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

CFI JELF 2021 – Letter of Intent (Internal)

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

Forward to michelle.beitel@uregina.ca for adjudication by **March 3, 2021** 11:59pm**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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** – Attach a 3 page Project Summary. See the Guidelines for details | | | | |
| **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. Proposals requesting <75K are allowed from the social sciences, humanities and arts. Other research areas must request >75K from CFI. | | | | |
| **Project Costs**  Itemize all equipment, renovation, and space upgrade costs below. Include taxes at 7.65%. Include shipping, installation, warranties, and exchange rates, if applicable. For equipment, use the cost after any educational or standard discounts but include supplier in-kind contributions. Supplier in-kind contributions will be captured in Project Funding below. Add rows as needed. | | | | |
| **Item Description** | | | **Amount** | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
|  | | | $ | |
| **TOTAL PROJECT COSTS** | | | $ | |
|  | | | | |
| **Project Funding** Add rows as needed.  **Amount** | | | | |
| **CFI Funding** (up to 40% of total project costs) | | | $ | |
| **Provincial Innovation and Science Fund** (up to 40% of total project costs) | | | $ | |
| **Supplier in-kind contributions** – It must be a “CFI deep discounts” to be eligible as a funding source. Educational or other standard discounts are not eligible; for those, take the discount off the cost of the item above. | | | | |
|  | | | $ | |
|  | | | $ | |
| **Other Matching Funding** – List other sources below, such as: start-up funds; department, faculty, or centre funding; industry funding. Indicate if confirmed or unconfirmed. | | | | |
|  | | | $ | |
|  | | | $ | |
| **TOTAL PROJECT FUNDING** | | | $ | |
| While the provincial Innovation and Science Fund often matches CFI Funding dollar-for-dollar, there have been instances where this funding is not available. Please describe if there are any alternate sources of funds that may be available to cover a shortfall should this matching funding not be realized. | | | | |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| **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. * Where multiple LOIs are submitted from a Faculty, the Faculty will be asked to rank order them. | | |
| Department Head – please print name(s) | signature(s) | date |
| Dean or Associate Dean or Director – please print name(s) | signature(s) | date |