



Research & Innovation

Innovation Entrepreneurship

CHALLENGE

Participant Handbook 2018

Version 2.0

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Innovation and Entrepreneurship Challenge majorly supported and funded by



ABOUT

The Grande Prairie Regional Innovation Network (GPRIN) provides strategic leadership and helps guide all enterprise activities by working with various partners while nurturing the culture of innovation within the region. GPRIN is governed by a partnership between the City of Grande Prairie, the County of Grande Prairie, the Municipal District of Greenview, the Grande Prairie Chamber of Commerce, Grande Prairie Regional College, and Community Futures and supported by Alberta Innovates.

The emergent vision of GPRIN is a community partnership that provides guidance and active support to develop the innovation capacity of the region. GPRIN influences proactive change for improved innovation policy, projects and services that help entrepreneurs and SMEs advance their innovative new technologies to global markets.

The goals of the GPRIN are to grow and diversify innovative companies, industry and communities via technology commercialization processes. Working collaboratively, GPRIN will also host and support external service providers who provide service and funds in support of regional innovators and SMEs consistent with government priorities. GPRIN will be relevant to regional innovators with emphasis on capacity building, which is integral to reaching our goals within our work plan, such as Innovation Capacity Building, Training Initiatives, Advancing regional innovation projects and Industry Cluster development.

The purpose of GPRIN is to offer entrepreneurs and SMEs the following:

- Innovation support, technology commercialization process support
- Equipment and/or infrastructure and access to these is provided through GPRIN partners: 3D printer via GPRC, Incubator space (the City of GP and Community Futures partnered SPARK! Business Incubator) Prototyping capacity (Engineer-in-Residence, 214 Place North)
- Networking and match-making services;
- Access to funding at various stages (Vouchers via Alberta Innovates, Funding and Sponsorship of various projects and programs)
- Access to funding via business services member's (Community Futures) lending services for start-ups and/or expansion

Contents

About this Handbook	4
About the Innovation and Entrepreneurship Challenge	4
Information for Students	4
Eligibility	4
Rules and Responsibilities	5
Workshops	5
Registration and Participant Selection	6
Solution Development Process	6
Timeline	6
Deliverables	7
Challenge Day	7
Prizes	7
Intellectual Property and Confidentiality	7
Information for Hosting Businesses	7
Rules and Responsibilities	8
Intellectual Property and Confidentiality	8
Appendices	9
Appendix A: Key Contacts	9
Appendix B: Assignment of Copyright and Waiver of Moral Rights.....	10
Appendix C: Photo Release Form.....	11
Appendix D: Schedule	13

About this Handbook

This handbook is designed to aid participants in the GPRC Innovation & Entrepreneurship Challenge. The first half of the handbook offers useful information to students who are interested in competing in the Challenge; the second half acts as a guide to partnering companies. If you have questions about the Challenge rules, processes, or guidelines, please do not hesitate to reach out to the Challenge Coordinator (see Appendix A for up-to-date contact information).

By participating in the competition as either a student or a partnering company, you acknowledge that you have read and understood this handbook **in its entirety** and agree to abide by the terms and conditions herein contained.

Please visit the website for more information: gprc.me/innovationchallenge

About the Innovation and Entrepreneurship Challenge

Welcome to the College's first Innovation and Entrepreneurship Challenge! This Challenge is open to GPRC students from across all trades and disciplines. Teams of students will compete with one another to generate solutions for real-world design problems posed by local businesses. Collaborating with one another and guided by faculty mentors, students will discover their potential by competing in this challenge. Successful students will earn cash prizes, build important skills, and make meaningful professional connections.

This challenge is not just about competing for cash prizes; it's an opportunity for students to pursue their dreams of becoming an innovator and an entrepreneur. During the competition process, students will develop research and presentation skills, write a business report, get feedback from regional professionals, receive mentorship from GPRC faculty, and network with key people in the community.

This Challenge will...

- Give students the opportunity to learn and improve on professional skills
- Offer students a way to apply classroom learning to real world situations
- Act as a collaborative platform where students from various departments can learn and work together
- Boost the culture of talent retention within the city, increasing the number of College students that join the Grande Prairie workforce
- Drive new business opportunities and support economic development

Information for Students

If you have a competitive edge, an enthusiastic attitude, and a creative approach to problem-solving, this might be the competition for you! Read on for eligibility criteria, rules, timelines, and other important Challenge-related information.

Eligibility

Participants who wish to compete in the Challenge **must**...

- Be a full-time, currently registered GPRC student (students at both campuses are encouraged to take part).
- Have a GPA of at least 2.7.
- Attend two pre-challenge workshop/training sessions at Grande Prairie campus.

