



Major Science Initiatives 2014 Special Competition

Guidelines for completing a notice of intent

January 2014

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INTRODUCTION

Institutions wishing to submit a proposal to the Canada Foundation for Innovation's (CFI) Major Science Initiatives (MSI) 2014 Special Competition must first submit a notice of intent (NOI), which incorporates the statement of qualification (SoQ), to establish the eligibility of the proposed facility. NOIs will be reviewed to assess eligibility based on the five criteria outlined in the Call for Proposals and will assist the CFI in planning the review process and recruiting committee members.

These guidelines provide the necessary information to prepare and submit an NOI. The NOI must be submitted electronically, using the NOI form for this competition, in the CFI Awards Management System (CAMS). [Links](#) to the technical instructions for using CAMS to create and manage NOIs and proposals, and other useful resources, are listed below.

Helpful links

- [Call for Proposals](#)
- [Getting started with CAMS: An overview document for researchers](#)
- [Getting started with CAMS: An overview document for institutional research services personnel](#)

For further information on this competition, consult the *MSI 2014 Special Competition Call for Proposals*, which is available in the [Major Science Initiatives \(MSI\) 2014 Special Competition](#) section on the CFI website.

DEADLINES

The submission deadline for NOIs is February 27, 2014.

Please note that the CFI will post a full list of NOIs on its website, including the names of the lead institutions, project leaders and the MSIs, shortly after they are received.

Institutions will be advised by March 14, 2014 if they have met the MSI eligibility criteria and, if so, invited to submit a proposal. Only those invited may submit a proposal. The list of invited MSIs will be posted on the CFI's website.

The submission deadline for proposals to this competition is May 20, 2014.

COMPLETING AN NOI

It is important that all NOIs conform to the instructions provided on the electronic form as well as those in this guide. Prior to electronic submission, it is strongly recommended that researchers and institutional research services personnel review the form to ensure compliance.

The NOI consists of the following four sections:

1. Project information

2. Participating institutions
3. Statement of qualification (attachment)
4. Suggested reviewers

1. Project information

This section captures basic information about the project such as the lead institution, the name of the national research facility, the project leader (e.g., facility's CEO or Director), and keywords.

2. Participating institutions

This section identifies the institutions participating in the project. A participating institution is one that is actively involved in the management and governance of the facility. Do not include the applicant institution identified in the Project information section.

3. Statement of qualification (attachment)

This section of the NOI form will comprise an uploaded PDF document that contains key information on how the facility meets the MSI eligibility criteria for this competition, as well as the facility's operating and maintenance (O&M) budget. This document will include up to 2 pages for the institution to address all five eligibility criteria and additional pages to provide the details about the governance and management structures of the research facility, users and budget, as outlined in the following sections.

Ensure that the document follows the guidelines on format, spacing and font use detailed in the [Guidelines for the attachment](#) textbox, below. The SoQ should contain accurate information about the facility's research capabilities, its user base, actual and forecasted O&M costs, and governance and management structures.

Guidelines for the attachment

Pagination

CAMS will automatically paginate documents submitted to the CFI. Attachments should not be individually paginated prior to upload to the electronic system.

Page formatting

The NOI must be clear and easily readable, both electronically and in print format. To allow reviewers to easily read the document and to ensure that no applicant has an unfair advantage, the following guidelines must be adhered to:

- *Font and line spacing:* 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.
- Legibility is of paramount importance and should take precedence in the selection of an appropriate font for use. 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 form for revision.
- *Paper size and orientation:* Single-column on an 8.5 inch x 11 inch page; portrait layout. Other layouts (e.g. two-column or landscape format) will not be accepted.
- *Header:* Indicate the project number on the top right of each page.
- *Footer:* Do not include any information in the bottom right side of the page as this area will be used for automatic page numbering.
- *Page margins:* Insert a margin of no less than 2.5 cm (1 inch) around the page. The header and footer may be within the margin.
- *File format and size:* 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).

Please provide the following information describing the national research facility:

Organizational charts

Please provide one or two charts that describe the governance and management structures of the research facility.

Users

Using [Table 1](#), please indicate the geographic distribution and number of facility users in the past year (January to December 2013).

Table 1:

Geographic distribution of users	Total number of users (in 2013)
From host institution(s)	
From local institutions/organizations	
From these provinces (excluding users at host institution)	
• Alberta	
• British Columbia	
• Manitoba	
• New Brunswick	
• Newfoundland & Labrador	
• Northwest Territories, Nunavut and Yukon	
• Nova Scotia	
• Ontario	
• Prince Edward Island	
• Quebec	
• Saskatchewan	
From outside Canada (USA and international)	

Operating and Maintenance Budget

The actual and forecasted O&M costs and revenues are required to establish the facility's MSI eligibility. Using [Table 2](#) and [Table 3](#) please provide the following information:

Table 2:

- The actual total O&M costs, by category, for 2012-13;
- The actual + forecasted total O&M costs for 2013-14; and,
- The forecasted total O&M costs for the subsequent years.

O&M costs	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Personnel					
Maintenance & repairs					
Services					
Supplies					
General administration					
Other (specify)					
Total O&M costs					

Table 3:

- The funding currently received and/or anticipated from all other funding partners; and,
- The total remaining CFI Infrastructure Operating Fund (IOF) amount (for facilities that have received previous CFI awards).

O&M Revenues	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Funding Partner 1					
Funding Partner 2					
Funding Partner 3					
CFI – IOF					
Funding requested through the MSI 2014 special competition ¹					
Total O&M revenues					

¹ The total amount requested through the MSI 2014 Special Competition plus the amount provided through the IOF must not exceed 40 percent of the facility's total O&M costs.

Eligibility Criteria

Please address all five eligibility criteria substantiating that the facility meets both the Facility and Governance & management criteria. **This section is not to exceed two pages.**

1. Facility

- The MSI is a unique national research facility offering to all Canadian and international researchers highly specialized capabilities that are not standard in a discipline or research area and are not readily available elsewhere in Canada.
- The MSI has demonstrated annual eligible O&M costs exceeding \$500,000 to support significant human and operational resources beyond what is standard in Canadian research institutions. In the case of facilities that are part of a pre-existing integrated network, the O&M threshold applies to the network as a whole.

2. Governance and management

- The MSI has an established governance and management structure appropriate to the size and complexity of the facility. For larger or more complex facilities, this may include a Board of Directors responsible for such activities as long-term strategic and multi-year business planning and risk management at both strategic and operational levels.
- The MSI is owned by one or more CFI-eligible institutions.
- The MSI is fully operational and accessed by a broad range of users from across Canada and internationally, the majority of whom (>50%) are from outside the host or local institutions and beyond its regional and provincial borders. It also has an established user access policy.

4. Suggested reviewers

Identify a minimum of six reviewers who are especially well-qualified to review the proposal, including reviewers with expertise in research, governance, management, or financial monitoring of national research facilities.

Suggested reviewers must not be 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 facility 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;
- Have a close professional affiliation with the project leader or one of the principal users, as a result of having in the last six years:
 - 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;
 - been a supervisor or a trainee of the project leader or one of the principal users;
 - 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,
 - 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.



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