Canada Foundation for Innovation
John R. Evans Leaders Fund

Pre-Award Information Session

Research Services Office

November 28, 2018

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Agenda

I. Overview
- Sponsors
- Application process and timelines

II. JELF application
- Project Module
- Finance Module

III. Questions

Canada Foundation for Innovation (CFI)
John R. Evans Leaders Fund (JELF)

- CFI is a federal funding agency
- Their JELF program is the main sponsor of infrastructure and equipment in Canada
- Infrastructure used to support innovative research
- Up to a maximum 40% of total project cost
- Proposals can request up to $800K from CFI, with a maximum total project cost of $2M

John R. Evans Leaders Fund (JELF)

Applicant(s):

Up to three researchers may be listed on the proposal when there is a demonstrated need to share infrastructure:

- Current faculty member(s) with a full-time academic appointment
- Researcher who in the process of being recruited to a full-time academic position in an area of strategic importance

John R. Evans Leaders Fund (JELF)

Assessment Criteria:

Proposals are evaluated against five criteria:

- Research or technology development
- Researchers
- Infrastructure
- Institutional commitment and sustainability
- Benefits to Canadians

John R. Evans Leaders Fund (JELF)

Review Process:

- CFI contribution < $400K → two reviewers
- Both reviews must be positive for funding
- If the first two reviews do not agree, CFI may a) request a teleconference with the reviewers; b) use a third reviewer; c) seek input of the JELF Advisory Committee
- Funding decision 5–6 months from application

Ministry of Economic Development, Job Creation and Trade
Ontario Research Fund – Small Infrastructure (ORF-RI)

- Ontario provincial sponsor that matches the CFI JELF
- Up to a maximum 40% of total project cost
- Ministry contribution never exceeds CFI contribution
- JELF and ORF-RI, combined, will cover up to 80% of total project cost

Ontario

Ontario Research Fund Small Infrastructure (ORF-RI)

Evaluation Criteria:

- Quality of proposed research or technology development
- Expertise of researchers
- Need for infrastructure
- Training of high quality trainees
- Partnerships and required collaborations
- Benefits to Ontario

Ontario Research Fund
Small Infrastructure (ORF-RI)

Review Process:

- Ministry waits for CFI funding decision, then renders its funding decision 5 months afterwards
- Funding decision 10–11 months from application
- No CFI award → no Ministry award

CFI JELF Application Process

Internal Draft Deadline:

- Complete <u>all modules </u>of the application on CAMS
- Do not click complete/confirm
- Email a <u>Word version </u>of the following sections to Research Services
    - → Plain language summary
    - → Assessment criteria
    - → Construction or renovations plans (if applicable)
    - → Selections for *Attraction and Retention* and for *Past/Current CFI Investments*
- Also email back a completed internal budget template
- Feedback (editorial, budgetary) will be emailed to applicant within approximately 10 business days

CFI JELF Application Process

Internal Final Deadline:

- Finalize all modules and upload sections on CAMS
- Click complete/confirm
- Notify Research Services by email upon completion

MRA Deadline:

- List two sponsors (CFI & Ministry) and three programs (JELF, IOF, ORF)
- Submit three business days before the internal final deadline
- Research Services will submit the CFI JELF application on behalf of the applicant only when the MRA is received

ORF-RI Application Process

Internal Draft Deadline:

- Complete <u>all sections</u> of the application
- Email the draft Word version to Research Services
- Feedback (editorial, budgetary) will be emailed to applicant within 10 business days

Internal Final Deadline:

- Finalize all sections of application
- Email the final Word version to Research Services
- No MRA is required
- Research Services will submit the ORF-RI application on behalf of the applicant

Timelines

CFI JELF

- Internal Draft Deadline: January 9, 2019
- Internal Final Deadline: February 7, 2019
- MRA Deadline: February 7, 2019
- Sponsor Deadline: February 15, 2019

ORF-RI

- Internal Draft Deadline: March 5, 2019
- Internal Final Deadline: March 25, 2019

CFI JELF Application

- Set up a CFI Award Management System (CAMS) account at https://www.innovation.ca/

- Application consists of the following modules:
  - Curriculum vitae
  - Project module
  - Finance module
  - Suggested reviewers module

Project Module

- Project information
- Plain language summary
- Researchers
- Assessment criteria
- Financial resources for operation and maintenance
- Attraction and retention of leading researchers
- Past/current CFI investments

Assessment Criteria (15 pages max.)