- Be willing to work collaboratively with a team.
- Register no later than 4 p.m September 30 2018
- Sign all required non-disclosure agreements, photo releases, and IP waivers (**see Appendix B to view the required forms**).

A participant is **ineligible to participate** if he or she...

- Does not meet all eligibility requirements.
- Is on academic probation, unless a letter from the Registrar is submitted with the application to confirm fitness to compete in the challenge.
- Is a member of the Innovation and Entrepreneurship Challenge organizing committee, screener, panel member, or any immediate family thereof.
- Exhibits conduct which is unlawful, would reflect poorly on the reputation of the Challenge, harms or offends any of the sponsors in any way, or for any reason at the discretion of the organizing committee.

Rules and Responsibilities

Overview: Steps to Participating in the I&E Challenge

1. Attend the September pre-Challenge workshops to meet the hosting businesses, identify your design problem of interest, and receive guidance and advice.
2. Register individually or as a team for a maximum of 5 teams of 3 students (15 individual competitors) before October 1, 2018.
3. Appoint a Team Leader to act as a point of contact.
4. Meet with the hosting business that GPRC has paired your team with for an initial consultation and discussion of the design problem.
5. Work with your team to develop a comprehensive solution or set of possible solutions to the design problem, producing a final report with recommendations to the hosting business. A **collaborative space** at GPRC Grande Prairie campus will be designated for your use, but you can feel free to work elsewhere according to the needs of your team members.
6. Present your design solution on Challenge Day (Friday, January 18, 2019).

Workshops

Two pre-Challenge workshops will be held for competing students:

- **Meet the Companies Workshop:** Here, the students are introduced to the companies and their challenge problems. Specifics are discussed, timelines are clarified, and you will have the opportunity to ask questions about any part of the Challenge process. Company representatives will discuss their individual expectations and needs for design solutions. Students who attend this workshop will also learn more details about criteria for their final report and identify the deliverables that are expected.
- **Subject Matter Expert Workshop:** Business owners, entrepreneurs, and innovators from our region will offer insight, discuss ideas, answer questions, and offer tips and advice on how to effectively develop design solutions.

(Note: Students who attend the workshops will be awarded additional consideration during the arbitration process on Challenge Day, and will have a competitive advantage over students who do not attend. These workshops will give you essential tools for success in the Challenge – do your best not to miss them!)

Registration and Participant Selection

The Innovation and Entrepreneurship Challenge will require multiple competitors to allow for a fair and open competition. For the Challenge to proceed, a minimum of 9 individual applicants (three teams of three) must be registered to compete on or before October 1. If the minimum number of participants is not reached, the Challenge will not proceed.

The number of participants will be capped at 15, or five teams of three. In the event of a high registration volume, applicants who have attended the pre-competition workshops will be given priority selection. If there are more applicants than available spots, participants will be chosen at the discretion of the Challenge organizers based on the quality of the application, as well as the applicant's academic record and professional experience. Professional and academic references may be requested by the organizers in the event of a close decision.

Competitors in the challenge will work in teams of 3-4 people. For best results, teams should be comprised of students with a variety of strengths and, ideally, from diverse programs of study.

Although each student must register as an individual, you may indicate on your form if you would like to work with a particular person or persons; identify your preferred group members by first and last name in the space provided on the form. If you would like the Challenge organizers to place you in a group, register as an individual.

Solution Development Process

As you go through the competition, it will be helpful to select a Team Leader who can be a spokesperson for the group, acting as a point of contact for the Challenge organizers and the hosting business. GPRC will then pair you with the hosting company whose design problem most suits your team's strengths and interests. Working with the company and with faculty mentors, you will work with your team to develop solutions to the design problem, ultimately producing a final report with recommendations that can be presented to a panel of judges on Challenge Day.

You will have access to helpful resources as you develop your solutions:

- Pre-Challenge workshops: see "Workshops"
- Faculty mentorship: Students will be paired with faculty mentors depending on the nature of the design problem and the students' program of study. Although faculty cannot develop solutions for you, they can guide your process and offer assistance and advice in the writing of your final report.
- Academic Success Centre: Writing a professional report can be intimidating, especially if you've never done it before. GPRC's Academic Success Centre (ASC) offers a number of free workshops for students, including help with report writing, presentation skills, time management, and more. Visit the ASC website for upcoming workshops and other resources:
<http://libguides.gprc.ab.ca/asc>
- Collaborative space: A permanent classroom space will be reserved for the use of I&E Challenge participants which will serve as a collaborative workspace. The space can be used for group meetings, sessions with the hosting business or faculty mentors, etc.

Timeline

Students can begin working together as soon as the participant selection process is complete and students have been confirmed as participants. The competition runs from October 1 through the end of

the Winter semester, with final reports due for submission no later than December 21. See the schedule in Appendix C for detailed timeline information.

