2015 Innovation Fund

Technical instructions for completing
a notice of intent and a proposal

January 2014

INNOVATION.CA
CANADA FOUNDATION FOR INNOVATION | FONDATION CANADIENNE POUR L'INNOVATION

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INTRODUCTION

These instructions are intended for researchers and institutional administrators completing proposals for the 2015 Innovation Fund (IF). For further information on this fund, please consult the Canada Foundation for Innovation's (CFI) website.

These instructions describe how researchers and institutions should use the CFI's awards management system (CAMS) to prepare and submit notices of intent (NOIs) and proposals for the IF competition.

Helpful links (PDF)

2015 IF : Call for proposals

2015 IF : Guidelines for completing a notice of intent and a proposal

NOI submission cover letter

Proposal submission cover letter

Envelope Calculation tool

Getting started with CAMS : An overview document for researchers

Getting started with CAMS : An overview document for institutional research services personnel.

What is CAMS?

The CFI Award Management System (CAMS) is the secure Web portal that allows universities, colleges, research hospitals and non-profit research institutions to apply for CFI funding, upload supporting documents, collaborate with other researchers to submit proposals, and to view the progress of and decisions on their proposals.

For an introduction to CAMS, please refer to the documents listed in the table above.

Deadlines

The following deadlines apply to the 2015 Innovation Fund competition.

Activity	Deadline
Submission of notices of intent	March 28, 2014
Submission of proposals	June 27, 2014

OVERVIEW OF THE APPLICATION PROCESS

Researchers and institutional administrators will use CAMS to prepare, share and submit notices of intent and proposals. The following instructions provide general guidance on the use of CAMS for these activities.

The application process for this competition consists of four steps :

Notice of intent (NOI)

1. The researcher **completes** an online NOI form through CAMS.
2. Once the NOI has been submitted by the researcher to the institution, the institution may edit the NOI and/or release it back to the researcher for revision. When the NOI is deemed final, the institution **submits** it through CAMS and provides a cover letter to the CFI.

Proposal

3. When the completed NOI has been submitted to the CFI, the researcher is given access to the proposal form. The researcher **completes** the form and submits it to the institution for review.
4. Similar to the NOI process, the institution may edit the proposal or release it back to the researcher for revision. When the proposal is deemed final, the institution **submits** it through CAMS and provides a cover letter to the CFI.

Note : Some information from the NOI will be transferred to the proposal forms and certain elements cannot be edited once this happens. It is therefore important to make sure accurate information is provided at the NOI stage.

CREATING A CAMS ACCOUNT

Researchers

Researchers must first create a CAMS account by following the instructions detailed in the document *Getting started with CAMS : An overview document for researchers*.

Once the account is created, researchers can sign in to CAMS to access their *Researcher dashboard* where they will have access to the necessary forms and information to prepare and submit NOIs and proposals for the IF competition.

Note : If you are a researcher and already have a PIN from the CFI's old system, ensure that you link your PIN to your CAMS account. Instructions to do so can be found in the document *Getting started with CAMS : An overview document for researchers.*

Institutional research personnel

Institutional accounts have been automatically created. If you wish to create accounts for additional staff, please contact your designated CFI Senior Programs Officer. From the *Institutional dashboard*, institutions will have access to the necessary forms and information to manage and submit NOIs and proposals for the IF competition. Instructions about the *Institutional dashboard* are detailed in the document *Getting started with CAMS : An overview document for institutional research services personnel*.

COMPLETING AND SUBMITTING A NOTICE OF INTENT

The notice of intent (NOI) is an integral part of the IF application process, and 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. Consequently, it should contain accurate information about the infrastructure and its users, the proposed research or technology development as well as the expected outcomes.

The steps displayed in Figure 1 are necessary for the submission of the NOI, from the creation of an NOI to the final submission to the CFI.

