Natural Sciences and Engineering Research Council of Canada — Conseil de recherches en sciences naturelles et en génie du Canada

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Form 104 – Instructions

Application for a College and Community Innovation Program – Technology Access Centres Grants

How to Complete an Application for a College and Community Innovation Program – Technology Access Centres Grant Renewal (Form 104)

*See the Application **deadline dates** in the College and Community Innovation Program (CCI) - Technology Access Centres (TAC) Grants Program description*

Checklist for a complete application for a TAC Grant Renewal

ITEM	Page Limit
☐ Application for a College and Community Innovation Program – Technology Access Centres Grant (Form 104)	N/A
☐ Budget justification	10
☐ Explanation of milestones	1
☐ Explanation of performance measures	2
☐ Description of the renewed initiative	See below
☐ CVs from applicant and up to five participants (Form 103CV)	--
☐ List of letters provided	--
☐ Letter from the President of the college	1
☐ Letter from the TAC's Advisory Board	1
☐ Letters of support from supporting organizations (no limit to the number of letters)	2
☐ Information Required from Organizations Participating in Research Partnerships (Form 183A) for each of the above supporting organizations providing cash and/or in-kind to the renewed TAC	1
☐ Letters of support from clients (Maximum of 5)	1
☐ Progress report (54 month)	--
☐ Electronic version of the application in a single PDF searchable format	N/A

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ATTACHMENTS

The following documents are considered attachments:

1. Budget justification;
2. Description of milestones;
3. Descriptions of performance indicators;
4. Description of the renewed initiative;
5. List of letters provided;
6. Letter from the president of the college;
7. Letters of support from supporting organizations (e.g., from any level of government and their agencies, associations, and supporting companies that are anticipated to have a strategic partnership or relationship with the renewed TAC);
8. Letters of support from (past, current and future) clients of the TAC (Maximum of 5);
9. Letter from the TAC's Advisory Board;
10. Progress report (54 month).

General Presentation of Attachments

Attachments are "free form." They should be created using the following presentation guidelines and attached to the Form 104 for paper-based submission:

1. Use white paper, 8 1/2 x 11 inches (216 mm x 279 mm), portrait format, with a single column, unless specified otherwise;
2. Set margins at 3/4 of an inch (1.87 cm) minimum, all around;
3. All text must be in Times New Roman font, size 12 pt;
4. Your family name and PIN must appear outside the set margins at the top-right corner of every page.

Read the following documents before you start completing Form 104:

1. Frequently Asked Questions on how to use NSERC's On-line System;
2. General Instructions on how to complete Form 104. These instructions are found below;
3. The College and Community Innovation Program – Technology Access Centres Grants Program description;
4. The relevant college eligibility sections.

Canada

Who should I contact if I need help?

Send an email to colleges@nserc-crsng.gc.ca or call 613-944-5802.

Please include an email address and telephone number where you may be contacted.

Contents

Before you begin

Note: Applications can be submitted in a single PDF searchable format via NSERC's Secure Upload Site. You should use the following instructions to complete the form. All the documents listed as attachments are "free form" and can be attached to Form 104. Please provide this information using the presentation standards listed under the Attachment section of these instructions.

See the How to Submit Your Form 104 section below.

Collection and Use of Personal Information

All personal information provided to the CCI Program that relates to identifiable researchers, company officials, college employees, community members, students and others will be used to review applications and administer and monitor awards. NSERC and the other participating federal agencies—the Social Sciences and Humanities Research Council of Canada (SSHRC), and the Canadian Institutes of Health Research (CIHR)—will share this information among themselves, as required to administer the Program. The agencies will manage the information in a secure manner. All three agencies are subject to the Access to Information Act and the Privacy Act, which strictly limit the use and disclosure of personal and other sensitive information. For more detailed information on the use and disclosure of this information, see the document entitled Use and Disclosure of Personal Information Provided to the College and Community Innovation Program. For more details on protection, access rights and the operation of these laws within each agency, please

consult their respective Web sites: www.nserc-crsng.gc.ca, www.sshrc.gc.ca and
www.cihr.gc.ca.

