

Project Submission Guide

This short guide will help you understand the steps involved in submitting and launching your projects with **Scale AI**. This guide will also provide information required to apply for funding and describe the steps to take your project from submission to launch.



Before getting started

In addition to gaining access to the project submission platform, members can obtain guidance from the **Scale AI** investment team, and benefit from opportunities to partner with potential clients and service providers. Find out more about membership benefits and the steps to becoming a member.

→ [Join Scale AI](#)



How to get started

Before submitting your project idea to **Scale AI**, you should consider the following aspects, and gather as much information as you can.

01

PROJECT IDEA

Identify the core idea of your project. **What are you trying to accomplish?**

02

PARTICIPANTS

Find out who could be your ideal partners to realize the project and what would they bring to the table. **Join networking events or access the Scale AI community to find potential partners.**

03

PURPOSE

Build on your core idea to gather more details on the goals of your project. **Focus on the opportunity you have identified and the solution you are proposing to deliver.**

04

TECHNOLOGY

Elaborate on the way you will leverage artificial intelligence and related technologies with your solution **(e.g. which data and techniques will be used?)**

05

PROJECT COSTS

Estimate high-level costs that you and the other participants may incur for your project. **Consider internal costs as well as in-kind contributions if relevant.**

06

TIMELINE

Identify the key dates for your project: **When will you be ready to submit your final proposal, when will you start your project, when will the key deliverables be completed, etc.**

07

IMPACT

Consider the impact of your project for all participating organizations, and the larger ecosystem, including the small and medium enterprises. **Review the strategic axes of Scale AI for inspiration.**

Ask a question to the [Scale AI](#) team

The project selection process

Scale AI follows an objective and transparent process to review your project submission. Your project is reviewed first for eligibility, and then selected based on specific prioritization criteria.

→ BEGIN WITH IDENTIFICATION

Collaborate with other members to identify an opportunity that can benefit your organization and is aligned with **Scale AI** objectives. Capture your initial project idea on our online platform and get dedicated support from our investment team.

STEP 01

→ ELIGIBILITY

Submit your proposal for review by the **Scale AI** team to validate your project eligibility and identify opportunities to maximize the chance for your project to be selected.

STEP 02

→ SELECTION

Work in collaboration with our investment team to develop your detailed project proposal. Submit the detailed proposal to the **Scale AI** selection committee. Projects are prioritized based on our selection criteria. Project launch.

PROJECT LAUNCH

After the final selection, you are ready for your project launch, starting with the signing of the project agreement.

Five eligibility conditions

Scale AI eligibility conditions ensure that your project aligns with our strategic objectives. Following elements are considered while determining eligibility of your project.

01



IN-SCOPE

Project must be aligned with **Scale AI**'s strategy and focused on AI applied to supply chains.

02



INCREMENTAL TO REGULAR BUSINESS

Project must be net-new, expanded in scope or scale, accelerated, or otherwise transformed to advance **Scale AI** objectives, as certified from senior management.

03



SME INVOLVEMENT

Project must involve at least one SME (small and medium enterprise).

04



MULTIPLE PARTICIPANTS

Project must include more than one participant, including for example, SME or one post-secondary or research institution.

05



READINESS

Project must have applicant CEO or executive endorsement.

Selection and prioritization criteria

Scale AI is committed to accelerating the adoption and commercialization of AI in supply chains.

As a result, your project needs to meet certain requirements in terms of business viability and contribution to the ecosystem.

Your project is reviewed along with all other project submissions to ensure a fair and competitive prioritization.

Scale AI uses the following criteria to determine the business and ecosystem **impact of your project**.



Selection and prioritization criteria

→ Scoring criteria

30 %

STRATEGIC ALIGNMENT

How well does your project align with **Scale AI's** strategic objectives?

- In-scope
- New applied knowledge
- Level of technical challenge
- Technical achievability

25 %

TEAM AND PROJECT PLAN

How realistic is your project plan?
How clearly are details about the project management, planning and cost structure defined?

- Quality of the consortium
- Added value through cooperation
- Realistic and clearly defined project management and planning
- Reasonable cost structure

25 %

ECOSYSTEM IMPACT

As the project scales-up, how will it benefit the ecosystem in areas such as application of intellectual property (IP), contribution to job creation and diversity principles, and growth of SMEs through access to supply chains?

- SME growth through access to supply chains
- Application of foreground IP
- Job creation, skills and diversity development
- Development of industry-informed academic research, learning and training
- Benefits to the ecosystem

20 %

BUSINESS IMPACT

How well does your project plan address issues such as market risks, and competitive advantages that limits those risks? Also to be considered are factors such as realistic commercialization plans and adoption of AI.

- Adoption of AI-powered supply chain
- Market size
- Market access and risk
- Clear and realistic commercialization plans

Stakeholders involved in the project approval process



INVESTMENT TEAM

The investment team works with member organizations throughout the entire project lifecycle. They assess the eligibility of proposed projects in collaboration with the applicants and other stakeholders.



PROJECT SELECTION AND PRIORITIZATION COMMITTEE

SELECTION COMMITTEE

The selection committee includes members from **Scale AI's** management as well as independent advisors and researchers from the corporate and scientific communities.



