2015 Innovation Fund

Guidelines for completing a notice of intent and a proposal

January 2014



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CHAPTER 1 – INTRODUCTION

These guidelines are intended for researchers and institutional research services personnel wishing to prepare and submit a notice of intent and a proposal to the 2015 Innovation Fund competition. For further information, consult the 2015 Innovation Fund <u>Call for proposals</u> on the Canada Foundation for Innovation's (CFI) website. Researchers and institutional research services personnel will use the CFI Awards Management System (<u>CAMS</u>) to prepare, share and submit notices of intent (NOIs) and proposals for this competition. Links to the technical instructions for using CAMS to create and manage NOIs and proposals to the 2015 Innovation Fund competition, and other useful resources, are listed below.

Helpful links (PDF)

2015 IF: Call for proposals





Getting started with CAMS: An overview document for researchers

Getting started with CAMS: <u>An overview document for institutional research services personnel</u>

Deadlines

Notices of intent

Institutions wishing to submit a proposal to the 2015 Innovation Fund competition must first submit a notice of intent (NOI). The submission deadline for the NOI is March 28, 2014.

Proposals

The submission deadline for proposals to this competition is June 27, 2014.

CHAPTER 2 – GUIDELINES FOR ATTACHMENTS

Electronic forms

NOIs and proposals for the 2015 Innovation Fund competition must be completed and submitted to the CFI through CAMS.

Conformance with instructions for notice of intent and proposal preparation It is important that all proposals conform to the instructions provided on the electronic NOI and proposal forms as well as those in this guide. Prior to electronic submission, it is strongly recommended that researchers and institutional research services personnel review the forms to ensure that NOIs and proposals comply with these guidelines.

Pagination

CAMS will automatically paginate NOIs and proposals submitted to the CFI. Attachments *should not* be individually paginated prior to upload to the electronic system.

Page formatting

Since many reviewers will be assessing proposals electronically, the applicant should only use a standard, single-column on an 8.5" x 11" page layout for attachments. Avoid using a two-column or landscape format since it may cause difficulties when reading the document electronically.

The NOI and proposal must be clear and easily readable. Legibility is of paramount importance and should take precedence in the selection of an appropriate font for use in the NOI and proposal forms. The applicant is strongly encouraged to use a 12-point, black-coloured font and use single line spacing (six lines per inch) with no condensed type or spacing. Small font sizes make it difficult for reviewers to read the proposal; consequently, the use of small font not in compliance with the above recommendation may result in the CFI returning the proposal for further revision.

Additionally, the CFI expects attachments to conform to the following guidelines:

- <u>Header</u>: Indicate the lead institution on the top left, the title of the section in the middle and the project number on the top right of each page.
- <u>Footer</u>: Do not include any information in the bottom right side of the page as this area will be used for automatic page numbering.
- Page margin: Insert a margin of no less than 2.5 cm (1 inch) around the page. The header and footer may be within the margin.
- <u>File format and size</u>: Only PDF files may be uploaded. Documents in other formats should be converted to PDF prior to upload and should not be encrypted or password protected. The file size must not exceed twenty megabytes (20MB).

Adherence to the page formatting guidelines and requirements noted above is necessary to ensure that no applicant will have an unfair advantage by using smaller type, line spacing or margins to provide more text in the NOI or in the proposal.

CHAPTER 3 – NOTICE OF INTENT STRUCTURE

The NOIs will be used to assist the CFI in planning the review process, recruit committee members, and identify potential eligibility issues for the infrastructure items requested. Therefore, the NOI should contain accurate information about the infrastructure and its users, the proposed research or technology development and the expected outcomes. The requisite NOI preparation instructions are contained herein.

Please note that a list of the NOIs received will be published on the CFI's website to encourage institutions that have similar proposals to consider potential collaborations or joint initiatives, where appropriate, to ensure the effectiveness and efficiency of the infrastructure. To further this objective, the CFI may draw attention to possible overlaps and synergies between institutions.

