Canada Foundation for Innovation
John R. Evans Leaders Fund

Office of the Vice-President (Research and International)
Office of Research Services

January 11, 2017—10:00am to 12:00 p.m., Fort Garry
January 12, 2017—10:00 a.m. to 12:00 p.m., Bannatyne
John R. Evans Leaders Fund (JELF)

• assists universities in attracting and retaining excellent faculty

• an allocation-based fund - the maximum amount of funding is predetermined.

• serve the infrastructure needs of individual faculty, or groups of up to three faculty members → a need to share infrastructure
John R. Evans Leaders Fund (JELF)

Statistics:

• Up until now, UM received over $27 million
  - Leaders Opportunity Fund (LOF) + JELF for both unaffiliated and Partnerships (CRC and SSHRC)
• Over $19 million = JELF + LOF unaffiliated
• High success rate (91%)
John R. Evans Leaders Fund (JELF)

Eligibility

- New Investigators - within the first 3 years of their appointment at the U of M.
- Can be applied individually or as a group

Award amount: of the total project costs

- 40% - from CFI; 40% - from Research Manitoba; 20% - Researcher’s responsibility
John R. Evans Leaders Fund (JELF)

Eligibility…

Individually: up to $400K total, with a $160K CFI and Research MB component;

Two: up to $600K total, with a $240K CFI and Research MB component;

Three: up to $800K total, with a $320K CFI and Research MB component.
Application

Where do you begin?.....

• Consult with, and obtain approval from Department Head & Dean’s/Director’s Office

• Comply with established Faculty/School procedures and deadlines

• DH→ADR/Dean’s office →internal deadlines → ORS March 1, 2017

• Application Form- CFI’s Awards Management System (CAMS) http://www.innovation.ca/en/CFIOnline
Application

Internal processes

• Administrative review
• The University’s CFI Advisory Committee
• Work with mentors
• Review by ORS
• Final draft – June 01
JELF Assessment

Merit-based assessment on three criteria:

1. Quality of research and the need
2. Enhancement of capacity for innovation
3. Benefits to Canada

► Incomplete proposals will not be reviewed by Advisory Committee

► The internal competition will be rigorous - submit well-developed application
Project Module

Project Summary (2 pages)

• An executive summary that concisely addresses the established criteria

• Grab the reviewers’ attention and generate excitement

• Avoid:
  ▪ jargons
  ▪ broad statements
Project Module… Cont’d

Assessment Criteria: Research or Technology Development

- The significance, innovativeness, originality and timeliness of the study
- Clear research plan: activities and methodologies
- Clear integration between themes
- Connect research with the requested equipment
- Show planned studies that are not currently possible without the requested equipment.
Project Module… Cont’d

Assessment Criteria: Researcher(s)

- Your expertise as it relates to the proposed research activities and the requested infrastructure
- Impacts of your research and how will this infrastructure allow you to impact your field even more?
- Track record- publications, training, funding
- Collaborations/partnerships: existing, planned
Project Module... Cont’d

Assessment Criteria: Need for the Infrastructure

- Infrastructure is necessary and appropriate
- Discuss availability, accessibility, complementarity, duplication, and sharing
- Enable candidate/research group make advances
- Why is existing infrastructure insufficient?
- Equipment list: “My Research Tools”
Project Module… Cont’d

Assessment Criteria: Training of Highly Qualified Personnel HQP

- Enhance current HQP training environment
- Additional HQP to be trained (include numbers and level of studentship)
- Train HQP in new skills for careers - Where will they go ▶ careers available to HQP
Project Module… Cont’d

Assessment Criteria: Benefits to Canada

- Expected benefits to Canada and Manitoba
- Using examples show significance of the study
- Use available data to support your arguments
- How will results be realized, timeframe and end users
- Plans for knowledge translation, technology transfer
Project Module... Cont’d

Sustainability (2 page)

- Importance of project to the University - provide evidence of University’s support
- Sources of support for Operation and Maintenance costs
- How does this proposal further the institutional SRP and will help attract and/or retain excellent researchers
Project Module… Cont’d

Suggested Reviewers (2 pages)

- six (6) individuals, may be considered by CFI in the selection of external reviewers
- Name someone who can act at arm’s length
- No conflict of interest: joint research or papers for the last 6 years, no family members, etc.
CV

• Identification
• Academic background
• Work experience
• List of published contributions
• Funding

→ be sure to explain any practice that is specific to your discipline (e.g. names in alphabetical order, or students listed as first author)
This module includes:

- breakdown of expenditures by line item
- justification for items requested
- details on funding from other partners
- plans for renovations, if applicable
Consider – does your budget include:

- **Scientific equipment?**
  - Obtain quotations directly from suppliers to determine price and in-kind contributions
  - Purchasing Services available to consult if needed at this stage

- **Renovation costs?**
  - Submit Requisition for New Work to Physical Plant as soon as possible
  - Budget will require estimate, floor plan and timeline
  - Even if no major renovation, consider electrical and HVAC needs of equipment – consult PPD if unsure
  - Is construction part of a larger undertaking?

