



Major Science Initiatives 2014 Special Competition

Guidelines for completing a proposal

March 2014

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CHAPTER 1 - INTRODUCTION

These guidelines are intended for researchers and institutional research services personnel invited to submit a proposal to the Canada Foundation for Innovation's (CFI) Major Science Initiatives (MSI) 2014 special competition. For further information, consult the [Call for Proposals](#) on the CFI website. Proposals may be prepared and must be submitted through the CFI Awards Management System ([CAMS](#)). Links to the technical instructions for using CAMS to create and manage proposals to the MSI 2014 special competition, and other useful resources, are listed below.

Helpful links

- [MSI 2014 special competition Call for Proposals](#)
- [Getting started with CAMS](#)

Deadlines

The submission deadline for proposals to this competition is May 20, 2014. Proposals will only be accepted from those invited to submit a proposal following the review of the Statement of Qualification.

CHAPTER 2 - GUIDELINES FOR ATTACHMENTS

Electronic forms

Proposals for the MSI 2014 special competition must be completed and submitted to the CFI through CAMS.

Conformance with instructions for proposal preparation

It is important that all proposals conform to the instructions provided on the electronic proposal form as well as those in this guide. It is strongly recommended that the forms be carefully reviewed prior to submission to the CFI to ensure completeness and compliance with the guidelines.

Pagination

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

Page formatting

Expert reviewers and multidisciplinary assessment committee members assess the electronic versions of the proposals. It is, therefore, imperative that proposals are properly and consistently formatted. Applicants 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.

Legibility is of paramount importance and should take precedence in the selection of an appropriate font for use in the proposal form. **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; use of a 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:

- **Header:** Indicate the MSI title in the top left and the project number on the top right of each page.
- **Footer:** Indicate the title of the section in the bottom left of each page. 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.
- **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).

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 proposal.

CHAPTER 3 - PROPOSAL STRUCTURE

The proposal should clearly present the merits of the MSI and the need for CFI support for operations and maintenance (O&M) of the facility. Sufficient information should be provided to enable reviewers to evaluate the proposal in accordance with the assessment criteria established by the CFI.

The proposal consists of four separate modules:

1. Project module: Information about the major science initiative (MSI) and how it meets the objectives and criteria of the competition;
2. Collaborating institutions module: A list of the participating institutions.
3. Finance module: Information pertaining to the MSI's operating and maintenance costs (O&M) and a budget justification for the O&M support requested from the CFI;
4. 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 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 users
- Assessment criteria

Project information

The 'Project information' section captures basic information about the MSI such as the title, applicant institution and keywords.

The information on this page is automatically populated with information provided in the Notice of Intent (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. 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 facilities play 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 facility and its research activities in plain language, focusing on the expected outcomes and benefits for Canada, beyond academic accomplishments.

Note: The plain language 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 two pages)

In this section, applicants should provide an overview of the facility and a summary of the MSI's strategic plan. In language appropriate for a multidisciplinary assessment committee, provide the following information:

- Overview of the facility
 - General description of the facility's specialized resources (infrastructure and expertise)
 - Summary of the research or technology development enabled by the facility
 - Outline of the operating and maintenance funding being requested
- MSI Strategic Plan
 - Provide a brief summary of the MSI's strategic plan, including the long-term objectives.

The project summary will be made available to both expert review and multidisciplinary assessment committees and will provide additional context for the assessment at both stages of the merit review process.

Principal users

List up to five principal users of the MSI as well as the facility director.

These users may include individuals from organizations ineligible for CFI funding. The principal users should be chosen to demonstrate that the facility supports innovative and leading-edge research programs and is used by researchers of the highest calibre. Refer to the assessment criteria section for further details.

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 and must be completed in CAMS prior to submission of the proposal.

The CV within CAMS is structured for researchers. The facility director is asked to use the space available (7,600 characters) in the CV section "Research/Technology contributions in the last five years" to describe his or her facility management expertise and experience.

