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 LOF 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