2017 Innovation Fund

Guidelines for completing
a notice of intent and a proposal

March 2016

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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 (NOI) and a proposal to the 2017 Innovation Fund competition. For further information about this fund, consult the *2017 Innovation Fund Call for Proposals* on the Canada Foundation for Innovation's (CFI) website, Innovation.ca. Researchers and institutional research services personnel will use the CFI Awards Management System (CAMS) to prepare, share and submit notices of intent and proposals for this competition. Technical instructions for the submission of notices of intent and proposals are outlined in Chapter 6.

Compliance with guidelines for notice of intent and proposal preparation

It is important that all submissions conform to the guidelines provided on the electronic notice of intent and proposal forms as well as those in this guide. It is strongly recommended that researchers and institutional research services personnel review the completed forms before submitting them electronically to ensure that notices of intent and proposals comply with these guidelines.

CHAPTER 2 – GUIDELINES FOR ATTACHMENTS

Pagination

CAMS will automatically paginate notices of intent and proposals when they are submitted. Documents *should not* be individually paginated prior to being uploaded to the electronic system.

Page formatting

Since reviewers will assess proposals electronically, the applicant should only use a standard, single-column on an 8.5" x 11" page layout for documents. Avoid using a two-column or landscape format since it may reduce legibility.

The notice of intent 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 notice of intent and proposal. 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.

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

- Header: Indicate the administrative institution on the top left, the title of the section in the middle and the project number on the top right of each page.
- Footer: Do not include any information in the footer 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 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 being uploaded and should not be encrypted or password protected. The file size must not exceed 20 megabytes.

Adherence to the page formatting guidelines noted above is necessary to ensure that the reviewers receive legible proposals and that no applicant will have an unfair advantage by using smaller type, line spacing or margins to provide more text in the notice of intent or in the proposal. Failure to adhere to these guidelines may result in the CFI returning a proposal for revision.

CHAPTER 3 – NOTICE OF INTENT STRUCTURE

The notices of intent will be used to assist the CFI in planning the review process, identifying the requisite expertise for the assessment of each proposal, recruiting committee members, and detecting potential eligibility issues with the infrastructure items requested. Therefore, the notice of intent should contain accurate information about the infrastructure and its users, the proposed research or technology development and the expected outcomes.

Applicants will not be able to change the name of the project leader or administrative institution once the notice of intent is completed. That is because the CFI uses notices of intent to assemble review committees and changes to the project leader or administrative institution may result in a conflict of interest for a review committee member. *If such a change is deemed necessary, contact your Senior Programs Officer as soon as possible. The CFI will oversee the change to be made in CAMS.*

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

The notice of intent consists of the following five sections:

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

Project information
This section captures basic information about the project such as the title, administrative 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 uses part of its institutional envelope in a multi-institutional project. Enter the amount to be provided from each collaborating institution's envelope for this competition. Do not include in this list the administrative institution identified in the Project information section.

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

Project description (maximum four pages)
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).

Also use this section to clearly indicate if the proposal will include advanced research computing infrastructure. Similarly, specify if the proposed location of the infrastructure project would be either a national or international research facility. In both such cases, the institution must consult with the host

facility, comply with the facility's established planning and project approval processes, and obtain the approval of the host facility before submitting a notice of intent.

Suggested reviewers

Identify a minimum of six reviewers who are well-qualified to review the proposal and who 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;

    o been employed by the administrative institution;

- feel for any reason unable to provide an impartial review of the proposal.

Note: The decision whether 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. 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 section of the guidelines).

CAMS automatically populates the proposal with information provided in the notice of intent including the following: project information, collaborating institutions, principal users and suggested reviewers. Applicants will not be able to change the name of the project leader or administrative institution once the notice of intent is completed. This is because the CFI uses the notices of intent to assemble review committees and a change to the project leader or administrative institution may result in a conflict of interest for a review committee member. *If such a change is deemed necessary, contact your Senior Programs Officer as soon as possible. The CFI will oversee the change to be made in CAMS.*

Applicants are able to revise the details of the collaborating institutions, principal users and suggested reviewers to reflect changes from the time of the notice of intent submission. However, we ask that you inform your Senior Programs Officer as soon as possible if any changes are made to the aforementioned lists.