- **IT/AV requirements?**
  - Contact IST to obtain pricing and specs of equipment that will meet UM standards

- **Other eligible costs** – database acquisition; some personnel costs
CFI Financial Information

Budget Checklist

• For each item: “total eligible cost” = “cash cost after all discounts + taxes” + “amount of CFI discount”
• Add 9.65% tax to cash cost of each item. So, (Cash)(Cash*0.0965)+In-kind Contribution = Total Eligible Cost.
• Include shipping, installation, and initial training costs.
• Factor in exchange rate if likely buying from outside Canada.
CFI Financial Information

Budget Checklist …Cont’d

• Request that suppliers provide a CFI in-kind contribution/discount
• Quotes must list CFI discount in a separate column/line as “CFI discount” or “CFI In-kind”
• Costs of service contracts/warranties must be listed separately from equipment costs, factored out by year if possible.
• Group related smaller items (<$10,000) together in your budget for greater flexibility at award finalization and in purchasing. Detail components in budget justification.
CFI Financial Information

Contact information for budget development

- **Purchasing Services – Scientific Equipment:**
  - Abiodun Oke, Senior Purchasing Consultant, 789-3348, abiodun.oke@umanitoba.ca

- **IST**
  - Antoine Brownlee, Associate Director, Client Relationship Management, 474-9952, antoine.brownlee@umanitoba.ca

- **Physical Plant**
  - Cory Fielding, Associate Director, Architectural and Engineering Services, 474-7118, cory.fielding@umanitoba.ca
CFI Financial Information

Detailed Budget Justifications (up to 6 pages)

• For each major component or system identify the items and why they are required.
  – Used for…
  – Technical specifications…
  – Essential because…

• Renovations/construction – provide details (location, size, nature of space, floor plan, etc.)
CFI Financial Information

Partner Funding Details

Eligible partner contributions

• Institutional funds (including start-up funds), trust funds or foundations
• Departments and agencies of the federal government (federal grants)
• Departments and agencies of provincial, territorial and municipal governments (provincial grants)
• Firms and corporations (vendor in-kind contributions)
• Non-profit organizations
• Individuals
Non-eligible partners

- Members of the Tri-Council: Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council (NSERC) and Social Sciences and Humanities Research Council (SSHRC)
- Tri-Council programs (e.g. Networks of Centres of Excellence, Canada Research Chairs and Indirect Costs of Research Program)

The CFI will, however, allow the cost of eligible item(s) to be covered in part by these non-eligible partners provided that this portion is not used to leverage CFI funds. The portion of an eligible item’s cost for which the CFI funding will be calculated (usually a maximum of 40 percent) will be the total cost of eligible item(s) less the funding received from the Tri-Council agency or program.
Typically, applications request infrastructure that will be used only for research.

• If potentially less than 100% research use, notify the Office of Research Services immediately (this will impact negatively on the award from CFI)

• otherwise put 100% use in the % Use column
CFI Financial Information

Sustainability and Financial Resources for Operations and Maintenance (O&M)

► Separate 2-page PDF and budget table
► Clear plan for O&M is key to successful proposal

• Summarize the institutional investments (existing and new) in this area and the value of the new CFI investment to attract/retain excellent researchers.

• Include a realistic 5-year O&M budget with expected costs and sources of funds.

• Include specific examples of supplies, maintenance, technical support your equipment will require.

• Infrastructure Operating Funds
  – 30% of CFI request
  – Call for IOF is issued in January of each year
  – Approval of Dean’s Office required for access to IOF
Best of Luck!

• CFI proposals require planning & teamwork

• Work with your Units first!

Contact Office of Research Services with any questions:

Birtukan Gebretsadik: birtukan.gebretsadik@umanitoba.ca; 480-1409

Jackie Cooney-Birch: jackie_cooney-birch@umanitoba.ca; 480-1495 (for renovation/purchasing issues)