The exact distribution of pages is at the applicant's discretion. The following is a suggested distribution of pages:

- Research or technology development (6–7 pages)

- Researchers (1–2 pages)

- Infrastructure (4–5 pages)

- Institutional commitment and sustainability (1–2 pages)

- Benefits to Canadians (1 page)

NOTE: There is no separate references section; references count toward the 15 pages and should be concise.

Research or Technology Development

Introduction

- What is the major goal of your research?

- How is this goal significant (to the institution's priorities, to your field, to Canada) and innovative?

- How will <u>the infrastructure</u> allow you to meet your goal?

"The goal of this research program is the development of new materials for A. To achieve this goal, the research team must be able to precisely measure B in combination with C. The requested infrastructure will permit this level of precision for the first time [in Canada or the world]."

Research or Technology Development

Proposed Research

- What are your key objectives and what methods will you use? Describe key research activities.
- State how the infrastructure will be used to achieve each of the main objectives. Emphasize feasibility of your plan.

Originality and Impact

- What sets your work apart? Nationally? Internationally?
- If similar projects exist, how is your research unique?
- What impact will it have within and beyond academia?

"Although there have been recent studies on X, this research program will be the first time that measurements of X will be combined with Y to produce Z."

Researchers

Why should CFI fund this infrastructure for <u>you</u>?

- Describe your expertise and leadership in your field.

- Describe your previous experience using the requested equipment. Show that you are an optimal user.

- How will you build on your expertise with the requested infrastructure to make new breakthroughs (reach your potential)?

Researchers

What existing collaborations and partnerships are essential for the research?

- Keep your focus on the role that the requested infrastructure will play in collaborations and partnerships.

- What will these partnerships accomplish with the infrastructure (and, conversely, what will be lost without it)?

- Clearly state how each partner contributes to the whole.

- Include collaborators within and outside the University, if possible.

- Specify degrees of collaboration (e.g., informal exchanges, co-authorship, signed agreements).

Infrastructure

Justification for the Infrastructure

Describe each item listed in the *Cost of Individual Items* section. Include the following information:

- The item number and total cost/in-kind amounts
- A detailed description of the equipment/components
- Why the equipment is critical to your research—refer to specific research activities
- Why you chose this model/type of equipment (special features, best value for money)
- How long the infrastructure will last (expected life span)

Infrastructure

For equipment **grouped into systems**:

- Provide enough detail so that the CFI reviewers can assess what the system will do, but be general enough to give yourself flexibility.

- If the system described in the line item is an integrated system (i.e., one for which the vendor supplies a single quote for the entire working assemblage), state this point clearly so that the one cost given is accepted.
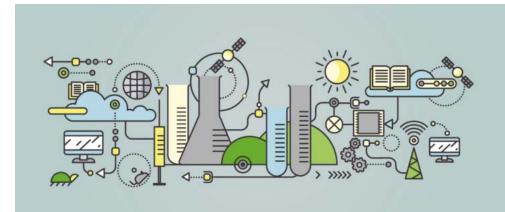
UNIVERSITY OF TORONTO

Infrastructure

- **Include the number of years for the extended warranty:** Warranty and/or service contracts purchased *at the same time* as the research infrastructure are eligible costs.

- **High Performance Computing (HPC—$100K or higher):** CFI now puts conditions on any award containing HPC, so it is best to consult Compute Canada before submission.

- **Major unique items:** If items are being specially developed for your project, you should consider the method of valuation in your justification.

- **Fair Market Value:** A fair market value assessment should be undertaken for equipment purchase when there is a vender deep discount (in kind).

Infrastructure

Need for the Infrastructure

- How the infrastructure is unique/combines with other equipment to create a unique research capability OR

- If similar infrastructure exists elsewhere, explain why it is inaccessible or inappropriate

Institutional Commitment and Sustainability

Operation and Maintenance Plan

- Describe the O&M needs of the infrastructure over its useful life.

  → Show that you understand your expected costs!

- Demonstrate that resources are available to cover these costs. Identify the sources of support

  → For example, Infrastructure Operating Fund [IOF], other institutional funds, external awards, user fees.

- You are responsible for ensuring that the infrastructure remains operational over its useful life.

  → "Useful life" is the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose, factoring in normal repairs and maintenance.