The proposal consists of three separate CAMS modules:

Project module: Information about the proposed project, how it meets the objectives and criteria of the competition.

Finance module: Information pertaining to the budgetary details of the proposal.

Suggested reviewers module: List of potential reviewers of the proposal.

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

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

Project information

This section captures basic information about the project such as the title, administrative institution and keywords. The information in this section is automatically populated with information provided in the notice of intent.

Plain language summary (1,500 characters)

Provide a short summary in plain language of the proposed project: what is being researched, how it is being done and why it is important. Focus on the expected impacts and benefits to Canada, beyond academic accomplishments. This summary will not be used in the review process. Should the project be funded, it may be used in the CFI's communications products and website.

Project summary (maximum three pages)

In language appropriate for a Multidisciplinary Assessment Committee (MAC), provide a general description of the research or technology development activities 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 2017 Innovation Fund competition are to enable institutions and their best researchers to:

- **Strive for global leadership** by conducting world-class research or technology development activities in areas of institutional strategic priority;
- **Enhance research capacity by forging productive partnerships** within and among institutions, sectors and disciplines for the effective and sustainable use of the research infrastructure and facilities;
- **Generate social, health, environmental and/or economic benefits for Canadians**, including better training and improved skills for highly qualified personnel, through appropriate pathways.

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

The list of principal users (up to 10, including the project leader) is prepopulated from the notice of intent. Newly-added principal users must have a CAMS account and 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.

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 administrative institution should ensure that they have been informed and consented to their participation in the proposal.

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

Collaborating institutions

As in the notice of intent, 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 uses 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 in this list the administrative institution identified in the Project information section.

Financial resources for operations and maintenance

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

In cases where the useful life[1] of some of the infrastructure items requested are longer or shorter than five years, the Assessment criteria 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 in the "institutional contribution" category.

For a multi-institutional project bringing together three or more CFI-eligible institutions, the administrative institution may request up to an additional five percent of the CFI award to cover administrative costs[2] 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 criterion in the Assessment criteria section and will be subject to the peer review process.

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[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.

[2] Eligible administrative costs for a multi-institutional project may include the salaries of non-academic managers, professionals, technicians, administrative personnel and consultants directly involved in its implementation, management and governance.

Assessment criteria

Upload a PDF document that contains key information on how the proposal meets the objectives and assessment criteria for this competition. Ensure that the document follows the guidelines for attachments (Chapter 2). Additionally, the applicant should:

- Address each criterion in the order that they appear below; and,

- Begin each criterion on a new page.

Each assessment criterion will be evaluated against a standard. Each criterion includes aspects that must be addressed in the proposal. Failure to do so will weaken the proposal. Expert committees will be asked to rate the degree to which the proposal meets each standard, whereas the MAC will be asked to rate the degree to which the proposal meets each competition objective. In the following pages, each assessment criterion is listed under the relevant objective.

Page limits for this PDF document are dependent on the amount requested from the CFI in the proposal:

Total CFI request ($)	Maximum number of pages
≤$2 million	30 pages
>$2 million	35 pages

Note: For proposals requesting less than or equal to $2 million, CAMS will accept a PDF document of up to 35 pages while the status of the proposal is "in progress." However, a validation error restricting the PDF document to 30 pages will occur when the project leader sets the proposal to "complete" and when the institution sets it to "verified" or submits it to the CFI. Applicants are advised to be mindful of the page limits when preparing the Assessment criteria document.

The document allows the applicant maximum flexibility to address each criterion, including the use of figures or diagrams, where appropriate. The distribution of pages among criteria is at the applicant's discretion, up to the total page limits noted above.

Objective 1: Strive for global leadership by conducting world-class research or technology development activities in the areas of institutional priority.

Institutional capacity and track record

Criterion standard: The proposal builds on existing capacity and track record of key investments in people and infrastructure in the area of institutional priority.

