative to existing technologies and practices, and the expected advancement over the course of the project.	25
<b>Implementation Plan</b>	Proposals will be evaluated on the strength of the project implementation plan, including achievability of the work plan, the plan to obtain financing for the project, the capacity of the project team, and the strength of support from project partners, where applicable.	20
<b>GHG and Non-GHG Benefits</b>	Proposals will be evaluated on the potential for GHG reductions (project and market) in Alberta and on a lifecycle basis by 2025, 2030, and beyond. Socioeconomic, environmental, and sustainability benefits will also be considered. This includes near-term direct benefits from implementation of the project and longer-term benefits from future commercial implementations (e.g. benefits arising from market rollout.)	35
<b>Market and Value Proposition</b>	Proposals will be evaluated on the opportunity for commercialization and widespread market adoption of the innovation in Alberta and beyond, including the value proposition of the solution, alignment with market needs, the plan for knowledge transfer/sharing, and the expected pathway toward commercial deployment.	20

**Note:** The size of opportunity and potential for widespread GHG and economic benefits will be taken into consideration during project selection. ERA reserves the right to consider optimal portfolio balance and strategic mandate alignment when selecting proposals for funding.

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## 5.2 Screening Criteria

In addition to the evaluation criteria described above, projects may be screened out based on one or more of the following factors:

- Insufficient GHG reduction potential.
- Insufficient relevance of the technology or approach to Alberta.
- Project site not in Alberta.
- Risk of detrimental side effects (environmental, economic, social, etc.).
- Insufficient information provided.
- EOI not written in English.
- EOI not sufficiently readable or comprehensible.
- EOI does not conform to the submission standards.
- Proposed project is inconsistent with the intent or scope of this Call.
- Proposed development is assessed to be business as usual.

## 5.3 Next Steps

Some applicants whose EOIs are well aligned with ERA's mandate, the goals of the Call, and the evaluation criteria will be invited to submit a detailed FPP. Further information regarding FPP submission will be made available at the time FPP invitations are made.

All applicants who submit an EOI through this Call will be notified of ERA's decision when the EOI review process is complete. Applicants whose proposals are not accepted may arrange a short debrief phone call with ERA to receive feedback. Information about arranging a debrief phone call will be provided in the notification letter.

## 5.4 Note on Proposal Quality

This is a highly competitive process, and not all projects will be shortlisted. Success at the EOI stage depends on the quality of the EOI submitted. Only the highest quality EOIs will be invited to submit FPPs. In this regard, "quality" means both the quality of the proposed project relative to the evaluation criteria and the quality of the written proposal (clarity, completeness, etc.).

# 6 Equity, Diversity, and Inclusion

ERA recognizes that it takes more than funding to achieve our mandate of a sustainable, lower-carbon future. In addition to creating, supporting, and implementing innovative technologies and solutions, people are critical in delivering our desired future. Equity, diversity, and inclusion (EDI) within a diverse workforce will assist in reaching shared outcomes and promoting innovation. That is why ERA is drafting an EDI Strategy. A component of this strategy includes how ERA engages with a broad suite of audiences. To inform our EDI efforts and engagement, ERA must first gain an understanding of audiences reached through its suite of communication tools. This includes a set of

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voluntary EDI questions asked of applicants at the funding intake phase. These questions are located in the ERIMS application portal and are optional to complete. ERA requests that the questions be completed by the individual who will lead the project on behalf of the Lead Applicant. Responses will be kept confidential and will not be considered in proposal evaluation or adjudication processes.

## 7 Intellectual Property

Intellectual property will be addressed through a Contribution Agreement between ERA and each successful applicant, and will be specific to the circumstances of each project. However, a few general principles apply:

- Background IP (patents, copyrights, software, etc.) and third-party technology remains with its original owner(s).
- ERA retains rights to project results, including without limitation the technical data, reports, analysis, and discussion.
- Project outcomes, results, and learnings will normally be made publicly available at the conclusion of the project.
- Project technology (based on patent disclosures) developed as a part of the co-funded activities will be owned by the successful applicant and its partners, in accordance with the IP arrangement between project partners. However, successful applicants will be expected to commercialize and/or make the technology available through reasonable commercial terms for the benefit of Alberta.

## 8 Confidentiality

ERA is subject to the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c.F-25 in the course of performing duties and functions and exercising powers delegated to it. All data and records in the custody or under the control of ERA that are required in the performance of duties or functions or the exercise of powers delegated to ERA are subject to the *Records Management Regulation*, Alberta Regulation 244/2001.

Subject to the requirements described above, ERA is governed by a comprehensive Privacy, Data Security and Confidentiality Policy (the “Policy”). The Policy requires that any and all information concerning the business affairs of ERA and its directors, officers, employees and applicants is to be kept private, secure and confidential. Confidential information that is collected, used or disclosed by ERA will be handled in a manner that recognizes both the right of the individual to have his or her confidential information protected and the need of ERA to collect, use and disclose such information for purposes that are reasonable.

To read the entire Policy, visit <http://eralberta.ca/privacy>.