

Canada Foundation for Innovation Leaders Opportunity Fund 2010 (\$1M-\$2M) Notice of Intent and Application Form Instructions

These instructions are intended for institutions and project leaders completing the electronic forms for the **Leaders Opportunity Fund 2010 (\$1M-\$2M) competition for research infrastructure alone or for research infrastructure associated with a Canada Research Chair (CRC)**. For further information on these funds and other CFI funding mechanisms, please consult the [CFI website](#).

Deadlines

Notice of Intent (NOI)

Institutions wishing to submit a full application to the LOF (\$1M-\$2M) competition for either infrastructure alone or infrastructure associated with a CRC **must** submit a Notice of Intent (NOI). NOI forms will be available on the CFI website in November 2009 with an electronic submission deadline of December 15, 2009. A full application can only be submitted for a project if an NOI has been received and accepted by the CFI.

Full application

The submission deadline for full applications to the LOF (\$1M-\$2M) competition, for research infrastructure alone (stream 1) and research infrastructure associated with a CRC (stream 2), is February 15, 2010. The web-based electronic form will be available on the CFI website in January 2010. For CRC infrastructure requests with total costs of less than \$1 million, abridged infrastructure applications are submitted, as usual, to the [CRC Secretariat](#) at the time of the nomination or renewal.

Electronic forms

The following instructions are for general guidance. Additional assistance in completing specific form fields can be obtained by clicking on the “?” in each section.

The CFI does not distribute paper copies of its forms. Institutions must use the web-based electronic forms for completing and submitting applications.

The electronic forms control the font size and the number of allowable pages. Applicants should use only the space provided in the forms and remain within the page limit for attachments (i.e. the budget justification).

The forms contain large text blocks with different character limits. The CFI recommends that these text blocks be written and saved offline using a word processor, to ensure work is not lost due to technical difficulties. However, the word count tool of a word processor may differ slightly from the CFI forms where spaces and carriage returns are considered characters.

Note to users of Internet Explorer for Mac: This software can cause line breaks (carriage returns) to appear in the text blocks of the electronic form. Until Microsoft or Apple find a solution, we recommend that Mac users try a different web browser.

First steps

The project leader and other candidates included in the proposal must register on the CFI website to create an electronic profile, personal identification number (PIN) and password. Using their PIN, the candidate(s) can complete a CV that will be linked to the application by the project leader.

If you have previously been involved with a CFI or CRC application, you likely already have a PIN and should not create a new profile. To find out if you are registered, contact the CFI at pin.nip@innovation.ca with your name, institution and department. We will respond to your query by the next business day.

Once logged into the electronic forms portal of the CFI website, the project leader will be directed to the “portfolio” page. This page displays links to the applicant’s CV and to all applications for which there is not yet a funding decision. These forms can be printed directly from this page.

Completing the Notice of Intent

The Notice of Intent (NOI) is an integral part of the application process, and is used by the CFI to plan its assessment processes and start recruiting expert reviewers who will assess the scientific merit of the proposal. Consequently, it should contain accurate information about the infrastructure and the research it will enable.

To complete the NOI, the project leader must first create a new project by clicking on the “new project” button at the top of the portfolio page and selecting the appropriate fund from the drop-down menu. The first page of the NOI form will then appear. Once the first page is completed and saved, the corresponding Leaders Opportunity Fund (\$1M-\$2M) application will be created and will subsequently appear on the project leader’s portfolio page. The completed NOI must be submitted electronically by the institution before December 15, 2009.

In addition to the online submission, one identical and complete copy of the NOI must be submitted to the CFI. It should be printed single-sided, on standard letter-size paper (8½ x 11), and in black and white. The paper copy should be mailed (and postmarked) or sent by courier no later than the NOI closing date.

Please send the paper copy to:

Canada Foundation for Innovation
Attn: Elaine Salmon
230 Queen Street, Suite 450
Ottawa ON K1P 5E4

Completing the full application – project module

Once the electronic NOI has been submitted to the CFI, the full application can be created by the project leader (through the researcher's portal) or by the institution (through the institutional portal). However, the "Integration with Institutional Strategic Research Plan" and information on attraction and retention must be completed by the institution.