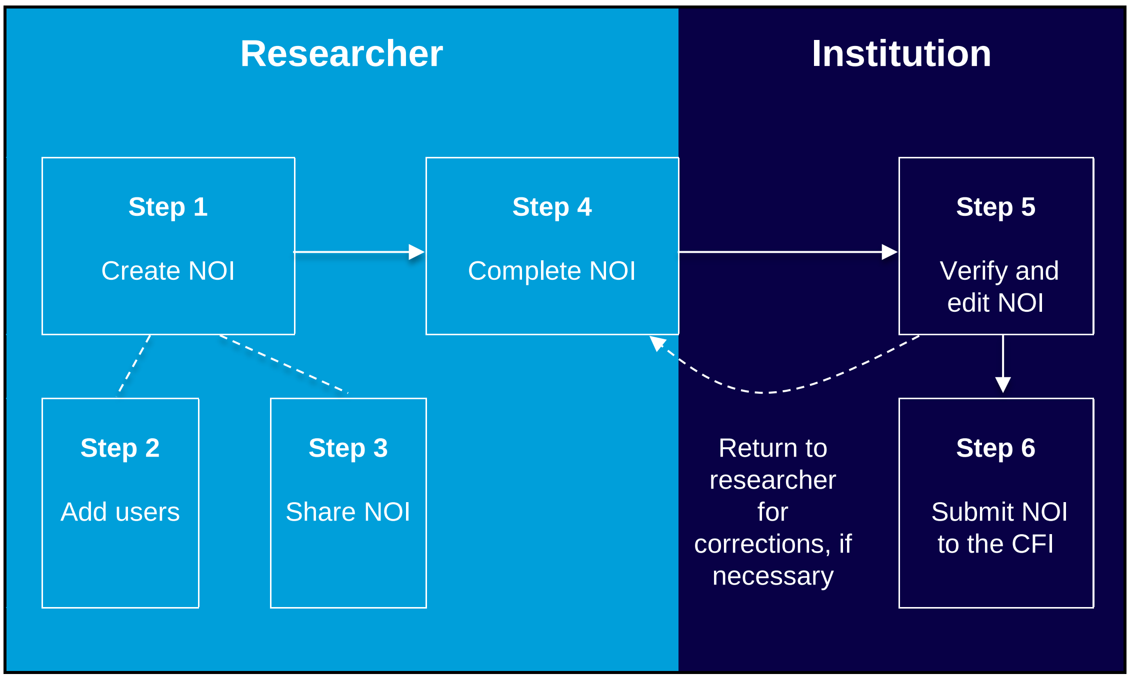

Figure 1 : NOI submission process

Step 1 : Creating a notice of intent

From the *Researcher dashboard*, a researcher can create a NOI for the IF competition. Under the *Create a new proposal* header, select **Innovation Fund** (Figure 2).

Figure 2 : Creating a new proposal

The researcher who creates an NOI becomes the project leader and the project is automatically assigned a CFI project number. The project leader must provide the basic information listed below before the NOI can be saved :

- Project title
- Applicant institution
- Language of proposal

Once the NOI has been saved, it will be available on the *Researcher dashboard* until it is submitted to the institution for review (Figure 3). The project leader can also use the left navigation menu to navigate to the different sections of the NOI.

