

CANADA FOUNDATION FOR INNOVATION

Exceptional Opportunities Fund – COVID-19 for colleges, polytechnics and Cégeps

Guidelines for completing a proposal
JULY 2020

INNOVATION.CA



PROGRAM DESCRIPTION

These guidelines are for researchers and research administrators preparing and submitting a proposal to the Exceptional Opportunities Fund (EOF) – COVID-19 competition for colleges, polytechnics and Cégeps.

The threat of infectious disease continues to be a major global concern for human health and is a key driver of healthcare system costs, human lives lost and economic turmoil. According to the United Nations, we are now facing an unprecedented “global health crisis — one that is killing people, spreading human suffering, and upending people’s lives. But this is much more than a health crisis. It is a human, economic and social crisis. The coronavirus disease (COVID-19), which has been characterized as a pandemic by the World Health Organization (WHO), is attacking societies at their core.”¹

In response to the current pandemic, the CFI is launching an EOF – COVID-19 competition for colleges, polytechnics and Cégeps and investing up to \$2 million with the objective of supporting urgent needs for equipment for ongoing applied research and technology development related to COVID-19. It is anticipated that the success rate will be approximately 60 percent. As an exception to our usual competitions, the CFI will cover up to 100 percent of the eligible costs of a project. However, the CFI encourages institutions to seek funding from other partners when possible, as this will broaden the scope of the initiative.

The EOF competition for colleges, polytechnics and Cégeps is open for proposals from all disciplines that can demonstrate a direct and immediate impact on current and pressing research issues related to COVID-19. This may include, but is not limited to, diagnostic and screening tools, sanitation processes, design of protective equipment, workspace and public space design, innovation in healthcare delivery, and community support and social countermeasures.

To qualify for this funding opportunity, a project must meet the following requirements:

- The infrastructure component must be an indispensable element of an ongoing applied research or technology development project related to COVID-19.
- The infrastructure component **must be acquired at the latest by March 31, 2021.**

Proposals are evaluated based on the following assessment criteria:

- Research or technology development
- Researchers
- Infrastructure

1 <https://www.un.org/development/desa/dspd/everyone-included-covid-19.html>

Submission deadline

The deadline for submitting proposals is **September 15, 2020 at 23:59 EDT**. Please note that the CFI Awards Management System (CAMS) will be ready to receive proposals starting **July 16, 2020**.

Eligible institutions

Colleges, polytechnics and Cégeps recognized as eligible by the CFI can apply to this competition.

Eligible researchers

This competition is open to participants currently engaged in applied research or technology development activities related to COVID-19 that are innovative and feasible. One to five participants, including researchers and public- and private-sector partners may be listed on the proposal.

Eligible infrastructure projects

Eligible institutions can submit one proposal requesting between \$20,000 and \$50,000 from the CFI.

To qualify for this funding opportunity, a project must meet the following requirements:

- The infrastructure component must be an indispensable element of a current applied research or technology development project related to COVID-19.
- The infrastructure component **must be acquired at the latest by March 31, 2021**.

Please note that construction costs are not eligible expenses for this competition. However, costs of minor renovations are eligible if the renovations can be completed by **March 31, 2021**.

To be eligible for funding, research infrastructure expenditures must have been incurred after **April 1, 2020**. We consider expenditures incurred when goods are received, services have been rendered or work has been performed.

For more information on CFI eligibility guidelines, please refer to the CFI's [Policy and program guide](#).

PROPOSAL STRUCTURE

Researchers and research administrators will use the [CFI Awards Management System \(CAMS\)](#) to prepare, share and submit proposals to the EOF – COVID-19 competition for colleges.

The proposal consists of three separate CAMS modules:

Project module: information about the proposed project and how it meets the criteria of the funding program.

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
- Researchers
- Assessment criteria

Project information

This section captures basic information about the project such as the title, applicant institution and keywords.

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 in the context of the COVID-19 pandemic. Focus on the expected impact. 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 on its website.

Researchers

Researchers included in the proposal must have a CAMS account and agree to participate in the project before the proposal can be submitted to the CFI. The CFI curriculum vitae of the researchers will not be appended to the proposal.

Assessment criteria

Upload a PDF document that contains key information on how the proposal meets the [assessment criteria for this program](#). (See page 7 for details on the assessment criteria.) Ensure that the document follows the guidelines for attachments. Address each criterion in the order in which they appear below.