Each of the following aspects must be addressed:

- Describe the existing capacity, including past key investments in people (researchers and highly qualified personnel[3]) and infrastructure, on which the project builds.

- Explain how these investments have led to research or technology development results, knowledge mobilization and technology transfer activities and/or benefits to Canadians.

Research or technology development

Criterion standard: The research or technology development activities are innovative, feasible, have the potential to lead to breakthroughs, and will enhance international competitiveness.

Each of the following aspects must be addressed:

- Describe the proposed world-class research or technology development program comprising a vision, objectives and activities.

- Demonstrate the innovativeness, feasibility and breakthrough potential of the proposed program by positioning it within the national and international context, describing the proposed approach and, where appropriate, including references.

Team

Criterion standard: The team is comprised of established or emerging leaders and has the expertise and breadth, including relevant collaborations, to conduct the research or technology development activities.

Each of the following aspects must be addressed:

- Present the principal users' track records, including their most significant contributions and relevant measures of output.

- Highlight team members' scientific and/or technical contributions to the proposed program.

- Describe collaborators' and partners' contributions to the proposed program.

Objective 2: Enhance research capacity by forging productive partnerships within and among institutions, sectors and disciplines for the effective and sustainable use of the research infrastructure and facilities.

Infrastructure

Criterion standard: The infrastructure is necessary and appropriate to conduct the research or technology development activities.

Each of the following aspects must be addressed:

- Describe each item and justify its need to conduct the proposed activities. For construction or renovation, provide a description of the space including its location, size and nature. Use the item number, quantity, cost and location found in the Cost of individual items table. Provide a cost breakdown for any grouping of items.

- Describe the availability of similar infrastructure within the institution, the region and the country.

  Note: For construction or renovation, detailed cost breakdown, timeline and floor plans must be provided in a separate document as part of the Finance module.

Sustainability

Criterion standard: The infrastructure is optimally used within and among institutions, sectors and disciplines and is sustainable through tangible and appropriate commitments over its useful life.

Each of the following aspects must be addressed:

- Present a management plan commensurate with the project's size and complexity. The plan should address the optimal use (e.g. user access and level of use) and operation and maintenance (O&M) of the infrastructure.

- Provide detailed information on O&M costs and revenue sources, including institutional commitment. Refer to the Financial resources for operation and maintenance tables.

  Additional aspects to address, if applicable:

- For larger and more complex projects, describe the proposed governance model, including the composition of its decision-making bodies.

- For a multi-institutional project of three or more CFI-eligible collaborating institutions that requests an additional O&M contribution (up to five percent of the CFI award), include a justification for the additional contribution.

Objective 3: Generate social, health, environmental and/or economic benefits for Canadians, including better training, improved skills for highly qualified personnel, through appropriate pathways.

Benefits to Canadians

Criterion standard: The research or technology development results will be transferred through appropriate pathways to potential end users and are likely to generate social, health, environmental and/or economic benefits for Canadians.

Each of the following aspects must be addressed:

- Briefly describe potential socio-economic benefits, including training of highly qualified personnel[3].

- Delineate the knowledge mobilization plan and/or technology transfer pathways, including partnerships with end users, and describe the team's ability to transfer results likely to generate benefits for Canadians.

....

[3] Highly qualified personnel include technicians, research associates, undergraduate students, graduate students and post-doctoral fellows.

Finance module

The Finance module consists of the following sections:

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

The tables in the Overview of infrastructure project funding section in CAMS 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. However, details and justification for each item within a group should be provided in addressing the infrastructure criterion in the Assessment criteria document. The CFI's *Policy and program guide* 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:

- If the infrastructure will be used for purposes other than research or technology development, list only pro-rated research or technology development costs.
- 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.
- When preparing budget estimates, the applicant must follow their existing institutional policies and procedures. Costs included in this budget must be close estimates of fair market value. Refer to the *Policy and program guide* for information on how in-kind contributions must be assessed*.*

Construction or renovation plans

All proposals that include construction or renovation must provide the following information:

- 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 construction or renovation;
- Floor plans of the proposed area(s), showing the location of the infrastructure and the scale of the plans for projects involving multiple rooms. The floor plans must be legible when printed in black and white on standard letter size paper (8.5" x 11").