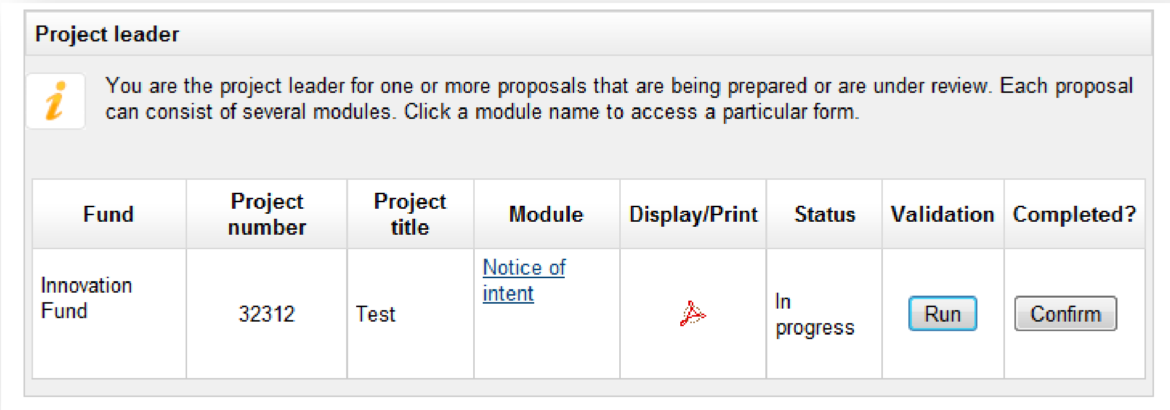

Figure 3 : *Researcher dashboard* with an NOI in progress

Step 2 : Adding principal users (optional)

A principal user is a researcher who will be closely involved in the proposed research or technology development and will use the CFI-funded infrastructure. Project leaders can add individuals to participate as principal users on a project.

To add a participant, the project leader must click on “**Principal user**” in the left navigation menu (Figure 4) in order to access the relevant form section. Once the principal user page is open, the project leader must :

- Click Add principal user
- Enter the username (email) of the individual to invite
- Click on Validate

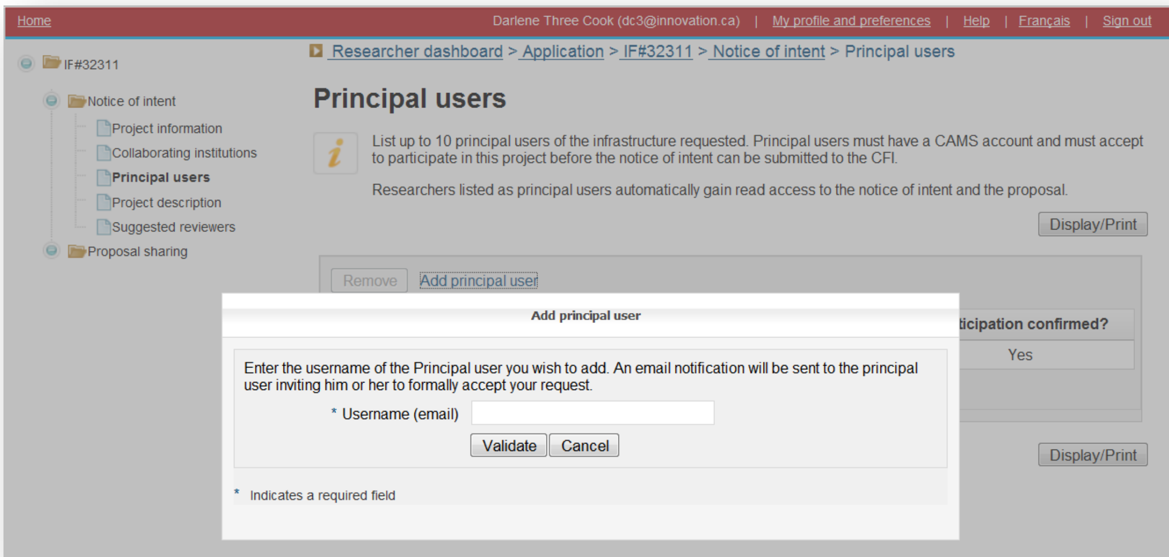

Figure 4 : Adding principal users in an NOI

Once validated, the principal user(s) will receive an email invitation to participate in the newly created NOI. All participants must confirm their participation before the NOI can be submitted to the CFI.

Note : Some email clients may identify CAMS notifications as junk and direct such emails to the junk mail folder. To avoid this, consider advising the individuals to expect the invitation email from the CFI and adding notifications from the CFI to his/her safe mail list.

Invitees w/ill need to sign in to CAMS, navigate to their *Researcher dashboard* and accept participation in the NOI. Once they have accepted participation, the principal users will have read access to the NOI from their *Researcher dashboard*.