The NOI consists of the following five sections:

- Project information
- Collaborating institutions
- Principal users
- Project description
- Suggested reviewers

Project information

The "Project information" section captures basic information about the project such as the title, lead institution and keywords.

Collaborating institutions

Identify the institutions eligible for CFI funding collaborating in this project. For the purpose of this competition, a collaborating institution is one that receives part of the infrastructure or shares part of its institutional envelope in a multi-institutional project.

Enter the amount to be drawn from each collaborating institution's envelope for this competition.

Do not include the lead institution identified in the "Project information" section in this list.

Principal users

List up to 10 principal users, including the project leader, of the infrastructure requested. This list may include researchers from non CFI-eligible organizations. Principal users must have a CAMS account and must accept to participate in this project before the NOI can be submitted to the CFI. Researchers listed as principal users automatically gain read access to the NOI and proposal.

Project description (maximum four pages)

Please provide a description of the major pieces of infrastructure requested, a short overview of the research or technology development activities to be enabled by the infrastructure, and the anticipated outcomes from these activities, including expected application(s).

Please use this section to clearly indicate if the proposal will include research computing infrastructure components.

If applicable, provide a list of past CFI awards on which this project builds. For each award, provide the project number, CFI amount awarded, lead institution, and project leader.

Suggested reviewers

Identify a minimum of six reviewers who are especially well qualified to review the proposal and that are not in a position of conflict of interest. A conflict of interest may be deemed to exist or perceived as such when reviewers:

- are a relative or close friend, or have a personal relationship with the project leader or one of the principal users;
- are in a position to gain or lose financially/materially from the funding of the proposal;
- have had long-standing scientific or personal differences with the project leader or one of the principal users;
- are currently affiliated with the project leader's or the principal users' institutions, organizations
 or companies—including research hospitals and research institutes;
- are closely professionally affiliated with the project leader or one of the principal users, as a result of having in the last six years:
 - o frequent and regular interactions with the project leader or one of the principal users in the course of their duties at their department, institution, organization or company;
 - o been a supervisor or a trainee of the project leader or one of the principal users;
 - o collaborated, published or shared funding with the project leader or one of the principal users, or have plans to do so in the immediate future; or,
 - o been employed by the lead institution; and/or
- feel for any reason unable to provide an impartial review of the proposal.

Note: The decision whether or not to use the suggestions remains with the CFI.

CHAPTER 4 – PROPOSAL STRUCTURE

The proposal should clearly present the merits and excellence of the proposed project. The requisite proposal preparation instructions are contained herein. Sufficient information should be provided to enable reviewers to evaluate the proposal in accordance with the assessment criteria established by the CFI (please refer to the "Assessment criteria and budget justification" section).

The proposal consists of three separate modules:

- 1. **Project module**: Information about the proposed project, how it meets the objectives and criteria of the competition, as well as a budget justification for the infrastructure items requested in the Finance module:
- 2. Finance module: Information pertaining to the budgetary details of the proposal;
- 3. **Suggested reviewers module**: Recommendation of potential reviewers of the proposal.

The online forms will dictate the maximum number of characters that can be included in each section and/or the page limits for uploaded files.

Project module

The Project module consists of the following sections:

- Project information
- Plain language summary and project summary
- Principal and other users
- Collaborating institutions
- Financial resources for operations and maintenance
- Assessment criteria and budget justification

Project information

The "Project information" section captures basic information about the project such as the title, lead institution and keywords. The information on this page is automatically populated with information provided in the NOI.

Please note that the applicant will not have the ability to change the name of the project leader or lead institution from those provided at the NOI stage. The CFI uses the NOI to help prepare the review committees. Changes in the project leader or lead institution may result in a conflict of interest for a review committee member. If such a change is deemed necessary, we ask that you contact your Senior Programs Officer as soon as possible to have the change made in CAMS.

