



# **Cyberinfrastructure Initiative Challenge 1**

## **Competition 2**

Guidelines to prepare a notice of intent

*March 2017*

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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) to the second competition of the Cyberinfrastructure Initiative – Challenge 1. Consult our website for additional information about the [Cyberinfrastructure Initiative](#), including the Call for proposals.

### CFI Awards Management System

Researchers and institutional research services personnel must use the CFI Awards Management System ([CAMS](#)) to prepare, share and submit notices of intent for this competition. If you require additional help to get familiar with the basics of CAMS, user guides for institutional administrators, researchers, and reviewers is available on our [website](#).

### Deadline

Institutions wishing to participate in the second competition of the Cyberinfrastructure Initiative – Challenge 1 must first submit an NOI to the CFI by May 12, 2017.

Notices of intent will be subject to merit review by a Multidisciplinary Assessment Committee (MAC). Only those that the MAC identifies as best fitting the objectives of the Cyberinfrastructure Initiative will be invited to submit a proposal.

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## Chapter 2 – Guidelines for attachments

It is important that all submissions follow the instructions provided on the electronic forms in CAMS as well as those in this guide. It is strongly recommended that researchers and institutional research services personnel review the forms prior to submission to ensure that the NOIs comply with these instructions.

### Electronic forms

Institutional research services personnel and researchers will use the forms available in CAMS to prepare, share and submit NOIs for this competition.

### Format of attachments

Since many reviewers will assess NOIs electronically, attachments must be clear and easily readable. Legibility is of paramount importance. Attachments not in compliance with these guidelines may result in the CFI returning the NOI for revision.

### Paper Size and Margins

The layout of attachments must follow these guidelines:

- No larger than standard letter paper size (8 ½" x 11")
- Portrait layout with a single column
- Insert a margin of no less than 2.5 cm (1 inch) around the page (top, bottom, left, and right) for all pages. The header and footer may be within the margin.

### Font and line spacing

Adherence to font size, line spacing and text color requirements is necessary to ensure readability and fairness. Text in your attachments must follow these minimum requirements:

- Font size: Must be 12 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%. It is important to confirm that the final PDF document complies with the font requirements.
- Line spacing: Must be no more than six lines per vertical inch.
- Text color: Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.

### Page numbering

Do not include page numbers on attachments. CAMS will automatically paginate the NOIs submitted to the CFI.

### Headers and footers

- 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 on the bottom right side of the page as this space will be used for page numbering.

### File format and size

- Only PDF files may be uploaded. Documents must not be encrypted or password protected.
- The file size must not exceed twenty megabytes (20MB).

## Chapter 3 – Notice of intent structure

The notice of intent (NOI) consists of the following six sections:

- Project information
- Collaborating institutions
- Scientific Experts
- Technical Experts
- Project description
- Suggested reviewers

### Project information

The “Project information” 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 CFI funding or part of the infrastructure. Do not include in this list the administrative institution identified in the Project information section.

### Scientific Experts

List up to 10 scientific experts<sup>1</sup>, including the project leader, for the proposed research data infrastructure project. This list may include individuals from non CFI-eligible organizations. Individuals listed must have a CAMS account and sign in to accept to participate in the project before the NOI can be submitted to the CFI. Individuals listed automatically gain read access to the NOI.

### Technical experts

List up to 10 technical experts<sup>2</sup> responsible for the development of the research data infrastructure project. This list may include individuals from non CFI-eligible organizations. These individuals do not require a CAMS account; however, the administrative institution should ensure that they have been informed and consented to their participation in the project. Do not include individuals included as a scientific expert.

### Project description

Upload an attachment, to a maximum of eight pages, describing how the proposal meets the three objectives for this competition, as described in the Call for proposals:

- **Scientific excellence:** The proposal relates to a field in which Canada is recognized for having significant research strengths. The research data infrastructure project addresses opportunities or

<sup>1</sup> Scientific experts are subject matter experts who will be involved from the early stage of the project in defining the research questions and the data requirements, based on gaps and opportunities identified by a broader research community. They will both serve as advisors during the development of the research data infrastructure and be the end users once it is fully operational. Consequently, their engagement throughout the project will be critical to the success of the endeavor.

<sup>2</sup> Technical experts are software developers, business analysts, data specialists, etc. who will be involved in the day-to-day development of the research data infrastructure. They are well aware of technical solutions and are not necessarily experts in the scientific area that will benefit from the research data infrastructure.

gaps identified by the research community and will enable established and emerging leaders to remain internationally competitive;

- **Impact and ongoing relevance:** A critical mass of Canadian scientific experts is actively involved throughout the project and use of the research data infrastructure will be maximized through optimal access mechanisms; The research enabled has the potential to lead to significant tangible benefits to society, health, the economy and/or the environment;
- **Feasibility:** The research data infrastructure project's scope is clearly defined and the technical experts have the necessary expertise and experience to design, develop and deliver the project within 36 months.

## 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 scientific or technical experts;
- 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 scientific or technical experts;
- are currently affiliated with the project leader's or the scientific or technical experts' institutions, organizations or companies — including research hospitals and research institutes;
- are closely professionally affiliated with the project leader or one of the scientific or technical experts, as a result of having in the last six years:
  - frequent and regular interactions with the project leader or one of the scientific experts 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 scientific experts;
  - collaborated, published or shared funding with the project leader or one of the scientific experts, or have plans to do so in the immediate future;
  - been employed by the administrative institution;
  - feel for any reason unable to provide an impartial review of the proposal.

Note: The decision to use the suggestions remains with the CFI.

## Chapter 4 – Submission process

### Notice of intent submission

Notices of intent for the second competition of the Cyberinfrastructure Initiative – Challenge 1 must be submitted through CAMS. The CFI does not require a hardcopy of the NOI; however, a list of all NOIs on which the institution is the administrative or a collaborating institution 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 NOIs must be sent by email (to [cyber@innovation.ca](mailto:cyber@innovation.ca)) by May 12, 2017.

### Collaboration with provinces

The CFI will share a list of the NOIs and of the proposals 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 the project.

## Appendix 1: Template – Notice of intent cover letter

May 12, 2017

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 Cyberinfrastructure Initiative – Challenge 1 competition*

Dear Mr. Nasser-Eddine,

In response to the CFI's *Call for Proposals* for the Cyberinfrastructure Initiative – Challenge 1 competition, I am pleased to submit the NOIs outlined in the attached document.

Sincerely,

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President (or authorized signatory)

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Signature

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Institution

Name of institution: \_\_\_\_\_

Table 1: List of projects led by institution

Project #	Project leader (Last name, first name)	Project title	Total project cost (\$)	Amount requested from the CFI (\$)	Collaborating institution(s) (use a comma separated list, if applicable)

Table 2: List of projects on which the institution is collaborating

Project #	Lead institution	Project leader (Last name, first name)	Project title	Total project cost (\$)	Amount requested from the CFI (\$)

