

# Technology Submission Frequently Asked Questions

## **Q. How do I submit my innovation to Cenovus?**

**A.** Whether you're an individual, small business or large corporation, you can bring your innovative technology solution to Cenovus's technology development group by submitting non-confidential information on your technology via the link "Submit your technology solution" at the bottom of the technology submissions page of our website.

## **Q. Can I submit confidential information on my innovation?**

**A.** No. Only non-confidential information can be submitted, and that is a pre-requisite to use our submission form and system. In fact, before you can effectively submit your technology solution through the submission page, you will be asked to confirm that your submission does not contain any confidential information, and agree that Cenovus will not treat the information submitted on your technology confidentially.

## **Q. My innovation is neither patented nor patent pending. May I still submit?**

**A.** We request that confidential information or trade-secret information is not submitted for review.

## **Q. Will Cenovus sign a non-disclosure agreement before I share my innovation?**

**A.** No. Once again, we only accept non-confidential information as part of the submission and submission review process. Cenovus will not take any responsibility for maintaining the confidentiality of the materials submitted in connection with your innovation, and will treat it as non-confidential at all times. You are responsible to ensure that your submission does not include any information that is confidential to your organization or to another person or organization. If we have selected your innovation as a "Potential Candidate", we will contact you to discuss how to proceed with any interviews, presentations, or the need or not to enter into non-disclosure agreements to share confidential information in the future.

## **Q. What happens to my innovation submission once it's submitted?**

**A.** Once you've completed the submission form and agreed to the terms and conditions for submission, your innovation will be submitted and entered into our submission system. You will then receive a response email from our system with a unique submission ID, that will allow you to review the status of the submission at any time. Status descriptions are outlined below:

# Technology Submission Frequently Asked Questions

Received – As soon as you have an email back from our system your innovation will be assigned the received status.

Under Review – Once your innovative technology solution has been submitted, your submission will be assigned to our Technology Development Group review team. Once a submission has been assigned to a reviewer you will be allocated a status of “Under Review” until the review is complete. Please allow at least 12 weeks for a complete review of your submission.

Not Selected – The submission has not been selected for further review or discussion. You will not receive further communication from us.

Duplicate – Your submission will be assigned “Duplicate” status, if we have already received a submission from you for the same innovation, under a different submission ID. You will not receive further communication from us.

Potential Candidate – If we decide we’re interested, and would like to take your submission into further consideration, then you will receive the “Potential Candidate” status. We may wish to contact you for further information related to your technology solution. If so we may consider entering into a confidentiality agreement if needed to discuss potential business or development opportunities for your solution.

## **Q. How do I update my submission?**

**A.** Once a technology solution has been submitted, it cannot be updated by the submitter. Please make sure to include all current information during your initial submission for a more comprehensive review.

## **Q. How long will Cenovus’s review take?**

**A.** We anticipate that it could take at least 12 weeks to complete the review of most submissions, once they have reached an “Under Review” status.

## **Q. Who can I contact to find the status of my technology?**

**A.** Immediately following your submission to Cenovus, you will receive a response email to the email address you provided to complete the submission. This email includes a link, and a unique Submission ID to allow you to review the status of your submission online at any time.

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## **Q. For what reasons might Cenovus decline my submission?**

A. Specific details for not selecting a submitted innovation for further review as a “Potential Candidate” will not be provided. However, in general submitted innovation may not be selected for the following reasons:

- We are already aware of the innovation submitted to us.
- We are already using, considering or developing a technology solution that is similar or equivalent to the innovation submitted.
- A solution that is similar to all or part of the innovation submitted may have already been shared with us.
- The submission does not meet our current needs, from an innovative or commercial standpoint.

## **Q. How do I arrange for an in-person interview/presentation?**

A. We will review the non-confidential information you provide in your submission. In the event that we require further information to evaluate a submission of interest, we will contact you for an interview and/or presentation at that time.

Please be patient, and refrain from contacting other employees at Cenovus regarding your submission during our review.

## **Q. What does Cenovus do with personal information that I provide?**

A. As a condition of your submission, Cenovus requests that you consent to the use of the personal information provided. Personal information is used solely to review where submissions are coming from and to contact you about your submission should it be selected as a potential candidate.

## **Q. Why are we using a website to receive submissions of innovation?**

A. As a leader in technology development, we receive a high volume of innovative ideas from a large range of solution providers. We seek to commit the right individuals to review technology submissions and make a serious assessment of their potential for our business. With such a high volume of submissions, an online system enables us to track and manage this process more efficiently.