Financial Resources for Operation and Maintenance

Operation and maintenance budget summary

Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel	0	0	0	0	0	0
Supplies	0	0	0	0	0	0
Maintenance and repairs	500	500	500	500	500	2,500
Services	0	0	0	0	0	0
Other (specify)	0	0	0	0	0	0
Total	**$500**	**$500**	**$500**	**$500**	**$500**	**$2,500**

Funding sources

Funding sources	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Institutional contributions	500	500	500	600	400	2,500
Other organizations	0	0	0	0	0	0
User fees	0	0	0	0	0	0
Other (specify)	0	0	0	0	0	0
Total	**$500**	**$500**	**$500**	**$600** ✓	**$400** ✗	**$2,500**

Institutional Commitment and Sustainability

Include an appropriate management plan that addresses all of the following points:

- How will research activities be managed, and by whom?

- How will utilization of the infrastructure be monitored?

- How will security and access to the facility be monitored?

- How will upgrades to the infrastructure be determined and implemented?

- How will the initial and ongoing training be carried out?

- If offering the infrastructure to others, how will use be scheduled and will user fees be charged?

Benefits to Canadians

How will Canadians benefit from your research?

- Consider economic, social, health, and/or environmental benefits (**i.e., tangible benefits that go beyond academia**).

- Economic impact can include wealth generation or cost savings. When you discuss economics, use plausible numbers (e.g., Statistics Canada; Innovation, Science & Economic Development Canada).

"Disease X currently costs Canadians $Y million each year. We will use the [infrastructure] to develop a new method for Z that could significantly reduce these costs."

Benefits to Canadians

- Explain how the requested infrastructure is **essential for highly qualified personnel (HQP) training.**

- Is this a unique training opportunity?

- What new skills will be acquired?

- Why does Canada need people trained with this infrastructure (within and beyond academia)?
  - Use industry statistics to back up this point, if possible.
  - Where are your graduates employed?

- Estimate how many HQP will be trained.

Benefits to Canadians

How will you disseminate your research results?

- Outline plans for knowledge mobilization/technology transfer.

- Who will use the results of the research? Identify potential end users.

- Describe potential for commercialization (if applicable).

Attraction and Retention

Completed by Research Services

No <u>Save</u> button – send a text version of your choices to RSO.

Past/Current CFI Investments

Completed by Research Services

No <u>Save</u> button – send a text version of your choices to RSO.

Past/current CFI investments (To be completed by the institution)

Please select whether this proposal:

- ○ enhances research capacity in an area in which the CFI has made past investments;
- ○ enhances research capacity in an area in which the CFI has not previously invested;

Please indicate if requested infrastructure will support the research activities of :

- ○ one researcher or a small group of researchers listed in the proposal;
- ○ researcher(s) as well as departmental needs

Please state if the requested infrastructure :

- ○ is a stand alone
- ○ integrates an infrastructure pool at an institutional core facility;
- ○ supports the needs of an MSI facility

Finance Module

- Cost of individual items
- Construction or renovations plans (if applicable)
- Contributions from eligible partners
- Infrastructure utilization

Cost of Individual Items

- List price of an equipment: $110,000

- Educational discount: $10,000

- Net educational price: $100,000
  - CFI contribution up to 40%: $40,000
  - ORF contribution up to 40%: $40,000

- **The remaining 20% or $20,000 must be covered by other funding partners**

Funding Partners

Eligible Partners

- Institutional funds (faculty, department, start-up)
- Private sector companies, e.g., vendors
- Some federal, provincial, or municipal agencies
- Non-profit organizations
- Individuals (donations)

Non-Eligible Partners

- Tri-Agencies (CIHR, NSERC, SSHRC)
- Funding cannot be used to leverage CFI/ORF

Vendor Deep Discounts

- To cover the remaining 20% of the total project cost, researchers frequently partner with vendors.
  - No cash should be exchanged between vendor and applicant

- Discounts that are *over and above* standard educational discount

- Example:

List price:	$110,000
Minus educational discount:	$10,000
Net educational price:	$100,000
Minus CFI deep discount:	$20,000
Net selling price:	$80,000

Quote and Calculating Cost

List Price	110,000
Educational Discount @ 9%	10,000
Net Educational Price	100,000
CFI Discount (In-Kind) @ 20%	20,000
Net Selling Price	80,000
Add shipping/brokerage	2,000
Add taxes @ 3.41%	2,796
Cash	84,796
In Kind	20,000
Total Eligible Cost	104,796
CFI @ 40%	41,918
ORF @ 40%	41,918
Institution @ 1%	960
Cash (CFI, ORF, Institution) @ 81%	**84,796**
In Kind @ 19%	**20,000**
Total Eligible Cost	**104,796**