Under the Privacy Act, federal institutions must collect personal information directly from the individual to whom it relates. For the CCI Program, the collection of personal information will be done indirectly because the college will be soliciting or providing personal information in support of its proposal. The colleges will have to ensure that individuals from whom they solicit support letters have been fully informed of the various uses and disclosure of this information by the CCI Program. One way for colleges to accomplish this is to provide the document entitled Use and Disclosure of Personal Information Provided to the College and Community Innovation Program to these participants and supporting organizations and ask them to confirm their understanding and acceptance. The submission of a proposal by the college will constitute an attestation that the various participants have been informed and have authorized the college to provide this information to NSERC.

Completing an Application for a College and Community Innovation Program — Technology Access Centres Grant (Form 104)

For a TAC Grant, one person (also referred to as the "applicant") from a college must be designated to complete Form 104 on behalf of the college. That person should be an administrator who will have overall responsibility for managing the grant. Include a College and Community Innovation Program Personal Data Form (Form 103CV) for the applicant.

COVER LETTER

The cover letter is optional and should only be used if you wish to provide NSERC with additional information that will not be shared with external reviewers, such as a request that an individual or group of individuals not be involved in the review of your proposal. NSERC will take such a request into consideration. The cover letter must contain your name, the NSERC program to which you are applying, and the title of your application.

Note: This letter may be accessible to these individuals under the Privacy Act.

APPLICANT

Name
Provide your family name, first name and all initials.

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Personal Identification Number

All NSERC applicants have been, or will be, given a personal identification number (PIN). Once you have your PIN, use it each time you apply for a grant and in all correspondence with NSERC. If you have not yet been issued a PIN, or if you don't know your PIN, leave this space blank.

Institution

Provide the name of your college. Note your college must be eligible to the CCI Program in order for you to submit an application for a TAC Grant.

Title

Provide the name of the renewed TAC. Do not include company names or the full name of the college.

Key Words

Provide a maximum of 10 key words that describe this proposal.

Telephone Number and Email Address

Provide contact information associated with your role at the college.

CERTIFICATION/REQUIREMENTS

Before completing this section, consult the Requirements for Certain Types of Research.

Research Involving Humans:

If you select "Yes", you must provide your institution's administration with the appropriate certification indicating that research involving humans has been reviewed and has received the required approval.

Research Involving Human Pluripotent Stem Cells:

If you select "Yes" or if through peer review the application is found to fall into this category and is recommended for funding, it will be forwarded, with your consent, to the CIHR Stem Cell Oversight Committee (SCOC) to ensure compliance with Chapter 12, Section F of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2). The SCOC review is in addition to the normal review by local Research Ethics Boards (REBs). Funding will not be released until approval has been obtained from the SCOC.

Research Involving the Use of Animals:

If you select "Yes", you must provide your institution's administration with the certification from the animal care committee at the institution that the experimental

procedures proposed have been approved and that the care and treatment of animals is in accordance with the principles outlined in the Canadian Council on Animal Care (CCAC) guide.

Research Involving Hazardous Substances:

If you select "Yes", you must provide your institution's administration with the certification from the biosafety committee at the institution that the laboratory procedures being used comply with the safety precautions necessary for the level of containment required by the research.

Environmental impact:

The Environmental Information Form (Appendix A) may be required. For more information, consult NSERC's Guidelines on Environmental Review and Assessment.

SUMMARY OF PROPOSAL

In the space provided, briefly describe the nature of the proposal, context, objectives, planned activities, and anticipated results and benefits of local or regional innovation.

PROPOSED EXPENDITURES

Indicate the annual expenditures anticipated and funds required for the next five years. Include cash contributions from supporting partner organizations, income expected from clients, as well as other sources of anticipated funding.

Applicants can request up to $350,000 per year over five years. For colleges in Quebec, given the substantial network of centres that support small and medium-sized enterprise (SME) innovation, proposals will be limited to a maximum of $100,000 per year per centre and must be in support of an incremental administrative, research management or business development position (and associated expenses) for an established centre of the college.

Applications requesting up to $100,000 per year should report on the centre's full budget and its total set of activities (i.e., the application descriptions should **not** be limited to incremental activities made possible by an increase of $100,000 per year to the overall centre budget).

BUDGET JUSTIFICATION

Provide an explanation and justification for each line item of your proposed expenditures. Also provide a breakdown and explanation for the anticipated contributions from the college and public sector partners. Estimate the revenue from clients (e.g., SMEs) and other anticipated sources of funding.