Researchers listed as principal users automatically gain read access to the proposal.

Assessment criteria (maximum 20 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. 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 is associated with a number of aspects that the applicant must address in the proposal. Failure to address all the aspects for each of the criteria will lead to a lower rating; complete information must be provided for a committee to assign a 'satisfied' rating for any criterion (see rating scale below). If an aspect is not applicable to the proposed facility, this should be clearly stated in the proposal.

Each assessment criterion will be evaluated against two to three criterion standards (in roman numerals in the shaded boxes). Reviewers will be asked to rate the degree to which the proposal meets each standard using a five-point rating scale. For each of the standards, reviewers will rate whether the proposal:

- 1 - Satisfies and significantly exceeds the criterion standard in one or more aspects
- 2 - Satisfies the criterion standard in all aspects
- 3 - Satisfies the criterion standard with only a few minor weaknesses
- 4 - Partially satisfies the criterion standard with some significant weaknesses, or
- 5 - Does not satisfy the criterion standard due to major weaknesses

As part of the merit-review process of this competition, expert committees will assess and rate the scientific excellence and enhancement of capacity for innovation criteria as well as the finance module details including the budget justification. A multidisciplinary assessment committee (MAC) will review proposals deemed meritorious by the expert committees and will assess and rate the governance and management and benefits to Canada criteria. The MAC is further tasked with recommending to the CFI Board of Directors the proposals that most effectively support the CFI's mandate, meet the objectives of the competition and represent the most effective portfolio of investments for Canada.

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 limit noted.

Scientific excellence

Criterion standards:

- i) The facility is internationally competitive and ranks among the leading comparable facilities in the world.
- ii) The facility supports innovative and leading-edge research programs and is used by researchers of the highest calibre.
- iii) The facility attracts highly qualified personnel¹ of the highest calibre (including technicians and professionals) and allows them to acquire high-level skills for research and other careers.

Each of the following aspects must be addressed:

1. Demonstrate that the facility is unique in Canada, and identify any similar facilities worldwide. Describe how the facility compares with the world's best.
2. Based on the principal users for whom CVs were provided and other key users:

.....

¹ Highly qualified personnel includes technicians, engineers, professionals, research associates, undergraduate students, graduate students and post-doctoral fellows.

- describe recent (within the last five years) and planned research or technology development activities enabled by the facility and their transformative and innovative aspects;
 - highlight the key accomplishments of the users that demonstrate they are leaders in their relevant research or technology development domains.
3. Provide the number and type (e.g. technician, graduate student, research associate, etc.) of highly qualified personnel (HQP) attracted to the facility in the past five years.
 4. Describe the high-level skills acquired by the HQP and their relevance for research and other careers (e.g., provide quantitative information about the career paths of HQP who have used or been employed by the facility in recent years).

Enhancement of capacity for innovation**Criterion standards:**

- i) The facility offers highly specialized capabilities that are not standard in a discipline or research area and are not readily available to Canadian researchers.
- ii) There is a demonstrated need for operating and maintenance support to fully exploit the scientific and technical capabilities of the facility.

Each of the following aspects must be addressed:

1. Describe the research facility's highly specialized technical capabilities (not the research conducted at the facility) and demonstrate, through comparison to other Canadian facilities or institutions, that these are neither standard in a discipline nor readily available to Canadian researchers.
2. Describe the expertise and specialized support (e.g. technical staff) available and planned, as well as how this support contributes to realizing the objectives of the MSI's strategic plan.
3. Describe how the requested funding will allow the facility to fully exploit these capabilities, to operate at an optimal level and allow it to address unmet needs of the user community.
4. Describe the plan for maintaining the current sources of funding, securing and diversifying sources of funding, and contingency plans for a funding shortfall, where appropriate.

Governance and management**Criterion standards:**

- i) The MSI adopts best practices in governance appropriate to the size and complexity of the facility, including long-term strategic planning.
- ii) To realize its objectives, the facility implements a high-quality management plan.
- iii) The facility has an established access policy and is openly accessible to, and used by, a broad range of national and/or international users from diverse sectors, as appropriate to the nature of the facility.