Deliverables

At the completion of the competition, students should create a business report long enough to adequately address the design problem (Times New Roman typeface, 12 pt. font, double spaced) detailing their proposed solutions. Please reference this guide for details about how to organize your report:

<https://www.victoria.ac.nz/vbs/teaching/resources/VBS-Report-Writing-Guide-2017.pdf>

Students will also be required to make a 20 to 25-minute presentation of their proposed design solutions on Challenge Day. A PowerPoint presentation is recommended (optional), but students can be creative in their presentation styles.

Challenge Day

A Challenge Day will be held in January in which the competitors will present their design solutions to a panel of judges. Each member of the team **must** be present on Challenge Day to deliver their presentation. It is recommended that you appoint a lead speaker who will facilitate the conversation, field questions from the panel, and keep the presentation on track.

Participating in Challenge Day is a condition of registering for the Innovation & Entrepreneurship Challenge. Students should note that video, photography, and audio recording may occur at this event, and these recordings may be released and distributed at GPRC's discretion.

Student presentations will be judged based on originality, feasibility, and creativity of the solutions as well as organization and delivery of the presentation. Presenters may be questioned by the panel about elements of their design solutions. When all students have presented their ideas, the panel will deliberate and select the first, second, and third prize winners.

Prizes

Students who compete in the Innovation & Entrepreneurship Challenge will be eligible to win a number of cash prizes:

- 1st place: \$3000¹
- 2nd place: \$2250¹
- 3rd place: \$1,500¹

All participants will also receive a \$500 cash prize (awarded per individual participant).

Intellectual Property and Confidentiality

By competing in this challenge, you waive any rights to the intellectual property you create in the process of developing your design solution. All solutions devised by student participants are owned entirely by the company you are collaborating with. For more information, please view the Intellectual Property Waiver in Appendix B.

Information for Hosting Businesses

For the Innovation and Entrepreneurship Challenge to be successful, we will need participation from local business leaders. As a business owner, you know that design problems—inefficiencies, redundancies or

¹ Awarded collectively to the successful team (this amount is not awarded to each individual competitor)

other issues with your products, services or operations—are inevitable. Design problems are sometimes costly, always frustrating, and common in the business world. Whether you are experiencing a technical bug in the app you are developing or difficulty in reaching your target market demographics, you understand that design problems can be an obstacle to growth and profitability.

Whatever your design problem is, we invite you to leverage GPRC students' knowledge and skills in finding a solution. We are looking for design problems that...

- Can help our students get hands-on experience and boost their learning
- Are sufficiently complex that they require considerable research and effort to solve but are still manageable; students should be able to propose a viable solution or set of solutions within the space of two months
- Can be shared in broad strokes with the general public without posing a significant confidentiality risk (we will never ask you to share a sensitive trade secret; see “Intellectual Property and Confidentiality”)
- Could be, for example, a minor part of a major design problem you are facing

Please note: acceptance and finalization of design problems will be up to the discretion of the Challenge organizing committee. **Since it is difficult to predict the level of interest we will receive from students on any given problem, we cannot guarantee that your submission will be included in the Challenge. You will be notified on or before October 1 about the status of your problem submission.**

Rules and Responsibilities

We expect full commitment, both from our competing students and from the businesses who will host them. Your responsibilities as a hosting business are summarized below:

- Submit your design problem and specific desired outcomes in writing (approximately two pages) to the organizing committee. Work with the committee to adjust the design problem to fit Challenge criteria as needed.
- Attend the “Meet the Companies” workshop (see “Workshops”) – talk to the Challenge Coordinator if you are interested in acting as a speaker or workshop facilitator
- Designate a representative to meet with your team of students; the representative should be readily available for questions throughout the entire Challenge and meet with students as needed
- Attend Challenge Day in January for the winner selection process

Intellectual Property and Confidentiality

As noted in the IP Waiver for students located in Appendix B, all rights to the solutions developed by our Challenge competitors will be transferred to you, the hosting company. You are free (but by no means obligated) to implement any part of the design solution into your business model at the conclusion of the Challenge.

We recognize that the nature of the competition may necessitate the sharing of some sensitive information about your internal processes, trade secrets, etc. You are encouraged to implement a separate non-disclosure agreement between your company and the student(s) if sensitive information will be shared.

We are committed to working with you to ensure no sensitive information is shared publicly. However, you should also ensure that the nature of your design problem will not create a significant confidentiality risk for your business.

If you have any questions about confidentiality with regards to GPRC's promotional and marketing materials, please contact the Research & Innovation PR Specialist (details attached in Appendix A). If you have questions about confidentiality among GPRC staff, faculty, and students, please contact the Challenge Coordinator.

