Canada Foundation for Innovation
John R. Evans Leaders Fund

November 5, 2020 — 10:00 a.m. to 11:30 a.m.
November 6, 2020 — 10:00 a.m. to 11:30 a.m.

Virtual Workshops in Microsoft Office Teams
Workshop

• Introduction to JELF
• Proposal Overview and Modules
• Researcher Experience
  • Thursday: Dr. Fenton Litwiller, Faculty of Kinesiology and Rec Management
  • Friday: Dr. Aleeza Gerstein, Faculty of Science
• Application Discussion with Research Facilitators
  • Thursday: Dr. Chantal Bassett, Faculty of Agricultural and Food Sciences
  • Friday: Dr. Jodi Smith, Faculty of Health Sciences
• Final Q&A
WHAT IS THE JELF?

Introduction to the John R. Evans Leaders Fund
John R. Evans Leaders Fund (JELF)

WHAT: Serve the infrastructure needs of individual faculty, or groups of up to three faculty members → a need to share infrastructure.

WHY: Assists universities in attracting and retaining excellent faculty.

HOW: The UM receives an allocation (i.e. max amount of funding is predetermined) and submits strong proposals to the CFI.

WHO: New Investigators within the first 3 years of their appointment at the UM (as of June 15, 2021).

Full-time academic faculty members with professorial or academic librarian rank, holding tenure or tenure-track appointments, and geographical full-time (GFT) academic faculty members who have a minimum 40% protected time for research.
John R. Evans Leaders Fund (JELF)

ADDITIONAL ELIGIBILITY CONSIDERATIONS:

• Impact of career interruptions and personal circumstances;
• Extended period of time taken from research;
• Productivity slowed down, e.g. pregnancy, early childcare, eldercare and illness.
University of Manitoba (UM) Statistics

Unaffiliated (*excludes Partnership Streams*)

- **Leaders Opportunity Fund (LOF):** $16,890,154 (*CFI portion only*)
- **JELF:** $8,197,415 (*CFI portion only*)
  - JELF - High success rate:
    - UM success rate: 94%
    - UM 5 year success rate (2014-2019): 93%
Proposal Overview

Stages of Application Development
Important Dates
Internal Criteria
3 Stages of Application Development

1: Initial
• Consult with Faculty/School and obtain approval: e.g. Dept Head, Dean/Director
• Access and begin application online, in the CFI “CAMS” portal: Innovation.ca/awards/CAMS

2: Internal
• Comply with internal Faculty/School procedures & deadlines
• Administrative Review: e.g. ADR & Research Facilitators
• Prepare for submission: e.g. Dept Head to ADR/Dean’s Office to ORS
• FAAF is not required

3: ORS
• University CFI Advisory Committee review and ranking
• Successful proposals work with mentors
• ORS Initial Review
• ORS Final Review
• Submission to CFI
## Important Dates – Federal Funding (CFI)

<table>
<thead>
<tr>
<th>Stage</th>
<th>Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Internal Submission</td>
<td>Varies <em>(please contact your Faculty)</em></td>
</tr>
<tr>
<td>2. ORS Submission</td>
<td>March 1, 2021 (4:30pm)</td>
</tr>
<tr>
<td>3. Advisory Committee Decisions</td>
<td>April 23, 2021</td>
</tr>
<tr>
<td>4. ORS Final Submission</td>
<td>June 1, 2021 (4:30pm)</td>
</tr>
<tr>
<td>5. CFI Submission</td>
<td>June 15, 2021</td>
</tr>
<tr>
<td>6. CFI Results</td>
<td>End of November, 2021</td>
</tr>
</tbody>
</table>

► Incomplete proposals will not be reviewed by Advisory Committee

► The internal competition will be rigorous- submit well-developed application
## Important Dates – Provincial Funding (RM)

<table>
<thead>
<tr>
<th>Stage</th>
<th>Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RM Opens Application Process</td>
<td>TBD [~December 1, 2021]</td>
</tr>
<tr>
<td>2. ORS Submission</td>
<td>TBD [~January 3, 2022 (4:30pm)]</td>
</tr>
<tr>
<td>3. RM Submission</td>
<td>TBD [~January 10, 2022 (4:00pm)]</td>
</tr>
<tr>
<td>4. RM Results</td>
<td>TBD [~March 1, 2022]</td>
</tr>
</tbody>
</table>

- Applications will be made available to successful CFI applicants
- CFI funding will not be processed until RM funds are awarded
## Important Dates – Post Award Process