Provide sufficient information to allow reviewers to assess whether the resources requested are appropriate. Use additional page(s) to explain and justify each budget item. Please refer to the TAC Grants Program description for eligible expenses.

Since TAC grants are designed to support the core activities of the centre, including administration and overhead expenditures, these expenditures should be detailed in their appropriate budget categories, and not placed under the generic *Overhead and administration* category as is the common practice with the majority of the other CCI grants.

Note: Applications from the colleges and cégeps in Quebec should report on their centre's full budget, including all sources of revenue, but should also detail how the incremental funds received from NSERC will be used.

Salaries and Benefits
Give the names (if known), categories of employment, and proposed salaries (including non-discretionary benefits) of managerial, administrative (including marketing), and technical and applied research staff. Also indicate anticipated expenses for student interns and faculty release payments to the college. Briefly describe the responsibilities for each position. Salary for full-time faculty is not an eligible expense and should not be included. Faculty release costs are eligible as described in the College and Community Innovation Program Tri-Agency Financial Administration Guide. Salary for part-time faculty is eligible. It should be included under section 1.5 of the budget page and explained in the budget justification.

Equipment Expenses
Describe the (technical) equipment to be purchased that is required for working with clients. Also indicate anticipated maintenance costs and costs for office furniture and equipment.

Operating Expenses and Supplies

Describe the expenses required to operate the TAC, including administrative, utility and other typical office-related expenses. Also indicate the anticipated costs for technical supplies and operating expenses. Explain major items.

Marketing and Business Development

Describe the anticipated expenses for business development and knowledge transfer activities of the TAC (including attending trade shows). Describe expenses related to research support and technology transfer support to be undertaken by the centre. This can include the cost of business plan development, promotion, writing proposals, and conducting workshops for local companies.

Other Expenditures (specify)

Describe other expenses, identifying each grouping of expenses by a heading.

Cash Support from the College for the Operations of the Renewed TAC

Indicate the amount of cash the college is currently anticipating to commit to the operation of the centre. The partial or full salary of college employees being paid directly by the college are considered college in-kind contributions and should be placed in the section "Total in-kind contributions from the college and public/private sector partners".

Cash Support from Public/Private Sector Partners for the Operations of the Renewed TAC

Indicate the amount of cash public/private sector partners (e.g., municipal, regional, provincial and/or federal organizations, as well as key business associations and companies) are committing in support of the operation of the centre. Do not include funds for delivery of services or funds provided in the form of grants and contributions.

Cash Received for Services from Private Sector Clients

Indicate the amount of cash private sector clients (e.g., SMEs) are anticipated to pay for services provided by the centre. This section should include only payments of cash made directly to the TAC by a private sector company for services received. Do not include cash from other contributing organizations (e.g., granting organizations).

Cash Received for Services from All Other Clients

Indicate the amount of cash all other clients are anticipated to pay for services provided by the centre. This section should include only payments of cash made

directly to the TAC by a non-private sector organization (e.g., hospital, government department) for services received. Do not include grants and contributions received from granting organizations.

Cash Received from Public Funders

Indicate the amount of cash anticipated to be received from public funders. This includes grants and contributions received from NSERC and other granting organizations (include only grants and contributions that fall fully under the responsibility and management of the TAC and its Advisory Board).

Total In-Kind Contributions from the College and Public/Private Sector Partners

Indicate current estimates of the in-kind contributions to the centre from the college and other public/private sector partners. For a full discussion of the eligibility and value of in-kind contributions, refer to the Guidelines on Eligibility and Value of In-Kind Contributions section of the Guidelines for Organizations Participating in Research Partnerships.

Note: If the contributions provided to the TAC are derived from multiple sources of funding, the funding must be separated and placed into the correct revenue category, above. As an example, if an NSERC Applied Research and Development (ARD) grant were provided to the TAC to complete an $75,000 project, with NSERC contributing $50,000 and the company partner contributing $25,000, then the $50,000 would be placed under "Cash received from public funders" and the $25,000 would be placed under "Cash received for services from private sector clients."

CONTRIBUTIONS FROM SUPPORTING ORGANIZATIONS

Include contributions from public/private sector partners that are strategically supporting the TAC (including the host college). Do not include cash and/or in-kind to be received from clients for services to be provided by the centre. Use a separate page for each supporting organization. The supporting organizations should each provide a letter of support (See LETTERS FROM SUPPORTING ORGANIZATIONS) and a completed Form 183A.