Appendices

Appendix A: Key Contacts

Ejibola Adetokunbo-Taiwo

Innovation and Entrepreneurship Challenge Coordinator

780-357-7733

etaiwo@gprc.ab.ca

Taylor Merkley

Research and Innovation PR Specialist

780-539-2084

tmerkley@gprc.ab.ca

Appendix B: ASSIGNMENT OF COPYRIGHT and WAIVER OF MORAL RIGHTS

Whereas, _____ (individual's name),

of _____ (mailing address),

(the "Individual") has agreed with respect to **all intellectual property associated with design solutions developed as a participant in the Innovation and Entrepreneurship Challenge**, to waive all the individual's right, title, and interest (including all copyright) in the materials created and prepared by the individual in the course of the competition, including any documents, data, diagrams, and multimedia elements, and other materials and items included in or prepared in concurrence with the final business report ("the Materials"), regardless of whether the business report is submitted to competition organizers at the conclusion of the competition or enacted by the hosting business.

In consideration of the covenants and agreements herein contained and in consideration of the cash awards, mentorship and networking opportunities, privileges, and any other benefits paid and/or given by GPRC or its partners in this competition to the individual as part of the Individual's participation in the Innovation and Entrepreneurship Challenge, the receipt and sufficiency of which is hereby acknowledged by the individual, the parties agree as follows:

1. The Individual does:
 - a) hereby warrant that the Materials:
 - I. have not been previously published by the Individual or any other party in any format or media
 - II. are not or have not previously been subject to copyright or other rights except those of the Individual, all of which are to be transferred to the hosting business
 - III. have not otherwise been submitted to any party other than GPRC for publication in any format or media
 - IV. will be prepared in compliance with Canadian law, particularly the Copyright Act of Canada
 - b) hereby waive any copyright and moral rights the Individual may have in or related to any of the said Materials;

EXECUTED at Grande Prairie, Alberta,

the _____ day of _____ 20 _____.

(Signature of Individual)

(Signature of Witness)

GRANDE PRAIRIE REGIONAL COLLEGE

Per: _____

Andrew Dunlop, Interim Director of Research and Innovation

Appendix C: Photo Release form



CONSENT AND RELEASE
Photography / Media / Personal Information

PRINT - First and Last Name of individual

Parent/Guardian (If individual Under 18 Years of Age)

Address of individual

Address of Parent or Guardian

Telephone Number / email address of individual

Telephone Number /email address of Parent /Guardian

I HEREBY GRANT TO GRANDE PRAIRIE REGIONAL COLLEGE "GPRC", including its employees, agents, assigns, or other third party as GPRC may authorize on its behalf, the nonexclusive right to:

- Take Photographs of ME
- Make recordings of MY VOICE
- Make combined audio-visual recordings of ME and MY VOICE
- Photograph and make recordings of MY (specify)
- Student work (specify type) _____
- Personal Information (specify information to be disclosed) _____

(Where feasible attach a copy of the visual / sound recordings approved by this authorization.)

I CONSENT TO THE USE OF THESE RECORDINGS BY GPRC for educational materials, publications and websites and other consistent purposes. I hereby assign and transfer to GPRC all rights to these audio and visual recordings and all benefits and advantages to be derived there from. Editing, publication, distribution, broadcast and use of this material shall be at the sole discretion of GPRC, worldwide, in perpetuity **OR** for the dates specified _____.

Intended uses and/or purpose include:

Department seeking consent: (name and
department)

CONSENT TO DISCLOSE

I understand that GPRC shall not be required to pay any consideration to myself for the unlimited usage of the photograph, videos and/or digital image and contents of any taped interview, written story or personal information provided.

By signing this form I am authorizing the use of my personal image and information as outlined above. I understand that I am not required to provide this consent should I choose not to do so and that consent may be withdrawn at any time at my written request.

Signature of Individual (If Over Age 18)

Date

Signature of Guardian (If individual is Under 18 years of Age)

Date

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the purpose of managing the specified use(s). Questions concerning the collection, use and disposal of this information should be directed to:

Information and Privacy Coordinator, PH: 780-539-2068, EMAIL: collegeservices@gprc.ab.ca

Appendix D: Schedule

SEPTEMBER

- Registration opens September 1
- Workshops dates: TBA
 - 1st workshop: Professionalism, business communication, and presentation skills
 - 2nd workshop: Speakers from our partnering companies come and speak to the students
- Application Deadline: October 1

OCTOBER

- Successful candidates notified: October 5
- Teams are organized and meet with their companies
- Work on the design problem begins

NOVEMBER

- Students work on their projects with the help of faculty mentors and in communication with their company

DECEMBER

- Report submission deadline: December 21

JANUARY

- Challenge Day: January 18, 2019
 - Panel evaluates presentations
 - Winners announced and prizes distributed