2023 Innovation Fund competition

Frequently asked questions

January 2022
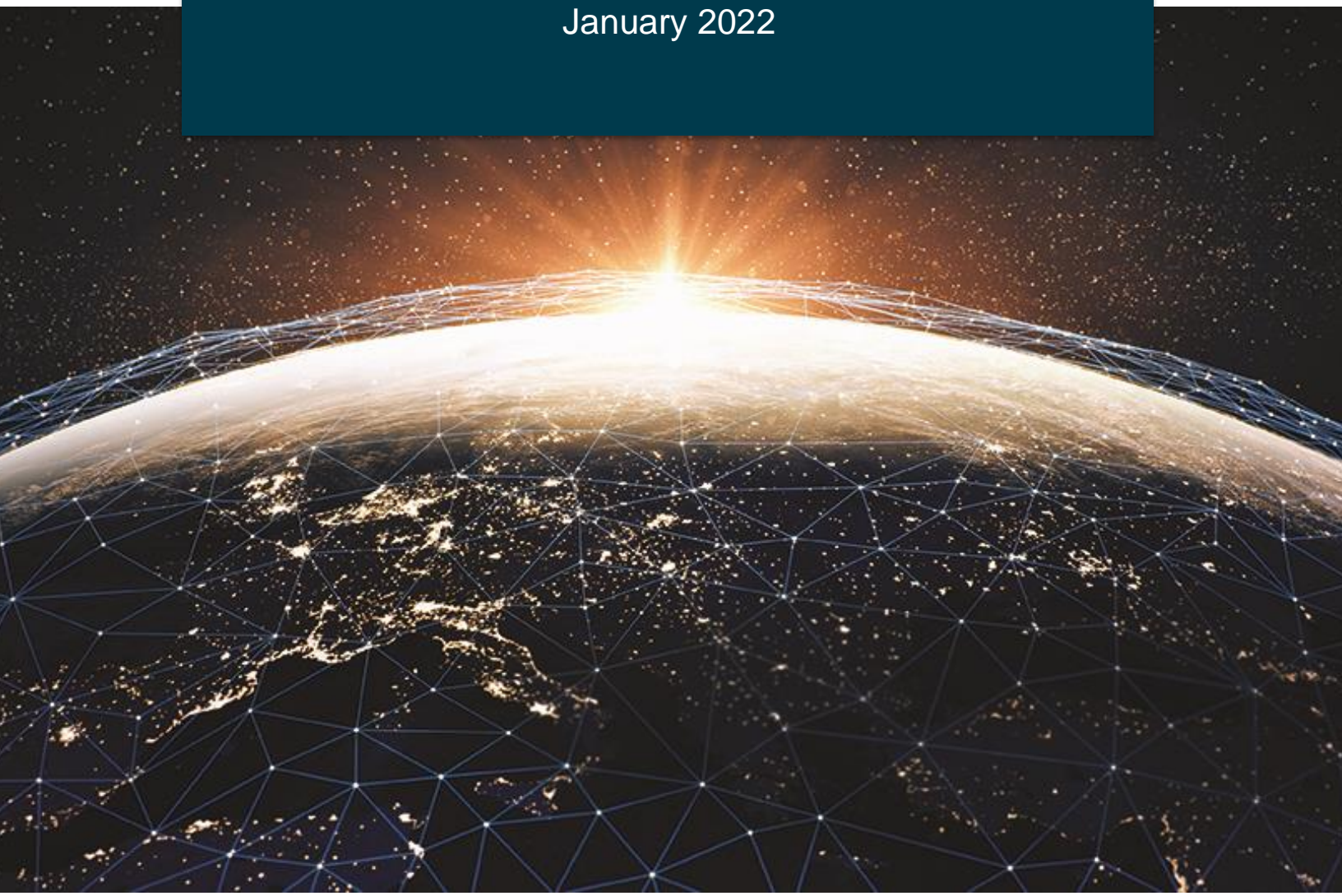
Eligibility

Who is eligible to apply to this competition?

Canadian universities, colleges, research hospitals and non-profit research institutions recognized as eligible to receive funding from the CFI can apply to this competition.

If your institution is already eligible, make sure your institutional agreement with the CFI is up to date before you submit a proposal.

Institutions that are not currently eligible must provide the necessary documentation to become eligible no later than ten weeks before the notice of intent deadline. Email us at **eligibility@innovation.ca** to find out more about the process and required supporting documentation to apply for institutional eligibility.

Envelope management

Who has access to the envelope management and team member tracking reports?

Only institutional representatives have access to the envelope management and team member tracking reports in the report repository section of the institutional dashboard in the CFI Awards Management System (CAMS).

Limits to amounts requested

Is there a limit to the amount my institution can request if it participates in a single proposal?

No, there is no limit to the amount your institution can request from the CFI if it participates in a single proposal (either as an administrative or collaborating institution).