Each of the following aspects must be addressed:

1. Describe the governance structure of the MSI, including the composition and mandate of each of its committees and affiliations of its members. Compare this to best practices in governance of similar facilities or organizations.
2. Explain how the MSI is accountable to its lead institution, and if applicable, to member institutions. Outline the priority research directions envisioned for the next three years and explain how the MSI will measure its success in achieving its objectives. Include performance measures, if available.
3. Summarize the MSI's management plan and describe the current management structure and support available.
4. Identify the MSI's key risks and mitigating strategies.
5. Describe the process to allocate access to the facility. Provide the annual number of requests received over the past three years, as well as the number accommodated. Provide quantitative evidence demonstrating the breadth and diversity (e.g. varied disciplines and sectors) of users of the facility.

Benefits to Canada

Criterion standards:

- i) The research and technology development enabled by the MSI has the potential to lead to social, health, economic or environmental benefits to Canada, including the development of new or improved products, processes, services, public policies, and/or sustainable job creation.
- ii) The MSI ensures that appropriate measures are in place to transfer the research results in a timely manner.

Each of the following aspects must be addressed:

1. Describe the single most significant benefit to Canada realized to-date based on research supported by the facility.
2. Describe the potential benefits to Canada (e.g., new or improved products or processes, public policies, job creation) that will be enabled by the facility stemming from the projects outlined in the Scientific Excellence criterion. Specify the timeframe over which these benefits are expected to occur.
3. Identify potential end users of the research and technology development results.
4. Describe the facility's plans for the transfer of research results to these end users, including the knowledge transfer pathway to private and public sector users.

Collaborating institutions

Identify the participating institutions. For the purpose of this competition, a participating institution is one that is actively involved in the management and governance of the facility. Participating institutions may include institutions that are not CFI-eligible.

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

Note: Even though the information on this page is automatically populated with information provided in the NOI, the applicant has the ability to change the participating institutions 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 participants 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.

Finance module

The Finance module consists of the following sections:

- Overall O&M costs (2014-2017)
- Detailed budget (attachment)
- Budget justification (attachment)
- Contributions from eligible partners
- Project funding & Summary of eligible costs (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 “Project funding & Summary of eligible costs”, 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.

Overall O&M costs (2014-2017)

When completing the “Overall O&M costs (2014-2017)” section, the CFI requests that the applicant bundle all eligible items, as listed in tables 1 and 2 of the attached detailed budget, into a single line item. Please entitle this item description as “Total O&M costs” and identify it as a type 22 (Other) expense, as shown in Figure 1. The ‘date to be acquired’ should correspond to the first fiscal year in which the O&M costs will be incurred.

Figure 1: Overall O&M costs (2014-2017)

Detailed description of the item

* Item description: Total O&M Costs (60 characters)

Convert to heading: ☐

* Type of expenditure: Other (dropdown menu)

* Number of items: 1 (4 characters (whole numbers only))

	Cash	In-kind	Total
* Total eligible costs			\$0

* Item location: Please select... (dropdown menu)

* Date acquired (YYYY/MM) or to be acquired (YYYY): 2014

Detailed budget

Using the detailed budget template available in Excel format [here](#) (also refer to Appendix 1) complete each of the four tables and upload the document as a PDF into the Detailed budget section of CAMS. These tables request the costs and sources of contributions for eligible O&M costs for each of four fiscal periods:

- 2013-2014 – the figures provided should correspond to the facility's actual costs and sources of contributions for eligible O&M costs for the previous fiscal period.
- 2014-15, 2015-16, 2016-17 – the figures provided should correspond to the facility's anticipated costs and sources of contributions for eligible O&M costs for the three fiscal periods 2014-15 to 2016-17.