Note : All principal users must have an active CAMS account and must accept the invitation before the NOI can be submitted to the CFI.

Step 3 : Sharing an NOI with a colleague (optional)

In addition to principal users, project leaders can also share an NOI with a colleague by granting either read or enhanced (update) access to some or all of the NOI sections. As illustrated in Figure 5, this is done by first accessing the *Proposal sharing* section of the NOI from the left menu.

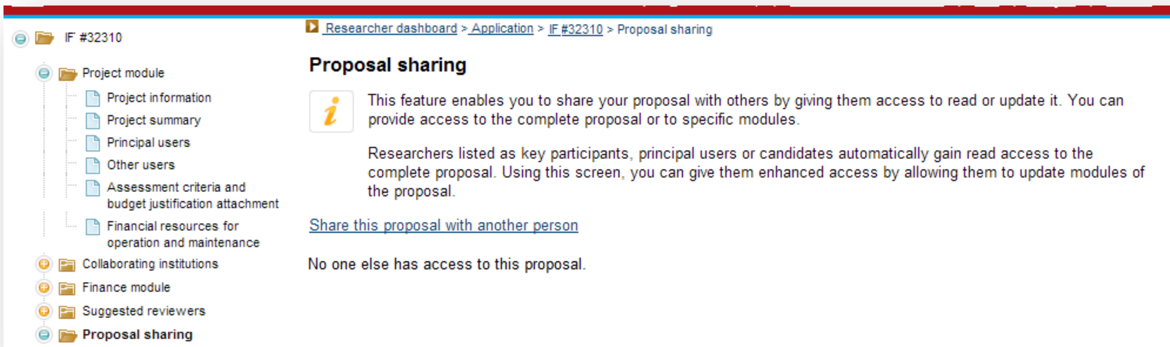

Figure 5 : Sharing an NOI with a colleague

The individual who has been granted special access to an NOI will be able to read or edit the forms through the *Researcher dashboard* using an active CAMS account.

Note : If the project leader shares access with a user that also has access to the *Institutional dashboard* of CAMS (for example, the CFI liaison at the institution), that user will need to first click on *Researcher dashboard* in the left navigation menu before being able to access the NOI.

Step 4 : Completing an NOI

Using the top left menu, the project leader (or delegate) should fill in all sections of the NOI. For specific instructions on what data must be entered, please refer to the specific instructions on the form. The user may either enter the text directly into the narrative sections or choose to copy and paste information from another software.

Recommendation : Please avoid the use of bullets in the web forms. While bullets may be displayed correctly on the screen, they may not be correctly carried over to the final PDF.

Once all relevant information has been filled in, the project leader should return to the *Researcher dashboard* and run the validation command (see Figure 6) to ensure that the NOI meets all submission requirements. Should any errors or omissions be automatically identified, the validation process will guide the project leader on the corrections to be made.