Note: The cost breakdown, timeline and floor plans should be uploaded as a separate PDF document. These pages do not count towards the page limit for the Assessment criteria 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 prepopulated using the list provided in the notice of intent. You may identify additional reviewers who are well-qualified to review the proposal. Refer to the Suggested reviewers section in Chapter 3 of this document for conflict of interest guidelines. The decision whether or not to use the suggested reviewers remains with the CFI.

CHAPTER 5 – SUBMISSION PROCESS

Notice of intent submission
Notices of intent must be submitted through CAMS. In addition, a list of all notices of intent on which the institution is the administrative or a collaborating institution (see the envelope calculation tool for a template) must be submitted to the CFI. The cover letter (see Appendix 1 for template) must be signed by the President or an authorized signatory as per the *Institutional agreement*. The cover letter and the list of notices of intent must be emailed to the CFI by June 23, 2016.

Proposal submission
Proposals must be submitted through CAMS. In addition, a list of all proposals on which the institution is the administrative or a collaborating institution (see the envelope calculation tool for a template) must be submitted to the CFI. The cover letter (see Appendix 2 for template) must be signed by the President or an authorized signatory as per the *Institutional agreement*.

Institutions are also asked to submit a short description of the internal decision-making process to identify the proposals submitted to the 2017 competition. This information will allow the CFI to better estimate the total number and quality of proposals (submitted and not submitted) and will provide invaluable insight to support our advocacy efforts for stable and predictable funding for the CFI.

The cover letter, description of the internal selection process and the list of proposals must be sent to the CFI by October 11, 2016.

The CFI does not require hardcopies of notices of intent or proposals. Scanned cover letters, a list of notices of intent or proposals and a description of internal selection processes must be emailed to Elaine Salmon at elaine.salmon@innovation.ca.

Collaboration with provinces
The CFI will share a list of the notices of intent 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.

CHAPTER 6 – TECHNICAL INSTRUCTIONS

Introduction

The technical instructions provide general assistance to submit electronic forms in CAMS for the 2017 Innovation Fund competition. More comprehensive information can be found in the *Getting started with CAMS* guidelines. When working with an online form, you can click on the *i* symbol next to a field to display further details about that field

As detailed in Chapter 5, the application process is twofold:

- Notices of intent must be submitted by institutions to the CFI by June 23, 2016. Once a notice of intent has been submitted, the online proposal form will become accessible.
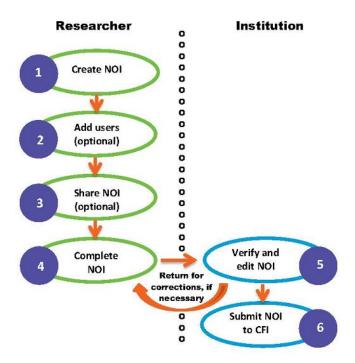- Proposals must be submitted by October 11, 2016.

Researchers will need a CAMS account to access the researcher dashboard where they can access all forms and information necessary for completing notices of intent and proposals. Those who do not have a CAMS account can create one at CFI online.

Submitting a notice of intent

The notice of intent is an essential part of the 2017 Innovation Fund competition application process, and is used by the CFI to help recruit expert reviewers who will assess the merit of the proposal.

Note that applicants will not be able to change the name of the project leader or administrative institution once the notice of intent is completed. That is because the CFI uses the notices of intent to assemble review committees and a change to the project leader or administrative institution may result in a conflict of interest for a review committee member. *If such a change is deemed necessary, contact your Senior Programs Officer as soon as possible. The CFI will oversee the change to be made in CAMS.*

The six steps in the notice of intent (NOI) submission process are depicted below.

1. **Creating a notice of intent:** From the researcher dashboard on CAMS, a researcher should select Innovation Fund 2017. The researcher creating the notice of intent becomes the project leader and the project is automatically assigned a CFI project number.