<table>
<thead>
<tr>
<th>Stage</th>
<th>Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Post Award Workshop</td>
<td>TBD [~February, 2022]</td>
</tr>
<tr>
<td>2. CFI Award Finalization and Amendments</td>
<td>TBD [~March, 2022]</td>
</tr>
<tr>
<td>3. CFI Award Agreement</td>
<td>TBD [~April, 2022]</td>
</tr>
<tr>
<td>4. FOP Account Setup</td>
<td>TBD [~April, 2022]</td>
</tr>
<tr>
<td>5. Construction Deadline</td>
<td>TBD [End of May, 2023]</td>
</tr>
<tr>
<td>6. Purchasing End Date</td>
<td>Option 1: April, 2022 – <strong>September, 2023</strong></td>
</tr>
<tr>
<td></td>
<td>Option 2: April, 2022 – <strong>March, 2024</strong></td>
</tr>
</tbody>
</table>

- The above timeline does not account for extensive amendments or additional delays
- If possible, purchases should not begin until funding accounts are established (see #4)
JELF Assessment… Internal Criteria

Internal Merit-based assessment on three criteria:

Based on CFI’s criteria, the University has outlined 3 criteria:

1. Quality of research and the need
2. Enhancement of capacity for innovation
3. Benefits to Canada
JELF Assessment… Internal Criteria

1. Quality of the research and need for the infrastructure
   • Originality and innovative potential
   • Candidate’s research leadership, research contributions and potential ability
   • Appropriateness of the infrastructure
   • Sustainability including operation and maintenance of the infrastructure on an ongoing basis
JELF Assessment…  Internal Criteria

2. Contribution to strengthen the capacity for innovation

• Enhance and sustain institutional capacity
• Cultivate a stimulating and enriched environment for training HQP
• Facilitate productive collaboration among researchers and users of research results
JELF Assessment… Internal Criteria

3. Potential benefits to Canada

- Support improvement to society, health, the environment, quality of life or public policy
- Contribute to increased economic activity
Project Module

Project Information
Plain Language Summary
Researchers
Assessment Criteria
Financial Resources for Operation and Maintenance
Project Module… Info, Summary, Researchers

JELF GUIDELINES: [https://www.innovation.ca/sites/default/files/Funds/JELF/nov2018/guidelines_for_completing_a_proposal.pdf](https://www.innovation.ca/sites/default/files/Funds/JELF/nov2018/guidelines_for_completing_a_proposal.pdf)

Project Information: This section captures basic information about the project such as 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. Focus on the expected impact and benefits to Canada, beyond academic accomplishments. 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 website.

Researchers: Researchers included in the proposal must have a CAMS account and agree to participate in the project before the proposal is submitted to ORS. The CFI CV of the researchers will be appended to the proposal.
Project Module… CV

- **CFI CV**: Identification, academic background, work experience, published contributions, and research or technology development funding.

- **Note**: Explain any practice that is specific to your discipline which reduces your visibility.

- **CFI Online Account**:
  - “CAMS” Account: www.Innovation.ca
  - Log in: upper right hand corner
Project Module… Assessment Criteria (15 pages, includes references)

5 SECTIONS (will be uploaded as a PDF to the application)

1. Research or Technology Development
2. Researchers
3. Infrastructure
4. Institutional Commitment and Sustainability
5. Benefits to Canadians
Project Module… Assessment Criteria (15 pages)

1. 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… Assessment Criteria

2. Researcher(s)

• Expertise as it relates to the proposed activities and the infrastructure

• Research impacts, how will this infrastructure allow you to impact your field even more?

• Track record- publications, training, funding
  
  ► Operating grants?

• Collaborations/partnerships: existing, planned
Project Module… Assessment Criteria

3. Need for the Infrastructure & Budget Justification

• Identify the items and why they are required
  ▪ Used for…
  ▪ Technical specifications…
  ▪ Essential because…

• Issues of accessibility, complementarity, duplication, and sharing

• Renovations/construction – provide details (location, size, nature of space, floor plan, etc.)
Project Module… Assessment Criteria

4. Sustainability

• Operations and Maintenance (O&M) plan
  • Provide evidence of University’s support (importance of project to the UM)
  • Infrastructure Operating Fund (IOF)
  • Other funding opportunities (IOF is only meant to support a portion of O&M)
  • Reviewers should be able to easily reference the O&M table vs the text
5. 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, better training and improved skills for HQP
- Plans for knowledge translation, technology transfer
Project Module... Assessment Criteria

- Standard, single column (*avoid 2-column or landscape format*)
- 8.5” x 11” page, with 1” margins
- 12-point, black-coloured font
- Single line spacing (*6 lines per inch*), no condensed type/spacing
- Header = University of Manitoba (*left*) + Project # (*right*)
- Footer = NO INFORMATION
- Format = PDF, not exceeding 20 MB, not encrypted
Project Module... Financial Resources for O&M

Clear plan for operations & maintenance (O&M) is key to successful proposal

- Include a realistic 5-year O&M budget.
- Include expected costs and sources of funds.
- Include specific examples of supplies, maintenance, and technical support your equipment will require.