Plain language summary (1,500 characters)

The CFI's ongoing efforts to remain accountable to the Government of Canada include showing how CFI investments lead to tangible social, economic and environmental outcomes for Canada and Canadians. To do so, we need your help in providing information that will help us tell the stories about how CFI-funded infrastructure plays a key role in outcomes such as creating jobs and spin-off companies, and improving products, policies, processes and services.

Please provide a short summary of the proposed project in plain language, focusing on the expected outcomes and benefits for Canada, beyond the academic accomplishments.

<u>Note:</u> This summary will not be used in the review process. Should the project be funded, the CFI may use it in its communications products.

Project summary (maximum three pages)

In language appropriate for a multidisciplinary assessment committee (MAC), provide a general description of the research or technology development to be undertaken and a general overview of the infrastructure being requested. This summary must concisely address the extent to which the proposal meets the competition objectives.

The objectives of the 2015 Innovation Fund are to enable institutions and their best researchers to:

- Strive for global leadership by conducting world-class transformative research and technology development in areas of institutional strategic priority;
- Forge and foster productive, value-added partnerships within and among institutions, sectors and disciplines that will nurture creativity and innovation which will result in the effective and sustainable use of the research infrastructure and facilities;
- Identify and develop plans and potential pathways to social, health, environmental and
 economic benefits for Canada, including better training and improved skills for highly qualified
 personnel.

For projects recommended for funding by the MAC, the project summary is the only section of the proposal that will be provided to the special multidisciplinary assessment committee (S-MAC) to assist in its deliberations. This section of the proposal may be translated by the CFI for the S-MAC's use. In such cases, institutions will be provided a copy of the translated text for the opportunity to comment and/or correct the translation prior to review by the S-MAC.

Principal and other users

List up to 10 principal users, including the project leader, of the infrastructure requested. Principal users must have a CAMS account and must accept to participate in this project before the proposal can be submitted to the CFI. The CVs of the principal users will be appended to the proposal. Researchers listed as principal users automatically gain read access to the proposal.

<u>Note</u>: Even though the information on this page is automatically populated with information provided in the NOI, the applicant has the ability to change the principal users from the time of the NOI submission to the proposal deadline. However, the CFI uses the NOI to help prepare the review committees. Changes made to the users may result in a conflict of interest for a review committee member. Therefore, we ask that you inform your Senior Programs Officer as soon as possible of any changes made to the list of principal users.

Up to 20 other users of the infrastructure may also be identified. These individuals will not be notified via CAMS of their inclusion in the proposal and, therefore, the lead institution should ensure that they have been informed and consented to their participation in the proposal.

Both the principal users and other users lists may include researchers from organizations ineligible for CFI funding.

Collaborating institutions

As in the NOI, identify the institutions eligible for CFI funding collaborating in this project. For the purpose of this competition, a collaborating institution is one that receives part of the infrastructure or shares part of its institutional envelope in a multi-institutional project. Enter the amount to be drawn from each collaborating institution's envelope for this competition.

The list of collaborating institutions should be filled out prior to completing the Finance module. The choice of infrastructure location in the "Cost of individual items" section of the Finance module will be populated based on this list.

Do not include the lead institution identified in the "Project information" section in this list.

<u>Note</u>: Even though the information on this page is automatically populated with information provided in the NOI, the applicant has the ability to change the collaborating institutions from the time of the

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NOI submission to the proposal deadline. However, the CFI uses the NOI to help prepare the review committees. Changes made to the users may result in a conflict of interest for a review committee member. Therefore, we ask that you inform your Senior Programs Officer as soon as possible of any changes made to the list of collaborating institutions.

Financial resources for operations and maintenance

This page of the Project module captures the annual costs and sources of committed support to ensure the effective operations and maintenance of the infrastructure for the first five years after implementation.

In cases where the useful life¹ of some of the infrastructure items requested are longer or shorter than five years, the "Assessment criteria and budget justification" section of the proposal should provide complementary information regarding the operating and maintenance needs for these items over their useful life.