Table 1: Details on eligible O&M costs

List the full cost of each O&M expenditure, in the appropriate category (personnel, maintenance and repairs, services, facility supplies, general administration, and other), for each of the four fiscal periods indicated. Please refer to the MSI 2014 special competition Call for Proposals for a list of eligible operations and maintenance costs.

Table 2: Overview of eligible O&M costs

List the total cost of O&M expenditures for each category, by fiscal period, as detailed in Table 1. The total eligible cash and in kind costs for the 2014-15 through 2016-17 period are to be entered into the appropriate field in the Overall O&M cost (2014-2017) table in the Finance module of CAMS.

Table 3: Contributions to O&M costs from eligible partners

List the total contribution, as cash or in kind as appropriate, for each eligible partner for each of the four fiscal periods indicated. For each contribution, indicate whether the amount is expected or secured. Do not include the amount received from the CFI's Infrastructure Operating Fund (IOF) or the amount requested from the CFI in this table.

Note: When adding or removing rows from this table, ensure that the "Total" columns, "Subtotal" rows and "Total contributions from eligible partners" row are updated as the formulae may not automatically adjust to include the new rows of data.

The total cost for the 2014-15 through 2016-17 periods for each eligible partner is to be entered into the appropriate field in the Contributions from eligible partners table in the Finance module of CAMS.

Table 4: Contributions to O&M costs (including CFI)

List the total contribution to O&M costs for each category of partner, by fiscal period, as detailed in Table 3. This table should include the amount received from the CFI's IOF, if applicable, as well as the amount requested from the CFI. The amount received from the CFI's IOF, if applicable, should also be entered into the Contributions from eligible partners table in the Finance module of CAMS.

Note: The cumulative CFI contribution, including any funding drawn from the IOF, should not exceed 40% of the total contributions to O&M costs.

Once completed, upload these tables as a single PDF into the Detailed budget section in CAMS.

Budget justification (maximum 10 pages)

The budget justification should detail and provide justification for each expense outlined in the detailed budget. For the personnel costs, include the number of full-time equivalents (FTEs) and the total salary that applies to each position (for example, software engineers – 5 FTEs – total annual salaries plus

benefits \$500,000). Provide an explanation for any year to year changes in O&M costs and partner contributions. Upload the document as a PDF into the Budget justification section in CAMS.

Contributions from eligible partners

List contributions for 2014-15 through 2016-17 from each eligible partner as outlined in Table 3 of the attached detailed budget. Include any IOF amounts as an institutional contribution. Do not include contributions for the 2013/14 fiscal year, nor the amount requested from the CFI through this competition. Provide the partner name and type, as well as a breakdown of contributions (cash and in-kind) for each eligible partner. If partner contributions are expected but have not yet been confirmed, outline the plans for securing these funds.

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, 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. For additional details please see the [CFI's conflict of interest and confidentiality agreement](#).

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

CHAPTER 4 – SUBMISSION PROCESS

Proposals for the MSI 2014 special competition must be submitted through CAMS. The CFI does not require a hardcopy of the proposal, however, a cover letter postmarked no later than May 20, 2014 must be mailed to the:

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

A template cover letter is found in Appendix 2.

APPENDIX 1

Table 1 — Details on eligible O & M costs (2010-2013)

	2013-14 (Actual)			2014-15 (Forecast)		
<u>Personnel</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Administrative			-			-
Scientific and technical support			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>Maintenance and repairs</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Service contracts			-			-
Extended warranties			-			-
Regulatory requirements			-			-
Replacement parts			-			-
Minor upgrades			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>Services</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Consultants			-			-
Custodial services			-			-
Fees, licenses, permits			-			-
Insurance			-			-
Security			-			-
Telecommunications			-			-
Utilities			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>Facility supplies</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Supplies			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>General administration</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Administrative supplies			-			-
Committee meetings (including travel)			-			-
Communications			-			-
Internal financial audit			-			-
Outreach			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>Other</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Contingency (up to 10% of annual costs)			-			-
Ongoing training			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Total eligible O&M costs	\$0	\$0	\$0	\$0	\$0	\$0

