|  |  |  |
| --- | --- | --- |
|  |   |  |

CFI JELF 2017 – Letter of Intent (Internal)

Use Microsoft Office to complete, save and print this form.

Forward to the Research Office by email for adjudication by **October 15, 2017.**

|  |
| --- |
| **Research Project and Team** |
| Principal applicant | Dept/faculty/centre/institute | Tenured or tenure track? |
|  |  |  |
| Co-applicant(s) | Dept/faculty/centre/institute/university |
|  |  |
|  |  |
|  |  |
|  |  |
| Project title |
|  |

|  |
| --- |
| **Project Summary & CFI Assessment Criteria** (3 pages) |
| Attach a 3 page Project Summary that addresses CFI’s assessment criteria and objectives using language appropriate for a multidisciplinary committee:**Research or technology development:** Outline the proposed research or technology development activities and how they are innovative, important at this time, and of high quality. Demonstrate how it will create knowledge leading to innovation. Explain how it complements or is different from comparable programs being conducted nationally and/or internationally.**Team:** All applications must have more than one principle user. Describe the team’s expertise and ability to lead the proposed research, technical expertise to make best use of the infrastructure. Include relevant collaborations and partnerships that will ensure the team’s success. Demonstrate how compared to other researchers at the same career stage, the applicants demonstrate excellence and leadership. **Infrastructure:** Describe the major infrastructure and renovations requested. Why is it necessary and appropriate to conduct the proposed research or technology development activities? How will be fully utilized by the team and other users? **Training of Highly Qualified Personnel (HQP):** Describe how the infrastructure will enhance the current training environment and better prepare HQP for research and other careers.**Benefits to Canadians:** Describe the anticipated benefits to Canadians and their significance. Identify potential end users of the research and describe the knowledge mobilization plans and/or technology transfer.**Strategic Priority:** Describe how the proposed project is important to the U of R and its fit within the five existing research clusters or a recognized emerging cluster within the University’s Strategic Research Plan. **Institutional Commitment and Sustainability:**  What are the ongoing operating and maintenance needs of the infrastructure over its useful life? Describe the sources of support and how the proposed infrastructure will be effectively operated and maintained. |

|  |
| --- |
|  **Budget**Your project costs and funding should be as accurate as possible. You are not required to attach quotes. Your total project costs should equal the total project funding. |
| **Project Costs**Itemize all equipment, renovation, and construction costs below. Add rows as needed. |
| **Item Description** | **Amount** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL PROJECT COSTS** | $ |
|  |
| **Project Funding**  **Amount** |
| **CFI Funding** (up to 40% of total project costs) | $ |
| **Provincial Innovation and Science Fund** (up to 40% of total project costs) | $ |
| **Other Matching Funding** – List sources below, which could include: Internal resources, such as department, faculty, centre funding; Industry or other funding; Supplier in-kind contributions. Only discounts above the educational discount or CFI / “deep discounts” are eligible. Add rows as needed. Indicate if the sources of funding are confirmed or unconfirmed. |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL PROJECT FUNDING** | $ |

|  |
| --- |
| **Signatures and Approvals** |
| Approvals are required from the Department Head (if applicable) and Dean/Director (or designate) for the applicant. Additional signature pages may be submitted if more convenient to demonstrate approvals in different units. |
| **Applicant:** * Have read the research proposal and agree to participate as a member of the research team as outlined;
* Verify they have the necessary time and facilities to carry out the research;
* Agree to comply with UofR policies and procedures and the terms and conditions of this funding program.
 |
|  Principal Applicant - please print name |  signature |  date |
| **Department Head and Dean (or Associate Dean or Director):** * Have read the research proposal and agree that the award obligations can be fulfilled;
* Verify that the applicant have the necessary time and facilities to carry out the research;
* Agree that resources identified in the proposal will be available to complete the project.
 |
|  Department Head – please print name(s) |  signature(s) |  date |
|  Dean or Associate Dean or Director – please print name(s) | signature(s) |  date |