   After the project leader provides essential information (project title, administrative institution and language of proposal), the notice of intent can be saved and accessed through the researcher dashboard until it is submitted to the institution for review. After the notice of intent has been submitted to the institution, the project leader will be able to read it, but cannot modify its content.

2. **Adding principal users to a notice of intent (optional):** The project leader can include up to 10 principal users on a project, granting them read-only access. These individuals must have their own CAMS account before they can be added. Once added by the project leader, they will receive an email invitation to participate in the newly created notice of intent, and will have to sign in to CAMS to accept participation in the notice of intent. All principal users must have accepted participation in the notice of intent before it can be submitted to the CFI by the institution.

3. **Sharing a notice of intent (optional):** The project leader may share the notice of intent with other CAMS account holders (e.g. principal users, the institution's CFI liaison) through the Project sharing module. The project leader can give either read-only or update privileges. If the project leader shares access with an account holder who also has access to the institutional dashboard, that user will need to click on "researcher dashboard" in the left navigation bar in order to access the notice of intent.

4. **Completing a notice of intent:** The project leader must complete all sections of the notice of intent. Note that most text fields impose a character limit. The character count function of a word processor may differ slightly from the CFI forms, which count spaces and carriage returns as characters. Ensure that text pasted from another document is not truncated.

   Once all sections of the notice of intent are completed and validated by the CAMS system, the project leader sets the notice of intent to "complete" thus making it available to the institution for approval and submission to the CFI.

5. **Verifying and editing a notice of intent:** This step is completed by institutional administrators through the institutional dashboard where they have access to any notice of intent created by researchers from their institution. Institutional administrators also have the option to return the notice of intent to the project leader for modifications.

6. **Submitting a notice of intent:** The verified notice of intent can now be submitted to the CFI by an institutional administrator with submission privileges through the institutional dashboard. Once the notice of intent has been submitted to the CFI, institutional administrators will be able to read it, but cannot modify its content.
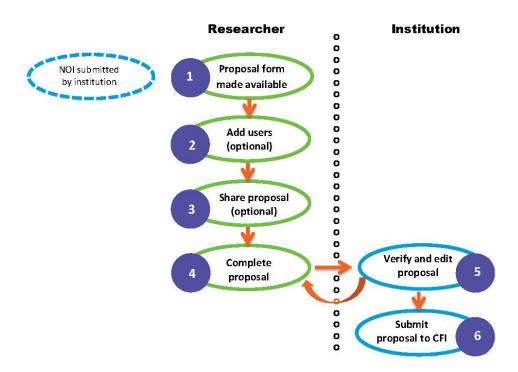
Table 1: Notice of intent status

Action	Notice of intent status
Project leader creates notice of intent.	In progress
Project leader confirms the notice of intent was completed.	Completed by researcher
Institutional administrator confirms the notice of intent was verified.	Verified by institution
Institutional administrator with submission privileges submits the notice of intent to the CFI.	Submitted to the CFI

Submitting a proposal

Once the notice of intent has been submitted by the institution, the researcher and institutional administrators will have online access to the proposal form.

Some information, such as suggested reviewers, principal users, the project leader, and the administrative institution will be auto-populated from the notice of intent. Note that applicants will not be able to change the name of the project leader or administrative institution once the notice of intent is completed. That is because the CFI uses the notices of intent to assemble review committees and a change to the project leader or administrative institution may result in a conflict of interest for a review committee member. *If such a change is deemed necessary, contact your Senior Programs Officer as soon as possible. The CFI will oversee the change to be made in CAMS.*

The process of submitting a proposal is similar to submitting the notice of intent (NOI) as depicted below.

1. **Proposal form:** From the researcher dashboard in CAMS, the project leader will have access to three modules: the Project module, the Finance module and the Suggested reviewers module.

2. **Adding principal and other users to a proposal (optional):** Any principal user that was identified in the notice of intent will, by default, be identified as a principal user in the proposal. These individuals do not need to reconfirm their participation. As with the notice of intent, principal users will have read-only access to the proposal through their researcher dashboard.