Cost of Individual Items

Cost of Individual Items

1. **All items must be eligible**
   - Eligibility guidelines found in section 4.6 of the Policy and Program guide (pages 13–18)

2. **Obtain quotes, if possible**
   - It is important to create a realistic budget
   - Obtaining quotes DOES NOT commit the applicant to a particular vendor

3. **Equipment or components that physically connect or work together should be grouped into "systems"**
   - Provide detail in the Infrastructure section

Cost of Individual Items

4. Number of items

- Enter the number of major equipment in the line item (e.g., 3 microscopes, 2 workstations, etc.)
- Do not enter the number of component parts that comprise a system

5. Include all the extra costs

- Include tax (3.41%), shipping, brokerage fees as part of cash portion
- Do not add tax to in-kind portion

6. Build in contingency for foreign currency

- USD exchange rate = 1.4–1.5

Construction or Renovation Plans

Include details of the renovation

- Describe the space and type of work
- Include direct costs, soft costs and contingency costs
- Timeline for start, expected completion, and occupancy dates
- Floor plan and space layout of each room

Specify the full cost to renovate the space

- Renovation that is part of a larger undertaking should have separate costing at the onset

Contributions from Eligible Partners

Add partner
3 entry(ies) found

Partner name	Partner type	Cash	In-kind	Total	Secured or expected	Delete
Ontario Research Fund	Provincial governments (departments or agencies)	$41,918	$0	$41,918	Expected	✖
University of Toronto	Institutions, trust funds or foundations	$960	$0	$960	Secured	✖
Various Vendors	Corporations/firms	$0	$20,000	$20,000	Expected	✖

i If applicable, outline partner contributions that are expected but not yet secured, and indicate plans for securing these funds.

3000 characters   4%

An application for matching funding will be made to the Ontario Research Fund. Vendor deep discounts will be realized at the point of purchase.

Internal Budget Template

Infrastructure Utilization

	Percentage
Research/technology development and associated training	100
Education, excluding research / technology development training (not eligible for CFI support)	
Administration	
Clinical or other service function	
Other (specify)	
50 characters	
Total	**100%**

i Give a breakdown of the eligible costs included in each of the above categories.

If the infrastructure is used for non-CFI-eligible purposes, explain how the percentage of utilization was determined in each category and how the budget was pro-rated.

3,000 characters   2%

The requested infrastructure will be used exclusively for research and research training.

Infrastructure Operating Fund (IOF)

- Each successful CFI award will be automatically awarded an Infrastructure Operating Fund (IOF) award

- The amount of the IOF is equal to 30% of the CFI award

- IOF funds are only used to keep the CFI-funded infrastructure in "research-ready mode"

- Eligibility guidelines found in section 4.7 of the Policy and Program guide (pages 19–20)

Financial Resources for Operation and Maintenance

Operation and maintenance budget summary

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Total	**$500**	**$500**	**$500**	**$600** ✓	**$400** ✗	**$2,500**

Suggested Reviewers

- Include at least six suggested reviewers.

- Reviewers must not be in a conflict of interest:

  - Personal relationship

  - Professional relationship/past or current collaborations (past six years)

  - Material stake in the funding outcome

  - Affiliated with U of T

- Do not include reviewers who hold appointments at any U of T campus or affiliated hospital.

Other Important Points

CFI Research Facilities Navigator

- "Navigator" is a searchable directory of research facilities that was created to help businesses and other organizations find the cutting-edge facilities, equipment, and expertise that they require to meet their research and innovation needs.

- Navigator offers U of T researchers an effective way to promote their labs and expertise to potential research partners in the private sector.

- U of T projects funded by CFI are ***expected*** to post a profile on the Navigator website.

- navigator.innovation.ca/en/home

Important Documents and Online Tools

Research Services Website: CFI JELF Information (including Tip Sheet)
http://www.research.utoronto.ca/research-funding-opportunities/john-r-evans-leaders-fund-formerly-leaders-opportunity-fund-research-infrastructure-orf-ri/

CFI John R. Evans Leaders Fund Website
https://www.innovation.ca/awards/john-r-evans-leaders-fund

CFI John R. Evans Leaders Guidelines for Completing JELF Proposals
https://www.innovation.ca/sites/default/files/Funds/JELF/june2018/jelf_guidelines_for_completing_a_proposal.pdf

CFI Policy and Program Guide
https://www.innovation.ca/sites/default/files/file_uploads/policy_and_program_guide_2017.pdf

CFI Award Management System (CAMS)
https://www.innovation.ca/

Questions?