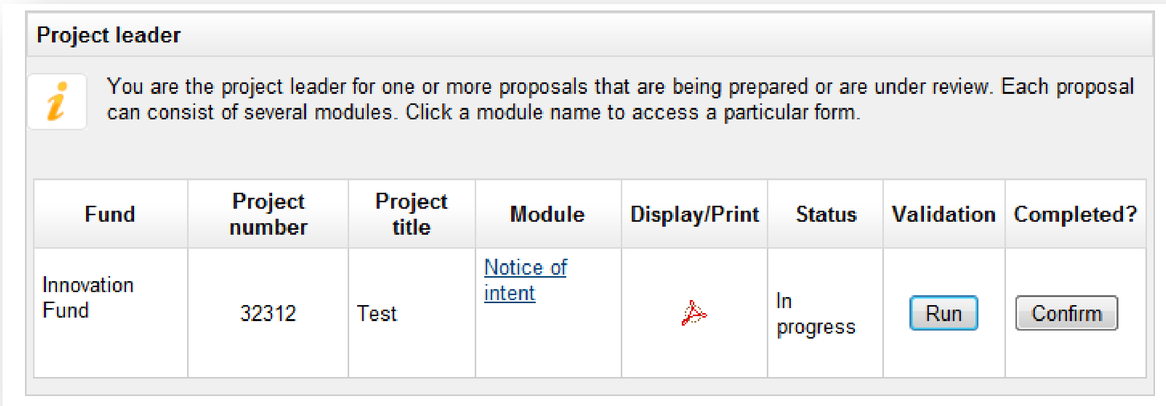

Figure 6 : NOI validation and completion

If CAMS detects errors in the NOI, these will need to be addressed before the NOI can be submitted to the institution. Figure 7 illustrates a sample of validation errors for an NOI.

Figure 7 : Sample validation error

Note : Validation is a mandatory step prior to submission. A valid NOI must have all required fields completed.

Once all sections of the NOI are completed and validation is successful, the project leader must submit it to the institutional administrator for approval and submission to the CFI.

Note : Only the project leader can indicate that an NOI is complete — this step cannot be done by institutional administrators or delegates.
Once the NOI has been submitted to the institution, the project leader will be able to read it, but will no longer be able to modify its content unless the institution returns it to the project leader for revision.

Step 5 : Verifying and editing an NOI

This step may be done by various institutional administrators depending on their privileges within CAMS. The individuals identified in the *Institutional agreement* have the following privileges :

Role	Privileges in CAMS
CFI liaison* President Authorized signatory	submit / read / update / return to project leader
Data entry	read / update / return to project leader

* Only CFI Liaison will receive CAMS notifications

Table 1 – Institutional administrators' privileges

There are a number of steps throughout the process of completing an NOI. At each step, the NOI has a different status that is affected by various actions, as summarized in Figure 8.

Action		NOI status
Project leader creates NOI	→	In progress
Project leader completes NOI	→	Completed by researcher
Institutional administrators verify the NOI	→	Verified by institution
Institutional authorized signatory submits the NOI to the CFI	→	Submitted to the CFI

Figure 8 : NOI status

Note : Administrators from the applicant institution will automatically have read and update access to any NOI created by project leaders from their institution.

Once the project leader has submitted the NOI to the institution, institutional administrators should access the NOI through the *Institutional dashboard*, verify its content and edit it as necessary. Institutional administrators also have the option to release the NOI back to the project leader for revision. If subsequent changes are made to the NOI through the *Researcher dashboard*, the project leader must again indicate that the NOI is complete before the institution can re-verify and submit it to the CFI.

Note : Although it is possible to display many individual sections of the NOI in PDF format while completing them within CAMS, the complete PDF of the NOI merging all components, including attachments, into a single file is only available within 24 hours of verification by the institution. The merged PDF will then be available on the dashboards of the project leader, principal users, and institution.

Please note that NOIs can be submitted to the CFI prior to having the merged PDF available.

Step 6 : Submitting an NOI to the CFI

Once the NOI has been verified by the institution, an institutional administrator with 'submit' privileges can submit it to the CFI through the *Institutional dashboard*. Following the submission of the NOI to the CFI, institutional administrators will only have access to read-only PDF files of the forms.

Notices of intent for the IF competition can only 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 NOI submission cover letter template, 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**).

Please mail the NOI cover letter to the :

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

Note : The NOI cover letter must be postmarked no later than the deadline date for the submission of the NOIs.

In addition, please email an electronic version of the list of NOIs to your designated Senior Programs Officer.

COMPLETING AND SUBMITTING A PROPOSAL

Once the NOI has been submitted by the institution to the CFI, the project leader and institutional administrators will have access to the proposal form. The review process is solely based on the information provided in the proposal form. As such, the institution should take special care in ensuring that the information provided is accurate and complete. In particular, it is essential that institutions address all the requested information for each section. Failure to do so may weaken the proposal and reduce the likeliness of it being recommended for funding. For further details on the guidelines for this competition, please consult the *Guidelines for completing a notice of intent and a proposal*. The steps necessary to submit a proposal to the CFI are similar to those required to submit the NOI (see Figure 9 below).