Do not include costs related to research and/or technology development. If funding sources include the CFI Infrastructure Operating Fund (IOF), list these under the "Institutional contribution" category.

For a multi-institutional project bringing together three or more CFI-eligible collaborating institutions, the lead institution may request an additional contribution of up to five percent of the CFI award to cover, among others, administrative costs associated with the management and governance of those projects. The additional contribution should be listed in the "Other" category and specified as "Additional CFI". A justification for this additional contribution must be included within the contents of the "Sustainability of the research infrastructure" criterion in the "Assessment criteria and budget justification" section and will be subject to the peer review process.

¹ The useful life of the research infrastructure is considered to be the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose as per the proposal, factoring in normal repairs and maintenance.

Assessment criteria and budget justification (maximum 40 pages)

For this section of the online form, upload a PDF document that contains key information on how the proposal meets the objectives and established assessment criteria for this competition as well as a budget justification for the infrastructure items requested. Ensure that the document follows the guidelines on format, spacing and font use detailed in Chapter 2 of this document. Additionally, the applicant should:

- 1. Address each criterion in the order that they appear below, and;
- 2. Begin each criterion on a new page.

Each criterion contains a number of aspects that the applicant must address in the proposal. Failure to address all the aspects that apply to the proposal within each of the criteria will weaken the proposal. Each assessment criterion will be evaluated against a standard. Reviewers will be asked to rate the degree to which the proposal meets each standard.

The attachment allows the applicant maximum flexibility to address each criterion, including through the use of figures or diagrams where appropriate. The exact distribution of pages among sections is at the applicant's discretion, up to the total page limits noted. Based on past competitions, a typical distribution of pages among the sections for projects is:

Institutional track record and commitment	Six pages
Research or technology development	Eight pages
Team	Five pages
Infrastructure (including the budget justification)	Eleven pages
Sustainability of the research infrastructure	Five pages
Governance model	Up to one page
Benefits to Canadians	Five pages

Criterion standard:

The proposal builds on existing capacity and key investments in people and infrastructure.

Through tangible commitments, the institution supports the area of the proposal in order to maintain or gain a competitive advantage internationally.

Institutional track record and commitment

Each of the following six aspects must be addressed:

Describe the existing capacity in both human and material resources to undertake the proposed project by providing the following information:

- Key investments and commitments (by the institution(s), the CFI and other funding partners) in people, infrastructure and research in areas of institutional strategic priority on which the project builds;
- 2. The financial support for the operations and maintenance of the existing infrastructure;
- 3. Collaborations and partnerships among researchers, institutions and sectors at the national and/or international levels.

Please explain how these have contributed to the aspects below by providing both qualitative and quantitative evidence:

- the attraction and retention of world-class researchers and highly qualified personnel (HQP), which include technicians, research associates, undergraduate students, graduate students and post-doctoral fellows;
- the generation of research results or technology development outputs, as well as knowledge mobilization and technology transfer activities, that conferred a competitive advantage to the institution and its researchers internationally;
- 6. social, economic or environmental benefits to Canadians (e.g., job creation, health protocols, environmental policies, etc.).

Research or technology development

Each of the following three aspects must be addressed:

- Describe the proposed research or technology development activities and their potentially transformative and innovative aspects.
- Explain how the proposed research or technology development activities complement or differ from comparable programs being conducted nationally and/or internationally.
- Explain how the research or technology development activities are timely and will enhance the level of competitiveness of the institution and of its researchers at the international level.

Criterion standard:

The proposed research or technology development activities enabled by the research infrastructure are timely, innovative and at the leading edge internationally.

The activities have the potential to lead to breakthroughs and will enhance the international competitiveness of the institution and its researchers.

Criterion standard:

The principal users of the infrastructure are established or emerging leaders in the relevant research or technology development domains.

The team has the necessary expertise, ability and relevant collaborations and partnerships in place to successfully conduct the research or technology development activities.