Each assessment criterion will be evaluated against a standard. Each criterion includes aspects that must be addressed in the proposal. Expert reviewers will be asked to rate the degree to which the proposal meets each standard. Institutions will be given a maximum of three pages to address all three assessment criteria.

Finance module

The finance module consists of the following sections:

- Cost of individual items
- Letter of support from partner
- Contributions from eligible partners (if applicable)
- 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 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

Bundle items into functional groupings when completing the Cost of individual items section. Provide details and justification for each item within a group when you address 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 they can be provided to the CFI upon request.

Please note:

- The total eligible costs must include taxes (net of credits received), shipping and installation.
- Follow your existing institutional policies and procedures when preparing budget estimates. Costs included in this budget must be close estimates of fair market value. Refer to the CFI's [Policy and program guide](#) for information on how in-kind contributions must be assessed.
- Projects funded under this competition will not generate funding from the Infrastructure Operating Fund (IOF). However, **institutions may use an amount of up to 10 percent of the total eligible costs in the project's budget for the operation and maintenance costs of the infrastructure.**

This amount should be listed in the Cost of individual items section as a separate line item titled "O&M costs." For example, in a project of \$20,000 (total eligible costs), equipment costs would be \$18,000 and O&M costs would be \$2,000.

Letter of support from partner

Provide a letter of support from a partner (e.g. private company, public health agency, university with whom the college, polytechnic or Cégep does collaborative research) outlining how the infrastructure will be used in support of current COVID-19 research and for any research or technology development activities in the future. The letter of support should be uploaded as a PDF and should be a maximum of two pages.

Contributions from eligible partners (if applicable)

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. 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

For this competition, the requested infrastructure must be used exclusively for research related to COVID-19 and associated training. Please enter 100 percent utilization in the "research" category.

Suggested reviewers module

Identify a minimum of three reviewers who are well-qualified to review the proposal and who are not in 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 other researchers included in the proposal;
- 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 other researchers included in the proposal;
- are currently affiliated with the project leader's or other researchers' institutions, organizations or companies, including research hospitals and research institutes;
- are closely professionally affiliated with the project leader or other researchers, as a result of having in the last six years:
 - frequent and regular interactions with the project leader or other researchers in the course of their duties at their department, institution, organization or company;
 - been a supervisor or a trainee of the project leader or other researchers;
 - collaborated, published or shared funding with the project leader or other researchers, or have plans to do so in the immediate future;
 - been employed by the applicant institution;
- feel for any reason unable to provide an impartial review of the proposal.

Note: the decision whether to use suggested reviewers remains with the CFI.

ASSESSMENT CRITERIA

RESEARCH OR TECHNOLOGY DEVELOPMENT

The applied research or technology development activities related to COVID-19 are innovative, feasible and timely.

- Describe the proposed applied research or technology development activities related to COVID-19.
- Demonstrate the innovativeness and feasibility of the proposed activities by positioning them within the context of fighting the COVID-19 pandemic.

RESEARCHERS

The researchers have the expertise or relevant collaborations to conduct the applied research or technology development activities.

- Describe the researchers' track record, including scientific and technical expertise relevant to conduct the proposed activities.

INFRASTRUCTURE

The infrastructure is necessary and appropriate to conduct the applied research or technology development activities.

- Describe each item and justify its need to conduct the proposed activities. 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.

GUIDELINES FOR PROPOSAL PREPARATION

It is important that all submissions conform to the guidelines provided on the CAMS electronic proposal forms as well as those outlined in this document. It is strongly recommended that researchers and research administrators review the completed forms before submitting them electronically to ensure that proposals comply with these guidelines.

Guidelines for attachments

CAMS will automatically paginate 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 proposal must be clear and easily readable. Legibility is paramount and should take precedence in the selection of an appropriate font for use in the proposal. Use a 12-point, black-coloured font and 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 applicant institution on the top left 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 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 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 proposal. Failure to adhere to these guidelines may result in the CFI returning a proposal for revision.

REVIEW AND DECISION MAKING

Review process

Each proposal will be evaluated according to its own merit by a Multidisciplinary Assessment Committee with appropriate expertise. Reviewers will rate the degree to which the proposal meets each criterion using an assessment scale.

Funding decisions

The CFI Board of Directors will make the final decision on funding for each proposal. Institutions will be notified by email when decisions and review materials are uploaded in CAMS.