Description of the infrastructure project and assessment against CFI criteria

This module provides:

- administrative information;
- an overview of the infrastructure project;
- a justification of how the proposal fits within the institution's Strategic Research Plan;
- a justification of how the proposal meets the criterion standard for each of the review factors.

Integration with institutional Strategic Research Plan

The institution must describe past and future contributions to the ongoing needs of the project, explain why the project is important to fulfilling its Strategic Research Plan (SRP) and demonstrate how the requested infrastructure will help attract or retain excellent researchers to advance the university's strategic research objectives. Reviewers will consult the SRP summary when reviewing applications. This section must be completed and submitted by the President or CEO of the institution, or their designated representative. This section can be accessed via the "institutional component" column within the institutional portal. Upon submission, this section will automatically be incorporated into the application.

Assessment criteria

There is no required format or structure for these sections. It is the responsibility of the applicant to respond to each of the specific elements identified for each review factor, taking into consideration the broader objectives set out in the LOF program description and LOF (\$1M-\$2M) competition guidelines. **A failure to address each element will weaken the application.**

Note: the project module now includes sections pertaining to the operation and maintenance, as well as the management of the infrastructure, as review factors.

Reviewers will be asked to evaluate the degree to which the proposal meets each of the CFI's criteria by assessing whether the elements for each review factor are: not satisfied; partially satisfied; fully satisfied; or fully satisfied, and significantly exceeded in one or more key aspects.

Completing the full application – finance module

This module provides information on:

- total costs to acquire or develop the infrastructure;
- justification for the items requested;
- partner funding;
- use of the infrastructure for purposes other than research.

Only eligible costs should be included in the total eligible project costs. If the infrastructure is to be used for purposes other than research, the **costs must be prorated for research use only.**

Financial documentation, such as quotes, must be retained by the institution but not attached to the application.

Partner funding must be secured at the time of application or a persuasive plan for securing the funds within nine months of the CFI decision must be included in the application.

Persuasive plans for securing funds include an application to a provincial matching program or commitments from partners (documentation is not required with the application). An application to another funding agency is not considered a persuasive plan.

The source of partner funding is not a consideration in the review process. Nevertheless, the presence of a specific source of funding may demonstrate the interest of potential users of the infrastructure, beneficiaries of research results or potential employers of the resulting highly qualified personnel.

All **in-kind contributions** must be eligible contributions in the acquisition and development of eligible infrastructure. In-kind contributions from the applicant institution are considered cash contributions.

Candidate CVs

A maximum of three candidate CVs can be included with an application. These must be completed electronically, using only the pages provided. The project leader should electronically attach his/her CV (and those of the other two candidates, where applicable) to the application. The CFI will also accept the Canadian Common CV (CCV), should a candidate prefer this option.

[Click here](#) for information on how to use a CCV with CFI applications.

Submitting the full application form online

On the portfolio page, the project leader can indicate that all of the information is completed and saved in the electronic application form by selecting the “yes” toggle under the “completed?” column. The application status will then change from “in progress” to “completed by researcher.” **The status can be reversed by selecting the “no” toggle** under the “completed?” column.

Using the institutional PIN and password, the institution’s authorized official¹ may review the application. Prior to submission, the authorized official must complete the institutional component, which consists of the “Integration with the Strategic Research Plan” and “Attraction/Retention” sections. The project is officially submitted by selecting the “submit to the CFI” toggle on the institutional screen. The status on the project leader’s portfolio page will then change to “submitted by institution.” **At this point, no further changes can be made to the application by the project leader or the institution.**

Submitting a paper copy of the application

In addition to the online submission, one identical, completed and signed¹ paper copy of the application must be submitted to the CFI. The application should be printed single-sided on standard paper (8½ x 11) and in black and white. The package should also be clipped rather than stapled or bound. Please include a black-and-white copy of the floor plans (where applicable),

and print text attachments (i.e. budget justification) in letter-quality black ink. Type must be no smaller than 12 points (10 cpi) and single spaced with no more than six lines per inch.

The paper copy should be mailed (and postmarked) or sent by courier no later than the closing date for applications: February 15, 2010. Applications submitted after the closing date will not be accepted.

Please send the paper copy to:

Canada Foundation for Innovation
Attn: Elaine Salmon
230 Queen Street, Suite 450
Ottawa ON K1P 5E4

¹ One of the named individuals on the signed Institutional Agreement with the CFI.