Infrastructure Operating Fund (IOF): Separate fund for O&M, with call issued January of each year. Eligible when CFI project is fully operational. Calculated based on 30% of CFI award. Approval of Dean’s Office required for access to IOF.
# Operations & Maintenance (O&M) - Example

<table>
<thead>
<tr>
<th>Costs</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>15,000</td>
<td>33,900</td>
<td>33,900</td>
<td>33,900</td>
<td>11,924</td>
<td>128,624</td>
</tr>
<tr>
<td>Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance and repairs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21,976</td>
<td>21,976</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$15,000</strong></td>
<td><strong>$33,900</strong></td>
<td><strong>$33,900</strong></td>
<td><strong>$33,900</strong></td>
<td><strong>$33,900</strong></td>
<td><strong>$150,600</strong></td>
</tr>
</tbody>
</table>

## Funding sources

<table>
<thead>
<tr>
<th>Funding sources</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional contributions</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>75,000</td>
</tr>
<tr>
<td>Other organizations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>User fees</td>
<td>0</td>
<td>18,900</td>
<td>18,900</td>
<td>18,900</td>
<td>18,900</td>
<td>75,600</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$15,000</strong></td>
<td><strong>$33,900</strong></td>
<td><strong>$33,900</strong></td>
<td><strong>$33,900</strong></td>
<td><strong>$33,900</strong></td>
<td><strong>$150,600</strong></td>
</tr>
</tbody>
</table>
Finance Module
Infrastructure Project Funding
Eligible Costs
Eligible Partner Contributions
Finance Module… Infrastructure Project Funding

- Total Project Costs = 40-20-20-20
  - 40% from Canada Foundation for Innovation (CFI) - MAX
  - 20% from Research Manitoba (RM) - MAX
  - 20% from Vice-President (Research and International) (VPRI) - MAX
  - 20%+ is the Researcher’s responsibility (vendor CFI in-kind, PL start-up, etc)

- Individual applications accepted
- Team applications encouraged
- Going over budget will require more funding in the last category
### Finance Module... Infrastructure Project Funding

<table>
<thead>
<tr>
<th>Investigators</th>
<th>TOTAL Funding</th>
<th>40% CFI Contributions</th>
<th>20% RM Contributions</th>
<th>20% VPRI Contributions</th>
<th>20% Other Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Researcher</td>
<td>$400,000</td>
<td>$160,000</td>
<td>$80,000</td>
<td>$80,000</td>
<td>$80,000</td>
</tr>
<tr>
<td>2 Researchers</td>
<td>$862,500</td>
<td>$345,000</td>
<td>$172,500</td>
<td>$172,500</td>
<td>$172,500</td>
</tr>
<tr>
<td>3 Researchers</td>
<td>$1,325,000</td>
<td>$530,000</td>
<td>$265,000</td>
<td>$265,000</td>
<td>$265,000</td>
</tr>
<tr>
<td>SSH &amp; Arts*</td>
<td>$187,500</td>
<td>$75,000</td>
<td>$37,500</td>
<td>$37,500</td>
<td>$37,500</td>
</tr>
</tbody>
</table>

*Proposals with such requests will have a reduced application requirement of 10 pages*
### Finance Module... Eligible Costs

#### Expenditure Type

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Purchase of equipment (including shipping, taxes and installation)</td>
</tr>
<tr>
<td>14.</td>
<td>Lease of equipment</td>
</tr>
<tr>
<td>15.</td>
<td>Personnel (for infrastructure acquisition &amp; development)</td>
</tr>
<tr>
<td>16.</td>
<td>Components</td>
</tr>
<tr>
<td>17.</td>
<td>Travel (infrastructure related)</td>
</tr>
<tr>
<td>18.</td>
<td>Software</td>
</tr>
<tr>
<td>19.</td>
<td>Extended warranties / Service contracts</td>
</tr>
<tr>
<td>20.</td>
<td>Construction / renovation costs essential to house and use the infrastructure</td>
</tr>
<tr>
<td>21.</td>
<td>Initial training of infrastructure personnel</td>
</tr>
<tr>
<td>22.</td>
<td>Other</td>
</tr>
</tbody>
</table>
Preparing Your Budget


• Obtain quotes directly from vendors. CFI considers quotes valid 6 months prior to submission (December 15, 2020 to June 15, 2021). These quotes are non-binding and will expire by the time we go to purchase.

• Contact Purchasing Services for help.

• Contact IST for IT/AV requirements.