PERFORMANCE MEASUREMENT TABLE

This table provides information about what you plan to achieve and the impact that your institution will have on the local community.

Using the performance measurement table provided in Form 104, provide baseline and projected information for the mandatory performance indicators and on any of the other performance indicators you believe are appropriate for your proposal. You may also specify additional indicators that are important for the renewed centre.

The Current Year column should be the realistically anticipated performance information for indicators in the final year of the current TAC Grant. This information will be important to assess the impact of the TAC Grant. The timeframe for baseline data is the current year. Please provide information about the renewed centre based on the following **mandatory performance indicators**:

1. Number of companies served;
2. Number of SMEs served (included in the above);
3. Number of other clients (i.e., governments, public-sector organizations);
4. Revenue from companies served;
5. Revenue from SMEs served (included in the above);
6. Revenue from other clients (i.e., governments, public-sector organizations);
7. Number of services provided;
8. Number of applied research projects;
9. Number of training contracts provided.

As relevant, provide information about the renewed centre based on the following **optional performance indicators**:

- Number of new products, processes and/or services developed using TAC services;
- Number of existing products, processes and/or services improved using TAC services;
- Person-hours of training received by clients;
- Number of college faculty involved in TAC-delivered services;
- Number of hours that college staff (including faculty) are involved in TAC delivered services;

- Number of students involved in TAC-delivered services (as term employees or interns);
- Number of hours that students are involved in TAC-delivered services.

You may also provide up to three **custom performance indicators** for the renewed centre.

Use up to two additional pages to explain important assumptions or factors associated with performance indicators. For the custom performance indicators, please explain how these are critical to evaluating the performance of the renewed centre.

KEY MILESTONE SCHEDULE

List key milestones that will be implemented in the subsequent term of the TAC. For example, the hiring of key personnel, purchase/installation of key equipment, and establishment of strategic partnership agreements. Do not include projects to be conducted with the centre unless they significantly increase the capabilities of the centre. Include a maximum of eight milestones.

DESCRIPTION OF THE RENEWAL INITIATIVE

To help you prepare the renewal, refer to the selection criteria section of the TAC Grants Program description.

For all applicants applying for a renewal award, the description of the renewal initiative should be no more than 10 pages in length.

Provide details of new initiatives or changes in plans for the renewed centre using the headings below. Please minimize the repetition of information that can be found in the 54-month Progress Report by making reference to the relevant section of that report. If applicable, please explain which challenges or opportunities led to the new initiatives or changes in plans to be pursued for the new five-year term. What lessons were learned to prompt a change in direction and promote the implementation of best practices?

The following headings are aligned with the selection criteria of the TAC Grants defined in the selection criteria section of the TAC Grants Program description. Questions are provided under each heading to signal the kinds of information sought. These questions are meant to provide guidance and are not exhaustive or necessarily

applicable for all TACs. In some cases, similar information can be placed under more than one heading. If that is the case, please use the limited space strategically to avoid repetition.

1. **Value Added**

   a) Describe the business environment in which the renewed centre will function. Consider the following aspects:
      - What are the major business sectors in the region to be served?
      - Which business sectors will the centre serve?
      - What technical, market or innovation attributes describe the companies that are anticipated to draw on the centre's services?
      - What are the key business associations and organizations that enable network and word-of-mouth referrals?
      - What other sources of support are available to cost-share the companies' use of the centre's services?

   b) Describe the type of companies the centre will serve and important aspects related to their financial/business characteristics. For example:
      - How many companies are within driving distance of the centre?
      - How many of these companies are SMEs? Are their innovation support needs different than other companies in the region served?
      - Are these companies used to working with the college?

   c) Describe the innovation need to be addressed (e.g., the innovation needs of an important business sector, or the opportunity to provide an emerging and important suite of technologies or business tools to a viable business segment).
      - What are the attributes that describe the area of specialization of the centre (i.e., business sector and/or technology)?
      - What types of services (product) does the centre anticipate providing?