   The project leader and the institution can modify the list of principal users for the proposal. Newly-added users will have read-only access and will have to accept participation in the proposal before it can be submitted to the CFI. Please inform your Senior Programs Officer as soon as possible if changes were 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 administrative institution should ensure that they have been informed and consented to their participation in the proposal.

3. **Sharing a proposal (optional):** The project leader may share the proposal with other CAMS account holders (e.g. principal users, the institution's CFI liaison) through the Project sharing module. The project leader can give either read-only or update privileges. If the project leader shares access with an account holder who also has access to the institutional dashboard, that user will need to click on "researcher dashboard" in the left navigation bar in order to access the proposal.

4. **Completing a proposal**: The project leader must complete all sections of the proposal. Once all sections are completed and validated by the CAMS system, the project leader sets the proposal to complete thus making it available to the institution for approval and submission to the CFI. Once the proposal is released to the institution, the project leader can read it, but cannot modify its content

   Note: For proposals requesting less than or equal to $2 million, CAMS will accept a PDF document of up to 35 pages while the status of the proposal is "in progress." However, a validation error restricting the PDF document to 30 pages will occur when the project leader sets the proposal to "completed" and when the institution sets it to "verified" or submits it to the CFI. Applicants are advised to be mindful of the page limits when preparing the Assessment criteria document.

5. **Verifying and editing a proposal:** This step is completed by institutional administrators through the institutional dashboard where they have access to all proposals created by researchers from their institution. Once a project leader has released the proposal to the institution, institutional administrators should verify its content and make any necessary changes, or return the proposal to the project leader for modifications.

6. **Submitting a proposal to the CFI:** The verified proposal can now be submitted to the CFI by an institutional administrator with submission privileges through the institutional dashboard. After the proposal is submitted to the CFI, institutional administrators can read it, but cannot modify its content.

Table 2: Proposal status

Action	Proposal status
Project leader fills in proposal forms.	In progress
Project leader confirms the proposal was completed.	Completed by researcher
Institutional administrator confirms the proposal was verified.	Verified by institution
Institutional administrator with submission privileges submits the proposal to the CFI.	Submitted to the CFI

APPENDIX 1: TEMPLATE – NOTICE OF INTENT SUBMISSION LETTER TO THE CFI

Date

Mohamad Nasser-Eddine
Director, Programs
Canada Foundation for Innovation
450-230 Queen Street
Ottawa ON, K1P 5E4

Re: Submission of notices of intent to the 2017 Innovation Fund competition.

Dear Dr. Nasser-Eddine,

In response to the CFI's Call for Proposals for the 2017 Innovation Fund competition, I am pleased to submit the notices of intent 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.

Sincerely,

_____   _____

President (or authorized signatory)   Signature

_____

Institution

Encl: Envelope calculation spreadsheet listing notices of intent and envelope contribution for institutional and collaborative projects

APPENDIX 2: TEMPLATE – PROPOSAL SUBMISSION LETTER TO THE CFI

Date

Mohamad Nasser-Eddine
Director, Programs
Canada Foundation for Innovation
450-230 Queen Street
Ottawa ON, K1P 5E4

Re: Confirmation and institutional approval of proposals submitted to 2017 Innovation Fund competition

Dear Dr. Nasser-Eddine,

In response to the CFI's Call for Proposals for the 2017 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.

Also attached is a description of the institution's internal decision-making process for the selection of the proposals submitted to the 2017 Innovation Fund competition.

In signing this letter, I confirm that the institution:

- Agrees to and accepts the conditions governing CFI funding, as outlined in the CFI's *Policy and program guide* and the *Institutional agreement*;
- Accepts its commitment to ensure appropriate resources are provided for the operation and maintenance of the 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,
- Submitted proposals aligned with the institution's strategic research plan.

Sincerely,

_____   _____

President (or authorized signatory)   Signature

_____

Institution

Encl:
    1. Envelope calculation spreadsheet listing proposals and envelope contribution for institutional and collaborative projects
    2. Internal decision-making process for the selection of the proposals submitted