• Contact Physical Plant for renovation requirements.
Finance Module… Eligible Costs

Quotes

- **Taxes:** Ask suppliers to omit the taxes. Manually calculate at the 8.65% UM tax rate for cash cost *(originally 9.65%).*
- **CFI Discount:** Request that suppliers provide a CFI Discount. Must be listed separately on quote.
- **Contracts/Warranties:** Must be listed separately on quote, and factored out by year *(if possible).*
- **Withholding Taxes:** Inform non-resident suppliers. It’s an income tax paid to the Gov’t by payer of income *(not by the recipient of income).* The UM will withhold this amount.
Finance Module… Eligible Costs

Additional Budget Considerations

• **Small Items (<$10K):** Group together in your budget for greater flexibility at award finalization and in purchasing. Detail these components in budget justification.

• **Exchange Rate:** Factor this in if buying outside of Canada.
Finance Module… Eligible Costs

Renovations

Step 1: Consider work to be done (incl. electrical and HVAC needs of equipment).

Step 2: Connect with Faculty. Is construction to be part of a larger undertaking?

Step 3: Contact Campus Planning Office, if space is changing function (e.g. classroom to a lab).

Step 4: Submit a “Requisition for New Work” to Physical Plant ASAP. Require estimate, floor plan, and timeline. Include Project Leader’s name on Requisition.
Finance Module... Eligible Costs

1. Cash + 2. In-Kind = 3. Total

UM Tax = 8.65% (cash cost x 1.0865)

[PRODUCT (after all discounts)]

+ EXTRAS (shipping, installation...)]

x TAX

Vendor contributions, specifically for CFI discounts
Excludes other discounts, e.g. Educational Discounts

Cash Cost + In-Kind Cost = TOTAL Cost
Finance Module… Eligible Costs

- Microscope costs: $100K
- Vendor provides: $5K Educational Discount
- Vendor provides: $20K CFI Discount
- Vendor charges: $500 for shipping and installation

Cash

\[
[(\$100K - \$5K - \$20K) + (\$500 \text{ for shipping and installation})] = \$75,500 \times 1.0865 \text{ (tax)} = \$82,031
\]

In-Kind

- $20,000 (CFI Discount)

Total

\[
\$82,031 + \$20,000 = \$102,031
\]
Eligible Partners

• Institutional funds (*which includes start-up funds*), trust funds or foundations
• Departments and agencies of the federal government (*i.e. federal grants*)
• Departments and agencies of provincial, territorial and municipal governments (*i.e. provincial grants*)
• Firms and corporations (*i.e. vendor in-kind contributions*)
• Non-profit organizations
• Individuals
Finance Module… Eligible Partner Contributions

Non-Eligible Partners

• Members of the Tri-Agency: CIHR, NSERC and SSHRC.

• Tri-Agency programs (e.g. Networks of Centres of Excellence, CRC and Indirect Costs of Research Program).

• However, CFI allows the cost of eligible item(s) to be covered in part by these partners provided that this portion is not used to leverage CFI funds (i.e. 20% in-kind).
Finance Module... Infrastructure Utilization

Typically, infrastructure is used 100% for research.

If less than 100% research use, notify ORS immediately (*this will negatively impact award from CFI*).

Otherwise, put 100% use in the % Use column.
Suggested Reviewers Module

List of potential reviewers of the proposal
Suggested Reviewers Module…

Suggested Reviewers (2 pages)

- Six (6) individuals;
- Name 6 people who can act at arm’s length;
- No conflict of interest (*joint research or papers for the last 6 years, no family members, etc.*)
- If reviewer is from outside of Canada, you may need to provide them with more information on the CFI JELF
Researcher Experience
Dr. Aleeza Gerstein
*Faculty of Science*
Research Facilitators

- Faculty of Agricultural and Food Sciences: Dr. Chantal Bassett
- Faculty of Arts: Dr. Elyssa Warkentin
- Faculty of Arts: Dr. Erik Magnusson
- Faculty of Engineering: Dr. Dustin Lippert
- Faculty of Environment: Dr. Lisa Friedrich
- Faculty of Health: Dr. Jodi Smith
- Faculty of Kinesiology and Rec. Management: Dr. Navjot Pachu
- Faculty of Science: Dr. April Gislason
ORS Contact Information

Contact the Office of Research Services with any questions:

Birtukan Gebretsadik, Research Grants Officer (CRC, CFI)
Birtukan.Gebretsadik@umanitoba.ca

For questions related to renovations and O&M:
Jocelyne Gaudet, CFI Liaison and Projects Coordinator
Jocelyne.Gaudet@umanitoba.ca
Additional Contact Information

Purchasing Services – Scientific Equipment:
**Catherine Quan, Senior Purchasing Consultant**
Catherine.Quan@umanitoba.ca (204-318-5298)

IST Services:
**Client Relations Management Team**
CRMOperations@umanitoba.ca

Links:
1. umanitoba.ca/admin/campus_planning_office/3456.html
2. umanitoba.ca/campus/physical_plant/media/Requisition_for_New_Work.pdf