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- Provide a sense of the typical size (price) for the most likely services to be provided (per typical project/service).
- What other companies and organizations provide technical innovation support services to the companies in this region, and what services do they provide?
- How do the technical capabilities available with the renewed centre compare with those available to the anticipated clients elsewhere?

d) Describe how the renewed centre will enrich the innovation capacity of the business sector and what economic impact this will have on the region.

- How will the centre lead to stronger business innovation capacity in companies? How is it vital to the success of these companies?
- How will the centre strengthen the innovation capabilities of the innovation system supporting the companies in the area?

The letters of support from supporting organizations (i.e., all levels of government and agencies, associations, companies) should address how the centre will address a strategic need for the area and how they will contribute to the success of the centre.

2. **Organizational Structure:**

a) Using an organizational chart, describe the management team planned or in place. Indicate the key personnel already with the college who will be important to the centre's success. Attach CVs (Form 103CV) for up to five of the key management and technical members of the renewed centre. NSERC suggests that, while part-time contractors are eligible for staff positions, the centre's manager should be a full-time employee of the centre or host college.

b) How has, and how will, the college enable faculty and students to work at the centre with companies to address their business innovation needs?

c) How will the centre contribute to the training received by students?

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d) Explain the planned relationship of the centre to the college (i.e., not-for-profit corporation or department).

e) Describe the Accountability Framework of the centre and the anticipated composition of the Advisory Board. Address any planned changes to the Advisory Board if the TAC is renewed.

f) Describe any dependencies for the renewed centre (i.e., other funding agreements being negotiated with public or private agencies/organizations, equipment or facilities to be installed or commissioned, changes to work-place agreements needed for the centre).

g) Identify key stakeholder organizations (e.g., government, economic development organizations, industry associations, companies).

h) Describe how stakeholder organizations will be involved in and/or support the centre. The letters from supporting organizations should describe how they anticipate working with the centre (referrals, staff hosting, awareness events, outreach coordination, etc.).

i) Demonstrate how the renewed centre aligns with local, regional and provincial priorities.

j) What approach will be taken to manage intellectual property (background and foreground)?

k) How will the centre ensure it is not competing with private sector firms? If the centre has encountered issues in this regard in the current term, please describe how they were addressed.

l) How is the strategic need for the centre anticipated to evolve? What are the college's plans for adapting to the anticipated evolution?

3. **Market Opportunity:**

a) Describe the Business Development and Marketing Plan of the centre. How were the optimal mix of client services, target clients, and pricing strategy selected?

b) How does the centre demonstrate/market its existing capability to companies?

c) What are the expressed and unmet needs of the companies that the centre cannot address today (gap analysis)? What are the

factors limiting the centre's ability to address these needs? How will the renewed centre address these needs?

d) Describe how the centre will reach potential clients and link to other public and private sector providers of related services. Provide examples to demonstrate linkages already active or established. Suggestion: Make sure that your proposal addresses the elements of the four P's (Product, Price, Place, Promotion) of a marketing plan for the renewed Technology Access centre.

- How will companies be made aware of the centre's capabilities?
- Describe the marketing/business development capability of the renewed centre.
- How will the centre be involved in or lead seminars or other networking events that may lead to future clients?
- What type of costing will be used for the centre's services?

4. **Delivery Plan:**

a) Describe the types of innovation services, applied research projects and specialized training that the renewed centre will provide to local/regional companies and how these services will be delivered to clients.

- How will potential clients make contact with the centre to investigate potential opportunities?
- How will potential clients be considered appropriate to receive services?
- How will the pricing and timetable of deliverables be decided?
- How will the appropriate personnel and other required resources be decided and allocated to projects and services?
- Who will track the progress of client projects and services? How will delays in deliverables be handled?
- What partnerships are needed in order to gain access to (external) equipment and facilities to serve the needs of clients?
- Is the centre's primary role to coordinate projects conducted by the college?

b) Explain the anticipated involvement of faculty and students in the delivery plan of the renewed centre.

c) Describe the project management approach to be taken? How does it build on existing capabilities?

d) Provide details on the delivery of key milestones as required.

5. **Applied Research Competence:**

a) Describe how the college is the appropriate host for the renewed centre. Draw on the track record, existing programs and staff capabilities and role of the college:

- Why is this college best positioned to play a central role in the renewed centre? What equipment, infrastructure, facilities and expertise does the college have that are critical to serving the centre's clients? How are these unique in the context of capabilities currently available to serve companies in the area?