Team

Each of the following three aspects must be addressed:

- Describe the expertise and ability of the team to lead the research or technology development activities. The team may comprise a mix of highly accomplished researchers and early-career researchers.
- Describe the team's technical expertise to make the best use of the requested infrastructure.
- Describe collaborations and partnerships, national and/or international, essential to the success of the research or technology development activities.

Infrastructure

Each of the following three aspects must be addressed:

- By referring to the "Cost of individual items" section of the Finance module, describe the requested infrastructure, its proposed location and how it will enable the research or technology development activities. Provide a clear and concise budget justification for the items requested. Please reference items with their respective line item number and description. Provide a cost breakdown for any grouping of items.
- 2. Describe the availability of similar infrastructure within the institution, the region and the country.
- Describe how the use of the infrastructure will be maximized and how it will strengthen multi-disciplinary approaches, collaborations and partnerships within and among institutions and sectors (private, public and non-profit).

Additional aspect to address, if applicable:

- 4. For proposals that include construction or renovation costs, the applicant must also include the following information:
 - A complete description of the entire space, including common elements (e.g., corridors, washrooms, etc.). The description should include the location(s), size and nature (wet lab, dry lab, office, greenhouse, etc.) of the space;
 - A detailed breakdown of the overall cost of the construction or renovation project, categorized by cost component (i.e., direct, soft and contingency costs);
 - A timeline identifying key dates for the various stages of the proposed renovation or construction.

Criterion standard:

The infrastructure is necessary and appropriate to conduct the research or technology development programs.

The use of the infrastructure will be maximized within and among the institutions and sectors (private, public and non-profit).

Criterion standard:

The proposal presents a compelling plan for the management, operation and maintenance of the proposed infrastructure with tangible and appropriate commitments over its useful life.

Sustainability of the research infrastructure

Each of the following two aspects must be addressed:

- By referring to the tables provided in the "Financial resources for operation and maintenance" section, please provide the following:
 - a description of the operating and maintenance needs of the infrastructure over its useful life, and of the personnel involved in day-to-day operations and facility management;
 - an outline of the sources of support for operation and maintenance costs, and the contingency plans should any of this support become unavailable.
- Describe the management plan that will govern the implementation, operation, and maintenance of the infrastructure, as well as the plan to allocate and manage user access, commensurate to the level of complexity of the proposed infrastructure.

Additional aspect to address, if applicable:

- For larger and more complex projects, please describe the proposed governance model, including the composition of its decision-making bodies.
- 4. For a multi-institutional project bringing together three or more CFI-eligible collaborating institutions and requesting an additional CFI contribution (up to five percent of the CFI award), please include a justification in this section.

Note: For a project that includes research computing infrastructure, the institution will need to demonstrate, in addressing aspects 1) and 2) that appropriate O&M resources will be available for the requested infrastructure, whether housed by the institution or by Compute Canada.

Benefits to Canadians

Each of the following three aspects must be addressed:

- Describe the expected benefits to Canadians (e.g., new products, services, practices and public policies, and job creation) as well as HQP training, why they are significant, the pathways envisaged to achieving them, and the timeframe over which they are expected to occur.
- Identify potential end users of the research and technology development results.
 Describe the nature of existing or planned partnerships, the extent of the partner engagement, as well as the planned activities that will form part of the pathway towards anticipated benefits.
- Describe the institution's plans for knowledge mobilization, technology transfer and/or commercialization linked to the proposal. Demonstrate that the institution has the structures in place and the team has the skills and experience to ensure the successful transfer of the research and technology development results.

Criterion standard:

The research or technology development activities are likely to lead to significant tangible benefits for society, health, the economy and/or the environment. Where appropriate, effective pathways have been identified and will be developed to transfer the results and outputs of the research or technology development to potential end-users in a timely manner.

