

## 2017 Innovation Fund – institutional internal decision-making process

The 2017 Innovation Fund (IF) *guidelines for completing a notice of intent and a proposal* state that at the time of proposal submission “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.”

Through this brief description, the CFI would like to gain a better understanding of how your institution set priorities and made strategic choices in the selection of IF projects to submit for the 2017 competition. We are asking institutions to offer insight into their decision-making process by including the following information:

- A brief outline of the main steps of your internal selection process — from the beginning to the proposal submission phase (e.g. what kickoff planning activities are conducted prior to or after the draft Call? Is the process centrally managed or delegated to faculties? How do you go about the internal/external review of draft NOIs or proposals?).
- Key factors for selecting institutional and multi-institutional projects (e.g. alignment with SRP and/or provincial/federal priorities, maturity of projects, envelope considerations). Please include the **number and value** (amount requested from the CFI) of projects considered for NOIs that were submitted and not submitted.
- Considerations and planning process for proposing strong multi-institutional projects, if applicable.
- How the list of published NOIs is used to better position and differentiate institutional proposals and/or to collaborate with other institutions.

We ask that you please keep your submission under two pages.