Table 1 — continued

	2015-16 (Forecast)			2016-17 (Forecast)		
<u>Personnel</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Administrative			-			-
Scientific and technical support			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>Maintenance and repairs</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Service contracts			-			-
Extended warranties			-			-
Regulatory requirements			-			-
Replacement parts			-			-
Minor upgrades			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>Services</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Consultants			-			-
Custodial services			-			-
Fees, licenses, permits			-			-
Insurance			-			-
Security			-			-
Telecommunications			-			-
Utilities			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>Facility supplies</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Supplies			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>General administration</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Administrative supplies			-			-
Committee meetings (including travel)			-			-
Communications			-			-
Internal financial audit			-			-
Outreach			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
<u>Other</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>	<u>Cash</u>	<u>In kind</u>	<u>Total</u>
Contingency (up to 10% of annual costs)			-			-
Ongoing training			-			-
Other (please specify)			-			-
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Total eligible O&M costs	\$0	\$0	\$0	\$0	\$0	\$0

Table 2 — Overview of eligible O & M costs

This table provides an overview of eligible O & M costs.

	Actual	Forecast		
<u>Category</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Personnel	-	-	-	-
Maintenance and repairs	-	-	-	-
Services	-	-	-	-
Facility supplies	-	-	-	-
General administration	-	-	-	-
Other	-	-	-	-
Total eligible O & M costs	\$0	\$0	\$0	\$0

Table 3 — Contributions to O&M costs from eligible partners

Please indicate if the funds are secured (S) or anticipated (A)

	2013-14 (Actual)			2014-15 (Forecast)			
<u>Institutions, trust funds or foundations</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Federal government</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Provincial governments</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Corporations/firms</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Non-profit organizations</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>User fees</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
Specify			-			-	
			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Other</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
Total contributions from eligible partners	\$0	\$0	\$0	\$0	\$0	\$0	

Table 3 — Continued

	2015-16 (Forecast)			2016-17 (Forecast)			
<u>Institutions, trust funds or foundations</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Federal government</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Provincial governments</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Corporations/firms</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Non-profit organizations</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>User fees</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
Specify			-			-	
			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
<u>Other</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>	<u>S / A</u>
List sources individually			-			-	
as appropriate			-			-	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	
Total contributions from eligible partners	\$0	\$0	\$0	\$0	\$0	\$0	

Table 4 — Contributions to O & M costs

This table provides an overview of funding for O&M costs from eligible partners and the CFI.

	Actual	Forecast		
<u>Eligible partners</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Institutions, institutional trust funds or foundations				
Federal government				
Provincial governments				
Corporations/firms				
Non-profit organizations				
User fees				
Other				
Total contributions to O&M costs from eligible partners	\$0	\$0	\$0	\$0
<u>CFI contribution</u>		<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Infrastructure Operating Fund (IOF)				
Amount requested from the CFI	N/A			
Total CFI contribution (\$)	\$0	\$0	\$0	\$0
CFI contribution (%)				
Cumulative CFI contribution (%)*				
Total funding for O&M costs	\$0	\$0	\$0	\$0

* **Note:** The cumulative CFI contribution, including any funding drawn from the IOF, should not exceed 40% of the total funding for O&M costs.

APPENDIX 2

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)
Major Science Initiatives 2014 special competition*

Dear Mr. Levesque,

I am pleased to approve the submission of the proposals outlined in the attached document to the MSI 2014 special competition.

In signing this letter, I confirm that the institution agrees to and accepts the conditions governing CFI funding, as outlined in the Policy and programs guide and the Institutional agreement.

Sincerely,

President (or authorized signatory) Name

Signature

Institution

Proposals submitted by <<enter institution's name here>>.

Project number	Project Leader	MSI title	Total O&M costs (\$)	Amount requested from the CFI (\$)



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La recherche au service des collectivités

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