Finance module

The Finance module consists of the following sections:

- Cost of individual items
- Floor plans (if applicable)
- Contributions from eligible partners
- Infrastructure utilization
- Overview of infrastructure project funding (generated automatically)

For each section of the Finance module, the applicant should ensure that all requested information has been entered into the relevant fields.

For the section "Overview of infrastructure project funding", the tables will be automatically populated with information taken from the other sections of the Finance module. Note that the amount requested from the CFI is calculated based on the difference between the total contributions from eligible partners and the total eligible costs.

Cost of individual items

When completing the "Cost of individual items" section, the CFI recommends that the applicant bundle items into functional groupings. The budget justification should, however, detail and provide justification for each item within a group. Section 4.6 of the <u>CFI Policy and program guide</u> outlines the eligible costs for infrastructure projects.

List only the eligible infrastructure acquisition and development costs. List the full cost of each item. Retain documentation (price lists, quotes, etc.) so that you can provide it to the CFI upon request.

Please note:

- 1. If the infrastructure will be used for purposes other than research or technology development, list only pro-rated research or technology development costs;
- 2. The total eligible costs must include taxes (net of credits received), shipping and installation. However, taxes must not be calculated on the in-kind portion.
- 3. When preparing budget estimates, the applicant must follow its existing institutional policies and procedures. Costs included in this budget must be close estimates of fair market value. Refer to section 6.5 of the *CFI Policy and program guide* for information on how in-kind contributions must be assessed.

Floor plans (if applicable)

For proposals that include construction or renovation involving multiple rooms, please provide floor plans of the proposed area(s), showing the location of the infrastructure and the scale of the plans. The floor plans must be legible when printed in black and white on standard letter size paper (8.5" x 11").

<u>Note</u>: The floor plans will be a separate attachment and not included in the 40-page maximum for the "Assessment criteria and budget justification" section of the proposal.

Contributions from eligible partners

List all contributions from eligible partners. *Do not* include the amount requested from the CFI. Provide the partner name and type, as well as a breakdown of contributions (cash and in-kind) for each eligible partner. The applicant is encouraged to bundle all expected in-kind contributions from vendors into a single line. If partner contributions are expected but have not yet been confirmed, outline the plans for securing these funds.

Infrastructure utilization

This section of the Finance module captures the use of the requested infrastructure for CFI-eligible and non-eligible purposes and any applicable pro-rating of costs.

Suggested reviewers

The list of suggested reviewers is pre-populated using the list provided in the NOI. You may want to identify additional reviewers who are especially well qualified to review the proposal. Refer to the "Suggested reviewers" section of Chapter 3 for conflict of interest guidelines.

Note: The decision whether or not to use the suggestions remains with the CFI.

CHAPTER 5 – SUBMISSION PROCESS

Notice of intent submission

Notices of intent for the 2015 Innovation Fund competition must be submitted through CAMS. Note that the CFI does not require a hardcopy of the NOI. Rather, a list of all NOIs (using the envelope calculation tool in Microsoft Excel must be submitted to the CFI, outlining all NOIs on which the institution is the lead or a collaborator. This summary must conform to the template for submission of NOIs (refer to Appendix 1), be signed by the President or an authorized signatory at the institution as per the *Institutional agreement* with the CFI, and be sent to the CFI by the submission deadline (March 28, 2014).

Proposal submission

Proposals for the 2015 Innovation Fund competition must be submitted through CAMS. Note that the CFI does not require a hardcopy of the proposal. Rather, a list of all proposals (using the <u>envelope calculation tool</u> in Microsoft Excel must be submitted to the CFI, outlining all proposals on which the institution is the lead or a collaborator. This summary must conform to the template for submission of proposals (refer to Appendix 2), signed by the President or an authorized signatory at the institution as per the *Institutional agreement* with the CFI, and be sent to the CFI by the submission deadline (June 27, 2014).

