

# Frequently Asked Questions

## 2012 Leading Edge and New Initiatives funds competition

### Submission of notices of intent (NOI) and proposals

1. Is it possible to change the principal user(s) on a proposal after the NOI has been submitted?

Yes. Applicants have the ability to change the principal user(s) from the time of the NOI submission to the proposal deadline. However, the CFI uses the NOI to help prepare the expert review committees. Changes made to the users 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 principal users.

2. Will the NOIs be posted online following submission?

No.

3. Can institutions share envelopes?

Yes. Using a cover letter, an institution must advise the CFI at the time of the NOI and proposal submissions of the projects it is submitting as the applicant institution, as well as those projects for which it is sharing its envelope. A template cover letter is available in Appendix A of the [\*Guidelines for completing a proposal\*](#).

4. If an institution submits a single proposal that exceeds its envelope, can it include equipment that will be located at another institution (institution B)?

Yes. But the costs of the equipment located at institution B must be included in its envelope.

5. For proposals involving more than one institution, does the cover letter require signatures from all collaborating institutions?

No. Each institution is required to submit its own cover letter to the CFI including a list of all proposals for which it is the applicant or a collaborating institution. The cover letter must conform to the template for submission of a proposal as presented in Appendix A of the *Guidelines for completing a proposal*. It must be signed by an authorized signatory of the institution as per the *Institutional agreement* with the CFI, and submitted in hard copy to the CFI. The cover letter must be postmarked no later than the deadline for submission of the NOI, and then again by the deadline for submission of the proposal.

6. If an institution is contributing a portion of their envelope to a multi-institutional project but is not receiving infrastructure at their institution, should they be included in the list of collaborating institutions in the proposal?

No. Only institutions that will receive any of the requested infrastructure should be included as a collaborating institution on the online form. However, the collaborations or partnerships with those institutions who are not receiving infrastructure must be included within the text of the proposal.

7. What is the average funding requested in a proposal? And is there a maximum?

The average funding request of proposals submitted to the 2009 LEF/NIF competition was approximately \$4 million. There is no maximum CFI request per proposal. The total amount of all projects submitted by an institution cannot exceed its institutional envelope, except when an institution is submitting only one proposal.

8. Can two people access the proposal in the CFI Awards Management System (CAMS) at the same time when using the “proposal sharing” function?

Yes. Multiple people can access a project simultaneously. However, since there is no version control functionality, the last person to save updated information on a given page or section will overwrite any previous information in the form.

9. Are there additional pages allowed for the LEF proposal if the proposed budget is greater than \$10 million?

No.

10. Which portions of the NOI will be unchangeable once transferred to the proposal?

The type of project (LEF or NIF), name of the project leader and applicant institution cannot be changed in the proposal. Should the project leader or applicant institution need to be changed, the institution must contact the CFI.

11. When is the Strategic Research Plan required?

All institutions must have a Strategic Research Plan on file with the CFI at the time of the proposal submission. Institutions can provide the CFI with an updated plan at any time prior to the proposal submission deadline.

12. Will the CFI print the proposals in colour or black and white?

The CFI will not print copies of the proposal unless a hard copy is specifically requested by a reviewer. In such circumstances, the printed copy will be in black and white.

## **Eligibility of costs**

1. Is the cost of a new building eligible?

New construction is not eligible in the current competition. The cost to renovate or fit-up existing space is eligible.

2. If high performance computing (HPC) infrastructure is requested in a proposal, what does the institution need to do?

The CFI strongly suggests that institutions contact [Compute Canada](#) to discuss their HPC requirements and needs. The CFI does not require a letter from Compute Canada for proposals requesting HPC infrastructure, but such proposals should include information within the appropriate section(s) that indicates discussions with Compute Canada have occurred and that, where appropriate, the infrastructure is to be housed and managed by Compute Canada.

3. Can HPC infrastructure be included in proposals that are not part of a Compute Canada proposal?

Yes. However, should a project that involves HPC receive funding, the CFI will follow up with Compute Canada and the applicant institution to ensure that the infrastructure is housed and managed by Compute Canada, where appropriate.

4. If infrastructure from a previous CFI award has reached end of life or obsolescence, will LEF funding support infrastructure renewal?

Yes. However, the project must still meet the CFI evaluation criteria for the LEF.

5. Is there an upper limit on the value of renovation costs in a proposal or an upper limit on the percentage of total project costs for renovations?

No. As long as the renovated space is essential for housing the requested infrastructure, there are no limits.

## **Eligible projects**

1. Can institutions build only on their own past CFI investments or can they build on a past CFI investment at a collaborating institution?

Institutions may either build on their own projects or on CFI projects based at one of their collaborating institutions. This must, however, be done with the consent of the original applicant institution which should be contributing to the proposal.

2. Can institutions build on Research Hospital Fund — Large Scale Institutional Endeavours (RHF-LSIE) projects?

Proposals may build on past CFI investments made through any previous CFI funding mechanisms. The CFI does not, however, anticipate receiving many proposals building on RHF-LSIE projects given that they will have limited outcomes and/or results to date.

3. Can a LEF proposal build on a Leaders Opportunity Fund, Canada Research Chairs Infrastructure Fund or New Opportunities Fund projects?

Yes. A LEF proposal may build on any previous CFI investment at the institution.

4. Does the project leader for a LEF need to be the same as the original project?

No.

## **Review process**

1. What is the typical composition and size of the special multidisciplinary assessment committee (S-MAC)?

The S-MAC will be comprised of six to eight members from academia, private, public and other sectors and will represent a variety of fields. Most will be Canadian.

2. Are national reviewers preferred over international reviewers or vice versa?

Institutions should suggest individuals with the most relevant expertise and with no real or perceived conflicts of interest to review a proposal, regardless of their geographical location.

**3. Can the list of suggested reviewers be modified following the NOI submission?**

Yes, however the CFI will begin expert committee recruitment based on the information submitted in the NOI. Any changes made to the list of suggested reviewers may not be taken into consideration should the recruitment be completed prior to submission of the proposal.