Commercialization Consulting and Mentoring

Accountability and Management Framework

LearnSphere is the Commercialization Consulting and Mentoring (CCM) program manager, responsible for managing the human and financial resources of the program, and all administration related to evaluating, tracking and reporting. LearnSphere employs senior management, project management and coordination staff to ensure the delivery and execution of the program is undertaken per contract obligations, budgets and timelines. LearnSphere's senior management is accountable for all LearnSphere operations, including strategic oversight of the CCM program and all other programs and projects. The LearnSphere Board of Directors is responsible to manage or supervise the management of the affairs and business of LearnSphere.

Evaluation and Selection Process

Applications for assistance are submitted to LearnSphere for evaluation. They may be submitted through the online form on LearnSphere's website, or by email. When an application is received, LearnSphere completes an evaluation of the application based on an established series of steps. These include oversight and evaluation by several levels of LearnSphere staff against an evaluation grid, which is used to ensure that all eligibility criteria are met. The following steps are taken as part of the evaluation process:

1. Initial file review to ensure application is complete. If required, any missing information may be requested from the applicant. When all application components are received, a project folder is opened.

2. Evaluation conducted using the evaluation grid to ensure all eligibility criteria are met.

3. Applications are reviewed and scored to determine the strength of the application against a scoring sheet that assesses eligibility and viability. Applications that meet all eligibility criteria progress to step 4 (detailed below), otherwise they move directly to step 1 of the *Approval/Decline Process*.

4. Applications are reviewed for technical strength/feasibility by a contracted third-party. A review of any claims made in terms of intellectual property is verified, as well as claims made on uniqueness/innovation.

5. If applicable, further criteria related to application source and field of application are used to assess applications.

6. Information on the consultant named in the proposal is collected and assessed for eligibility.

Approval/Decline Process

1. The Project Manager makes a recommendation to decline or accept the application based on the outcome of the evaluation and submits the project evaluation to LearnSphere's CEO, who reviews and approves or declines the project.

2. If approved, a contract detailing project timeline, statement of work, contribution, reporting requirements and general conditions is sent to the applicant. The applicant signs and returns the contract to LearnSphere.

3. If declined, the applicant is formally notified by email of the decline, and the reason for decline. A formal letter of decline is then sent by mail to the applicant.

Redress Provision

Prior to evaluation, LearnSphere will ask the applicant for additional information or clarity on information provided, if required. It is LearnSphere's practice to inform applicants as early as possible in the review process if there are any potential areas of weakness in their respective applications and or issues with ineligibility. In either case, applicants are welcome to provide further information, or modify their application to strengthen it. All efforts are made to ensure the evaluation is undertaken with the most current, accurate and clear information possible.

As detailed in the Approval/Decline Process, if declined, the applicant is formally notified by email of the decline, and the reason for decline. A formal letter of decline is then sent by mail to the applicant, which reiterates the reason for decline. Detailed in the letter is an invitation to the applicant to request a meeting to further discuss the decline, if desired. The applicant is also made aware that a decline in no way hinders their right to re-apply to the program in the future.

If during the post-decline meeting additional relevant information is provided by the applicant, LearnSphere reserves the right to formally re-evaluate the application. The applicant will be notified by email or phone, of the outcome of the re-evaluation. If following a re-evaluation, the application is still deemed to not meet the program's criteria, the applicant will be notified again of the decline, the reasons for decline, and that they are welcome to re-apply to the program in the future.

LearnSphere also makes all efforts to make declined applicants aware of other potential avenues for support