

## **Guidelines for committee members for the review of the Canada Foundation for Innovation (CFI) research infrastructure component associated with a Five-year College and Community Innovation (CCI) - Innovation Enhancement (IE) grant application**

### **College-Industry Innovation Fund (CIIF) – Stream 2**

The Canada Foundation for Innovation is participating in the CCI program to foster partnerships between colleges and the private sector that will lead to business innovation locally, regionally and nationally. This joint initiative offers colleges the opportunity to acquire infrastructure for their faculty to undertake the competitive and innovative applied research and technology development projects described in their CCI-IE proposal. It allows colleges to apply for a comprehensive funding package that supports both research costs (through the [CCI-IE grant](#)) and research infrastructure (through the [CFI College-Industry Innovation Fund: Stream 2](#)) in a specific area of institutional strategic priority.

### **Guidelines for the evaluation of a CCI-IE full application with a CIIF request**

The CCI review committee will review the Five-Year CCI-IE full applications against the CCI-IE program selection criteria. The committee will first assess the CCI-IE component of the joint application to ensure it meets the CCI-IE standard of excellence, and secondly the CFI component. Please note that if a Five-Year CCI-IE full application does not meet the CCI standards of excellence and is not recommended for funding by the committee, the corresponding CFI infrastructure request will not be recommended for funding either.

The CIIF review process is guided by the following three criteria that reflect the fund's objectives:

- Contribution to business innovation;
- Enhancing the applied research and technology development capacity of colleges; and,
- Potential benefits to Canada.

Since some of the CIIF criteria are already covered by the CCI-IE criteria, the CFI review is limited to four review factors, which are used to assess the above CIIF criteria. These four review factors translate into four sections of the proposal: **(1) the need for infrastructure; (2) sustainability of Infrastructure; (3) the team; and (4) benefits to Canada.** Each section of the CFI proposal contains a number of aspects that the applicants must address.

As per the usual CCI-IE review process, members of the committee are expected to read all applications under their purview and review the corresponding external reviewer reports, produce scores for the applications according to the three CCI selection criteria using the CCI scoring grid, and prepare preliminary comments prior to the meeting.

For each application that includes a CFI component, committee members must also provide ahead of the meeting preliminary global comments and provide a global score on the CFI overall review criteria (i.e. need for infrastructure; sustainability of the infrastructure; the team; and benefits to Canada.) for the CF) using the following scoring grid:

- 3 – Excellent: Excellent in all aspects**
- 2 – Satisfactory: at least satisfactory in all aspects**
- 1 – Partially satisfactory: satisfactory in a few aspects**
- 0 – Unsatisfactory: unsatisfactory in most aspects**

Committee members should also assess whether the infrastructure requested in the CFI proposal is well aligned with the applied research and technology development activities to be carried out. The scores and preliminary comments from members assigned as readers will guide the Committee's deliberations during the face-to-face meeting.

In addition, the committee is asked to:

- Identify items that appear out of line with the planned activities as spelled out in the CCI-IE application or not adequately justified. In such cases, the committee must clearly identify and recommend the items to be removed from the budget. This leads to a recommendation for partial funding;
- Comment, where applicable, on the appropriateness of the minor construction or renovations necessary to house the infrastructure.

For each application, the committee will be asked to provide, using the form 141a, written comments that reflect the consensus opinion and include the funding recommendation of the committee.

Following the meeting the CCI review committee recommendations on the CFI component will be forwarded to the CFI Board of Directors for final decision. The CFI Board of Directors will make its infrastructure funding decisions (mid-March) after NSERC has made the funding decisions for the Five-Year CCI-IE component. Please note that the CCI committee comments and recommendation on the CFI component may be sent to the relevant province if an applicant institution officially requests it to NSERC. After the approval of the awards, NSERC will also provide written comments made by external referees and the committee to applicant institutions as per the usual process.

**The CFI and NSERC wish to thank all CCI review committee members for their support, which is critical to maintaining the integrity of the review process and to maintain CFI's and NSERC's standards.**