- What specialized programs does the college have that provide innovation-ready faculty and students to work at the centre?

- What capabilities will the centre have to provide specialized training to clients?

- What partners may provide services that the centre cannot provide?

PROGRESS REPORT

A detailed progress report template will be provided. The report should cover the first 54 months of the current term of the TAC Grant and must be submitted as an attachment to the application. The report should be complete and concise and take into account the objectives of the TAC Grant Program.

LETTER FROM THE PRESIDENT OF THE COLLEGE

Provide a letter from the president of the college outlining the college's support for the renewal of the centre and the relationship to the college's strategic plan (one page maximum).

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LETTER FROM THE ADVISORY BOARD

Provide a letter from the TAC's Advisory Board outlining the Board's support for the renewal of the centre and its agreement with the contents of the renewal application (one page maximum).

LETTERS FROM SUPPORTING ORGANIZATIONS

Include letters of support from public/private sector partners (e.g., municipal, regional, provincial and/or federal organizations, as well as key business associations and companies).

Note: If the organization is making contributions and receiving services in return, than this organization should be considered a client and not a supporting organization; see the Letters From Clients section below.

Each letter from a supporting organization should:

- be a maximum of two pages;
- come from a senior executive;
- describe the strategic need for innovation support services in the area of the proposal;
- If the supporting organization currently supports the centre, describe how it is involved in the centre and the impact it has seen from the centre to date;
- describe how the supporting organizations will contribute to the success of the centre (i.e., cash, in-kind, strategic assistance), and/or work with the centre to realize more impact on business innovation. Do not include cash or in-kind contributions that are made for services to be rendered by the TAC;
- describe the anticipated impacts on the type of companies targeted.

For each supporting organization that is making cash and/or in-kind contributions to the college, a completed Form 183A is required. This form can be completed using NSERC's On-line System and should be printed, signed and attached to the application.

LETTERS FROM CLIENTS

Include up to five letters of support from past, present or future clients.

Each letter should:

- be one page maximum;
- come from a senior executive;
- describe the general business area within which the company operates;
- how the centre is relevant to their success;
- provide a brief overview of any business innovation support provided by the college to date;
- indicate current or past associations with the college including past services received from the current TAC.

Letters from industry or business associations should also describe how the association has evolved with the college (including their involvement in planning the renewed TAC).

If you have many supporting firms or organizations, consider providing a letter from a representative organization (i.e., association) that summarizes the input anticipated from the other organizations.

SIGNATURES

NSERC does not require original signatures on applications or other documents submitted electronically through its On-line System. The electronic submission of applications through this system represents approval and replaces the traditional "physical" or "wet" signatures. Refer to the Frequently Asked Questions in the *Program Guide for Professors* for more details.

What do the electronic or original signatures on the application mean?

For applicants

Before you, as an applicant, can submit your application to NSERC or link your Personal Data Form to an application, you must read and agree to the Terms and Conditions of Applying that appear in a pop-up window during the submission process. It is your responsibility to retain a copy of the agreed Terms and Conditions for your records.

Each participant submitting a Form 103CV as part of the application must sign and fill out the Terms and Conditions of Applying Form included in the Form 103CV.

The signatures of the institutional authorities certify that:

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- the institution will abide by the roles and responsibilities as set out in the Agreement on the Administration of Agency Grants and Awards by Research Institutions with the three federal granting agencies, including the Tri-Agency Framework: Responsible Conduct of Research;

- the applicant has met, or will meet, the eligibility requirements;

- prior to submission of this application, the institution has obtained written approval from any other institutions involved in the application process;

- if the applicant discloses any potential intellectual property (IP) arising from the research, he or she and the institution will endeavour to obtain the greatest possible economic benefit to Canada from the resulting commercial activity. **Note:** This requirement for disclosure is not intended to supersede any IP ownership policy that the institution already has in place.

The signatures of authorized officers of other supporting organizations certify that the organization:

- agrees with the content of the application and will provide the committed resources;

- agrees to the release of the public summary of the award and to the publication of the organization's name as a supporter of the initiative.

If you are both the applicant or participant and a principal of a collaborating organization, another senior official must sign on behalf of the organization.

How to Submit Your Form 104

TAC applications (in a single PDF searchable format) can be submitted via NSERC's Secure Upload Site by the **deadline date**.

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