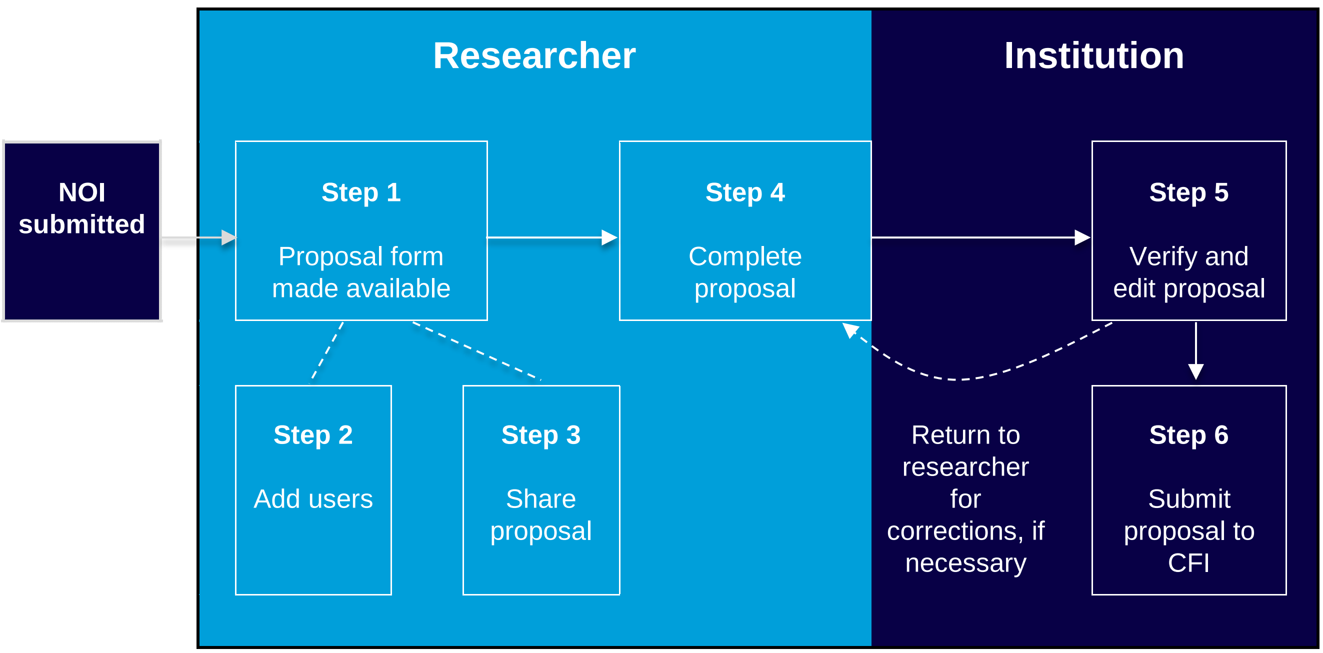

Figure 9 : Proposal submission process

Step 1 : Proposal forms

Once an institutional authorized signatory has submitted the NOI, the project leader will gain access to the proposal form. From the *Researcher dashboard*, project leaders can begin to fill in the proposal form. To do so, they will have access to 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.

Note : Some information from the NOI will have been transferred to the proposal forms and certain elements cannot be edited once this happens. If there is a need to change some of this information, contact your designated Senior Programs Officer.

The following sections briefly describe the proposal process which is very similar to the NOI process.

Step 2 : Sharing the proposal with principal users (optional)

Any principal user that was identified in the NOI will, by default, be identified as a principal user in the proposal. These individuals do not need to re-confirm their participation. As with the NOI, principal users will have read-only access to the proposal through their *Researcher dashboard*.

