

# Alberta Heritage Foundation for Medical Research

## FOREFRONT Internship Program

### **Purpose:**

The Alberta Heritage Foundation for Medical Research (AHFMR) ForeFront Internship Program addresses the need for highly trained staff and management of the Alberta-based health, medical products and biotechnology industries. This Program is intended to support technology commercialization training and experience for individuals with an appropriate background in science and/or business.

### **Requirements**

Applicants must be sponsored by an Alberta organization actively engaged in the commercialization of medical or health related technology. The organization must have the experience and resources to provide an appropriate training environment, and designate one person within the organization who will be the primary supervisor for the intern. The organization must agree to provide direct and continuous supervision.

### **Expectations**

Although the work plan should identify the specific area of focus, the intern should receive a broad exposure to all of the areas below:

- Product Development
- Intellectual Property Strategy
- Regulatory Requirements
- Market Research and Strategy
- Business Planning and Development

### **Information Required**

The application must include the following:

- A. Background information on sponsoring organization including overview of the business, key technologies and personnel. Organizations should have been in operation for at least 3 years and show evidence of financial stability.
- B. A resume and letter of intent from the supervisor. The letter of intent should confirm the supervisor's and the sponsoring organization's commitment to providing a valuable internship experience through training, mentoring and supervising the intern. This Program is not intended to help organizations fill job needs in the short term.
- C. A resume and letter of intent from the intern candidate. The letter should demonstrate the intern candidate's interest in a career in technology commercialization, his/her expectations for the internship training, and how he/she will acquire valuable training and experience in the sponsoring organization.

D. The work plan is critical to the evaluation of the application. Required elements and examples of satisfactory training are outlined below.

### **Work Plan**

The work plan must include exposure to all of the elements listed in **Expectations** and identify a focus area. Examples of satisfactory training in each area are listed below:

- Product Development
  - Attend appropriate courses/workshops/seminars
  - Interact with suppliers, contractors, clinical trials teams
  - Contribute to design, testing, manufacture of products
- Intellectual Property Strategy
  - Attend appropriate courses/workshops/seminars
  - Develop an intellectual property strategy
  - Prepare documentation and applications
- Regulatory Systems
  - Attend appropriate courses/workshops/seminars
  - Prepare applications to a regulatory agency
  - Develop knowledge and participation in developing internal procedures to maintain regulatory status and quality systems
- Marketing
  - Attend appropriate courses/workshops/seminars
  - Participate in trade shows, give presentations, develop marketing material
  - Develop marketing strategy
- Business Planning and Development
  - Attend appropriate courses/workshops/seminars
  - Search for sources of funding, establish corporate structure
  - Prepare business plan, deal with issues of staffing and management

### **Training Allowance**

If approved, interns are awarded a \$5,000 training allowance, which may be used for expenses related to educational workshops/seminars/courses necessary for relevant commercialization training. Applicable expenses include the cost of travel, registration, meals and accommodation incurred by the intern to attend the training sessions. You are required to provide a budget and outline of the intended use of the training allowance to meet the objectives of the work plan. Funds must be used in accordance with the approved budget.

If the award terminates prematurely, residual funds in the training allowance shall be returned to the Foundation. The Foundation will not accept responsibility for expenditures from the training allowance which are incurred after the termination of an award. Financial commitments and expenditures in excess of the training allowance are not the responsibility of the Foundation.

**Term:**

The term of the award is for one year, renewable for an additional year.

**Eligibility:**

The applicant must hold, or be in the final year of a degree in business, management, or science. The applicants should have some relevant experience in the business or private sector.

**Stipend:**

The award will consist of a stipend, the fixed level of which is determined by the Foundation. Please contact the Foundation for the current stipend scale or visit our web site. No further allowance will be made for benefits.

Training stipends are subject to the Income Tax Act and regulations of the Government of Canada.

**Initiation:**

The applicant must acknowledge the acceptance of the award by signing and returning the Terms & Conditions of Award. This form must be received in the Foundation's offices within thirty (30) days from the date of offer. The applicant must take up the award within six months from the date of offer and failure to do so will result in its cancellation.

Upon receipt of the Terms and Conditions, the Foundation will implement the award by issuing a formal Notification of Award to the sponsoring organization. Continuation of the award will be contingent upon satisfactory progress.

**Conditions of the Award:**

Funding will be used in accordance with the guidelines. The award is for one year, renewable for an additional year. The intern and the supervisor will submit a progress report after six months and a final report within four weeks following the completion of the award. Should you wish to renew the award, you will need to submit an application for renewal. Prior approval is required whenever there is a change in the scope or nature of the training; this includes changes in supervisor. Any publicity in conjunction with the internship award must be given prior approval by the Foundation.

**Renewal of Award:**

Applications for renewal for one additional year must include a support letter from the supervisor, a letter of intent from the intern, and a work plan outlining the training for year two. A summary of Year 1 activities, breakdown of Year 1 training allowance expenditures, and a proposed budget for the training allowance must also be included. This information should reach the Foundation at least three months prior to the termination date of the current award if renewal is to be requested.

Late arrival may result in lack of continuity of funding.

**Reporting:**

All reports should be written by the intern and include the following:

- Support letter from the supervisor;
- Letter from the intern summarizing progress towards meeting Program and personal objectives; and
- Summary of training and educational activities as they relate to meeting the goals and objectives outlined in the approved work plan.

In addition to the above, the final report should include a breakdown of the training allowance expenditures.