Notice of intent

Can we revise the budget between our notice of intent and our proposal?

Yes, you can revise the budget provided in the notice of intent to update it in the proposal.

Can we revise the requested infrastructure between our notice of intent and our proposal?

Yes, you can revise the requested infrastructure between the notice of intent and the proposal. However, you should list the infrastructure you are requesting as accurately as possible in the notice of intent. This is because the primary goal of the notice of intent is to guide our selection of experts to review the proposal. If you need to make changes to the infrastructure between the notice of intent and the proposal, contact us at **2023IF@innovation.ca** to inform us as soon as possible.

Can we revise the team members between our notice of intent and our proposal?

Yes, you can revise the team members between the notice of intent and the proposal. However, to help us avoid conflicts of interest with review committee members, contact us at **2023IF@innovation.ca** to inform us as soon as possible if you want to make a change to the team members after the notice of intent has been submitted.

Will the review committees assess the notices of intent?

No, the review committees will not asses the notices of intent. They only assess proposals. You can submit a proposal for each notice of intent you submit.

"Team composition" criterion

Where can I find some examples of best practices to address the "Team composition" criterion?

For examples of best practices, consult the **New Frontiers in Research Fund** website.

How will reviewers assess the "Team composition" criterion?

Reviewers will assess this criterion by focusing on the team's consideration of systemic barriers specific to the field of research, principles of equity and diversity in the team's composition and ways of ensuring an inclusive and collaborative research environment.

Expert Committee members will draw on their knowledge of the barriers and challenges of their field of research to assess this criterion.

Multidisciplinary Assessment Committee members will make use of their broader knowledge of equity, diversity and inclusion and the feedback provided by the Expert Committee to assess the degree to which the proposal satisfies the competition objective to "Enable internationally competitive research or technology development through the equitable participation of expert team members."

Consult the **Guidelines for Expert Committees** for more on how reviewers will assess this criterion.

How can we address the "Team composition" criterion without providing personal information about team members?

You should describe concrete practices that are put in place when planning the research team composition that will help overcome systemic barriers for the participation of underrepresented groups and create an inclusive research environment.

How an individual self-identifies in terms of belonging to one or more underrepresented groups is considered personal information. Do not in any way provide the personal information of team members (e.g., Dr. X identifies as a member of a visible minority; The team has X women, X men and X individuals who identify as persons with disabilities; etc.).

Who exactly should we include in "the team" when addressing the "Team composition" criterion?

This section should focus on members of the research team whose CVs are included in the proposal; however, information on other users and highly qualified personnel can provide the review committees with a more holistic view of your research team.

What is the minimum rating needed in the "Team composition" criteria for a proposal to be considered for funding?

To be considered for funding, a proposal has to receive a rating from the Multidisciplinary Assessment Committee of "satisfies the criterion standard, but has a few minor weaknesses" or better in the "Team composition" criterion. There is no minimum rating from the Expert Committee for the "Team composition" criterion.

Construction/renovations

Can we include contingencies in construction budgets?

Yes, you can include, at most, a 10 percent contingency in your construction budget. You can also factor in inflation based on historical data. Consult our **Policy and program guide** for more information.

Changes to the CV

What sorts of contributions can be listed in the new "Most significant contributions" section of the CV?

The "List of published contributions" section of the CV, renamed "Most significant contributions," now allows you to include a wide range of research outputs and impacts not limited to published contributions. Some examples of non-traditional research outputs include:

- Developing new technologies
- Producing software
- Creating intellectual property
- Contributing to policy or business decisions
- Training highly qualified personnel
- Conducting community engagement and outreach activities
- Producing community products such as Indigenous scholarly works, cultural sensitivity training, etc.
- Discussing an article, book, presentation or other research on social media, podcasts and blogs
- Curating public exhibitions and events.

When will the "most significant contribution" section of the CV be made available in CAMS and how will this impact the information currently in the CVs?

This change to the CV should take place by the end of February 2022. Only the heading of this section will change, the rest of the information will be unaffected, including information already entered by the user. This change will not have an impact on notice of intent submissions since they do not include CVs.

Collaborating institutions

How are collaborating institutions defined?
Collaborating institutions are those that contribute some of their envelope or house infrastructure items requested in the proposal.

Can a not-for-profit organization be listed as a "collaborating institution" in this competition?
Yes, a not-for-profit organization can be listed as a "collaborating institution" in this competition, as long as it is CFI-eligible. (Consult our **list of eligible institutions** to see which not-for-profit organizations are eligible.)

Team leaders

Can team leaders be from different institutions?
Yes, team leaders can be from different institutions. The user who creates the notice of intent in CAMS (typically an academic researcher) must be associated with the administrative institution and will be a team leader by default. All other members, including the other team leader, can be affiliated with different institutions, CFI-eligible or not.