The project leader and the institution will be able to modify the principal users in the proposal. Newly added participants will also have read access to the proposal. Before the proposal is submitted to the CFI by the institution, any newly added principal user(s) (i.e. principal users which were not listed in the NOI) will need to accept participation through their *Researcher dashboard*. **As the CFI uses the NOI to prepare the review committees, please inform your Senior Programs Officer as soon as possible of any changes made to the list of principal users.**

Step 3 : Sharing the proposal with colleagues (optional)

In addition to principal users, the project leader can, at his/her discretion, share the proposal with other CAMS users. This is done though the *Proposal sharing* section of the proposal. The project leader can grant read or update (write) access levels on each of the three aforementioned modules. Should the project leader share access with a user that also has access to the *Institutional dashboard* of CAMS, that user will need to first click on *Researcher dashboard* in the left navigation bar before accessing the proposal.

Step 4 : Completing the proposal

The project leader (or delegate) should fill in all sections of the proposal. The text can either be entered directly into the narrative sections or copied and pasted from another software.

Recommendation : Please avoid the use of bullets in the web forms. While bullets may be displayed correctly on the screen, they may not be correctly carried over to the final PDF.

For further details on the instructions for the specific sections, please consult the *Guidelines for completing a notice of intent and a proposal*. Once the project leader has completed all sections of the proposal, it must be submitted to the institution for approval and submission to the CFI. To do so, the project leader indicates that the proposal is complete through the *Researcher dashboard*. As with the NOI, if errors are detected in the proposal, these must be addressed before the proposal is completed and submitted to the institution.

Note : Only the project leader can indicate that a proposal is complete — this step cannot be done by institutional administrators or delegates.

Once the proposal has been submitted to the institution, the project leader will be able to read it, but will no longer be able to modify its content unless the institution returns it to the project leader for revision.

Step 5 : Verifying and editing the proposal

This task is completed by the institutional administrator(s). At each step, the proposal has a different status that is affected by various actions, as summarized in Figure 10.

Action		Proposal status
Researcher fills in proposal forms	→	In progress
Project leader completes the proposal	→	Completed by researcher
Institutional administrators verify the proposal	→	Verified by institution
Institutional authorized signatory submits the proposal to the CFI	→	Submitted to the CFI

Figure 10 : Proposal status.

Through the *Institutional dashboard*, administrators from the lead institution will have read and update access to any proposal created by researchers from their institution.

Once the project leader has submitted the proposal to the institution, institutional administrators should access the proposal through the *Institutional dashboard*, verify its content and edit it as necessary. Institutional administrators also have the option to release the proposal back to the project leader for revision. If subsequent changes are made to the proposal through the *Researcher dashboard*, the project leader must again indicate that the proposal is complete before the institution can re-verify and submit it to the CFI.

Note : Although it is possible to display many individual sections of the proposal in PDF format while completing them within CAMS, the complete PDF of the proposal merging all components, including attachments, into a single file is only available within 24 hours of verification by the institution. The merged PDF will then be available on the dashboards of the project leader, principal users, and institution.

Please note that proposals can be submitted to the CFI prior to having the merged PDF available.

Step 6 : Submitting the proposal to the CFI

Once the institutional administrator has verified the proposal, the final submission to the CFI can be accomplished through the *Institutional dashboard* by the administrator with submit privileges. After the proposal has been submitted to the CFI, institutional administrators will only have access to read-only PDF files of the forms.

Proposals for the IF competition can only be submitted through CAMS. Note that the CFI does not require a hardcopy of the proposal. Rather, a list of all proposals (using the envelope calculation tool 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 proposal submission cover letter template, 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 proposal cover letter to the :

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Note **:** The proposal cover letter must be postmarked no later than the deadline date for the submission of the proposals.

In addition, please email an electronic version of the list of proposals to your designated Senior Programs Officer.

ADDITIONAL HELP

The CFI responds to all queries as quickly as possible (typically within one business day).

- The complete CAMS online help is available at : http://www.innovation.ca/en/CFIOnline
- If you cannot find answers on the above web page or require further technical help with the online forms, please contact the CFI help desk at : help.aide@innovation.ca.

Research builds communities
La recherche au service des collectivités

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