CFI John R. Evans Leaders Fund (JELF) Proposal Development Checklist

The following checklist of “best practices” is provided to assist Faculties/Schools, Project Leaders and Principal Users in their efforts to develop CFI proposals.

CFI Project #: ____________       Project Leader: __________________________

Faculty/School/Department: __________________________

Location of infrastructure (building, room): __________________________

A. Proposal Development:

○ The Project Leader/Principal Users are familiar with the JELF program description and eligible CFI project costs.

○ The Faculty/School has (as necessary) made available support for proposal development efforts

○ Early drafts of the proposal have been reviewed by “in-house” experts (e.g. peers) to provide constructive advice.

○ For multi-unit proposals, discussions between Associate Deans (Research)/Research Liaison Officers and other senior administrators involved have taken place

B. Budget and Space considerations:

○ A location for the requested infrastructure has been identified and approved by Department/Faculty.

○ Renovation/construction cost estimates have been done or approved by Physical Plant/Facilities Management. Must include: Location(s), Size (in sq ft or sq meters), Nature (wet or dry lab etc.), Detailed & Overall cost per sq. ft. or meter) among other things – See 4.6.2 of CFI Policy and Program Guide

○ Purchasing Services have been consulted on proposals requesting large/complex or customized equipment.

○ Information Service and Technology have been consulted if infrastructure request includes IT component

○ Source of the required matching funding has been discussed and confirmed (e.g. vendor in-kind contributions, start-up funding…).

○ Discussions with the Faculty/School and Departments have been held about on going operational and maintenance cost requirements above and beyond CFI IOF contribution (funding sources, management plans).

C. Application Readiness:

○ The proposal has been reviewed for overall structure and format, flow, grammar and style.

○ The proposal addressed each of the specific CFI questions under each section (see Guideline for completing a JELF proposal)

○ The CVs are up to date and adheres to CFI’s requirements