RATIFICATION BOARD

The ratification board members include individuals who are not officers or employees of **Scale AI**, and at least one of whom is a director of the board.

Timeline of your project

You are here

Understanding the project submission process & gather information.

Recommended action: Sign up for Scale AI membership if you haven't done so already.

→ Gather additional information & fill up the project submission form online

Recommended action: [Go to the submission form on Scale AI website.](#)

→ Submit your eligibility application

Recommended action: Interact with **Scale AI** members for more information and support for filling up your project application.

→ Initial eligibility confirmation by the Scale AI team

Recommended action: Start preparing for detailed project proposal submission.

→ Submit the detailed project proposal

Recommended action: Start collaborating with all participants for approvals such as compliance, finance, technology, etc.

→ Ratification by the Scale AI board

Recommended action: Sign the project agreement, gather resources, and collaborate with other participants to gear up for the launch.

Launch your project!

Next steps

Start your project journey with **Scale AI** by filling the online project submission form using your member's account.

For any questions, you can reach out to our team through social media or our website.

START YOUR PROJECT
SUBMISSION

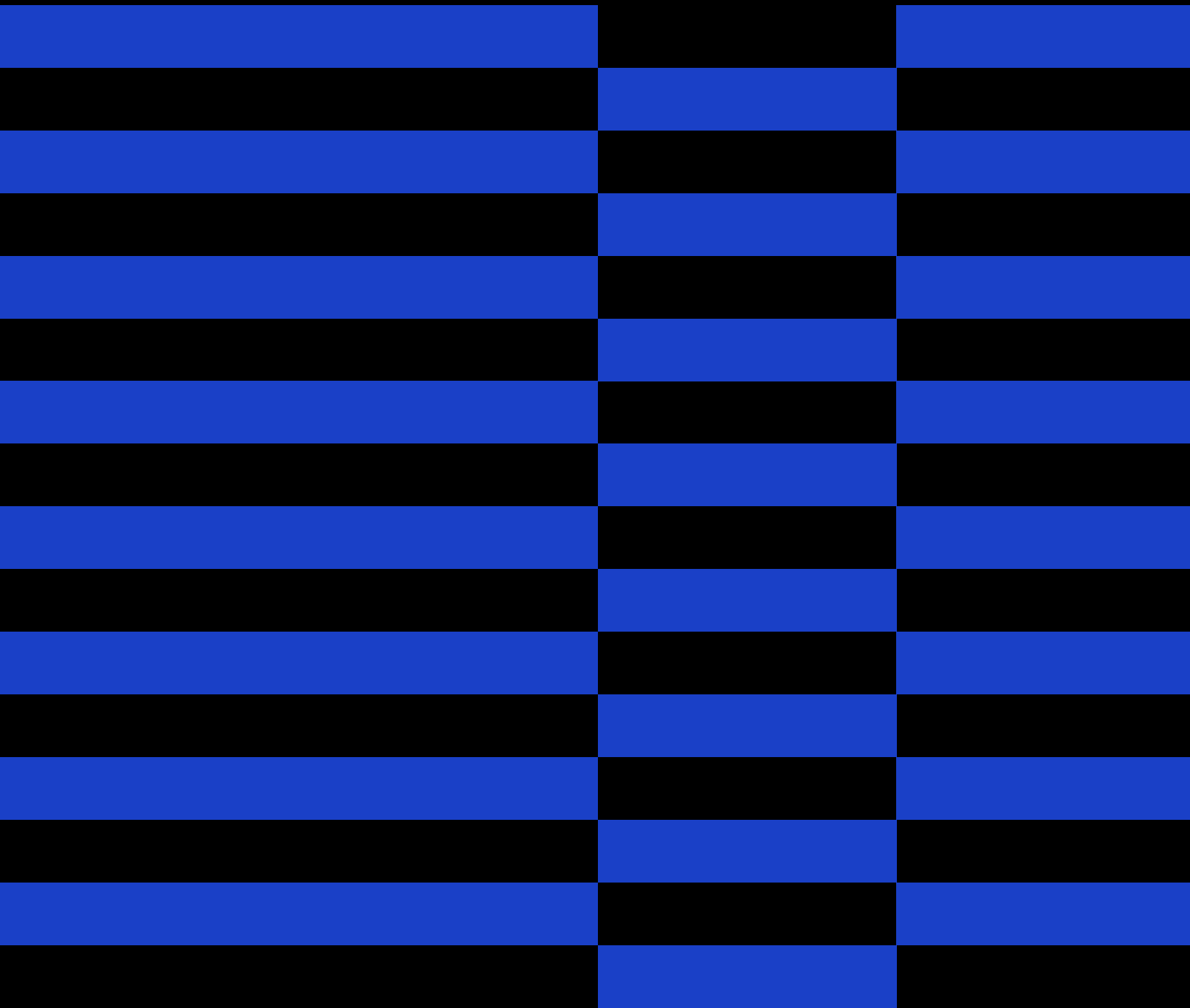
Support and contact information

LinkedIn : [Scale AI](#)

Twitter : [@aisupplychain](#)

Website: www.scaleai.ca

Project submission support:
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→ scaleai.ca