Please mail the NOI and proposal cover letters to the:

Canada Foundation for Innovation Attn: Elaine Salmon 230 Queen Street, Suite 450 Ottawa ON K1P 5E4 Tel: (613) 943-0210



<u>Note</u>: The NOI and proposal cover letters must be postmarked no later than the deadline dates for the submission of the NOIs and the proposals, respectively.

In addition, please email electronic versions of the lists of NOIs and proposals to your designated Senior Programs Officer.

Collaboration with provinces

The CFI will share a list of the NOIs with relevant provincial and territorial funding authorities to assist in their planning process.

The CFI encourages institutions to work with relevant provincial and territorial funding authorities as key partners at an early stage in the planning and development of proposals.

APPENDIX 1: TEMPLATE - NOTICE OF INTENT SUBMISSION LETTER TO THE

CFI
March 28, 2014
Guy Levesque Director, Programs Canada Foundation for Innovation 450 - 230 Queen Street Ottawa ON K1P 5E4
Re: Submission of notices of intent (NOIs) to the CFI 2015 Innovation Fund competition.
Dear Mr. Levesque,
In response to the CFI's <i>Call for proposals</i> for the 2015 Innovation Fund competition, I am pleased to submit the NOIs outlined in the attached document.
In addition, I approve the contribution of our institutional envelope to the proposal(s) on which we will be collaborating with other institutions, as per the attached document.
Sincerely,
President (or authorized signatory) Signature
Institution

NOIs led by <<Insert name of institution>>:

Project #	Project leader (Last name, first name)	Project title	Total project cost (\$)	Amount requested from the CFI (\$)	Amount from < <insert institution="" name="" of="">>'s envelope (\$)</insert>	Collaborating institution(s) (use a comma separated list, if applicable)	Total amount from collaborating institution(s)'s envelope(s) (\$)

NOIs on which <<Insert name of institution>> is collaborating:

Project #	Lead institution	Project leader (Last name, first name)	Project title	Total project cost (\$)	Amount requested from the CFI (\$)	Amount from < <insert institution="" name="" of="">>'s envelope (\$)</insert>

APPENDIX 2: TEMPLATE – PROPOSAL SUBMISSION LETTER TO THE CFI

June 27, 2014

Guy Levesque Director, Programs Canada Foundation for Innovation 450 - 230 Queen Street Ottawa ON K1P 5E4

Re: Confirmation and institutional approval of proposals to the Canada Foundation for Innovation's (CFI) 2015 Innovation Fund competition

Dear Mr. Levesque,

In response to the CFI's *Call for proposals* for the 2015 Innovation Fund competition, I am pleased to approve the submission of the proposals outlined in the attached document.

In addition, I approve the contribution of our institutional envelope to the proposals on which we will be collaborating with other institutions, as per the attached document.

In signing this letter, I confirm that the institution:

- Agrees to and accepts the conditions governing CFI funding, as outlined in the Policy and program guide and the Institutional agreement;
- Accepts its commitment to ensure appropriate resources are provided for the operation and
 maintenance of the proposed CFI-funded research infrastructure over its useful life (i.e., the
 period of time over which the infrastructure is expected to provide benefits and be usable for
 its intended purpose as per the proposal, factoring in normal repairs and maintenance); and
- Has previously, or as an attachment to this letter, submitted to the CFI its most recent strategic research plan.

Sincerely,	
President (or authorized signatory)	Signature
Institution	

Proposals led by <<Insert name of institution>>:

Project #	Project leader (Last name, first name)	Project title	Total project cost (\$)	Amount requested from the CFI (\$)	Amount from < <insert institution="" name="" of="">>'s envelope (\$)</insert>	Collaborating institution(s) (use a comma separated list, if applicable)	Total amount from collaborating institution(s)'s envelope(s) (\$)

Proposals on which <<Insert name of institution>> is collaborating:

Project #	Lead institution	Project leader (Last name, first name)	Project title	Total project cost (\$)	Amount requested from the CFI (\$)	Amount from < <insert institution="" name="" of="">>'s envelope (\$)</insert>

