

The University of Regina has an allocation for the CFI John R. Evans Leadership Fund (JELF) to support foundational research infrastructure required to undertake leading-edge research.

Refer to the CFI John R. Evans Leaders Fund: [www.innovation.ca/awards/john-r-evans-leaders-fund](http://www.innovation.ca/awards/john-r-evans-leaders-fund)

### Internal Letter of Intent

An internal selection process will determine those proposals which may be submitted to CFI JELF program as submissions may not exceed the allocation provided to the UofR.

The UofR has an available institutional allocation of \$565,000 to be used by Oct 2022. This represents up to 40% of total project costs. Innovation SK usually matches CFI funding dollar-for-dollar. Cash and/or in-kind contributions are necessary to meet the remaining 20% of the total project costs.

Proposals requesting less than 75K are allowed from the social sciences, humanities and arts. Other research areas must request more than 75K from CFI.

ACTIVITY	DATES
Budget review by Research Office (see below)	Feb 24, 2021
U of R deadline for internal LOI submission	March 3, 2021
U of R decision for internal LOI	April 2021
Internal deadline for submission of proposal	May 17 or Sept 15, 2021
CFI deadline for submission of proposal	June 15 or Oct 15, 2021
CFI decisions	Dec 2021 or Mar 2022

### Preparing an LOI

- Contact your Faculty well in advance of preparing a proposal to ensure adequate space and resources are available to support your application.
- Contact Michelle Beitel, Research Office, ([michelle.beitel@uregina.ca](mailto:michelle.beitel@uregina.ca)) by Feb 24 for budget review and with any questions. Note: She is unavailable Feb 16-19.
- Forward finalized LOI to [michelle.beitel@uregina.ca](mailto:michelle.beitel@uregina.ca) by **March 3, 2021** (11:59pm)
  - (1) internal Letter of Intent form, including Budget table and Signatures/Approvals
  - (2) 3-page Project Summary (details below)

### Selection Process and Priorities for Funding

A CFI Sub-Committee of Council Committee on Research reviews the internal proposals and makes strategic decisions regarding the use of the CFI allocation. Considerations will include:

1. Priority will be given to applications of strategic importance and institutional priority to the UofR. See the 2020-2025 University's Strategic Plan (<https://www.uregina.ca/strategic-plan/>).
2. Applications must also meet standards of excellence expressed by the CFI assessment criteria (<https://www.innovation.ca/awards/john-r-evans-leaders-fund>)
  - innovative research
  - strength of researcher(s)
  - need for infrastructure
  - benefits to Canadians
  - training of HQP
3. Applications are encouraged to have more than one user.

In instances of multiple applications from one area, Faculties may be asked to prioritize the submissions.

## Project Summary

Attach a 3-page Project Summary that addresses CFI's assessment criteria using language appropriate for a multidisciplinary committee. Use the following headings.

**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:** Describe the Principle User and 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. Teams with more than one user is encouraged. Demonstrate how compared to other researchers at the same career stage, the applicants demonstrate excellence and leadership.

**Infrastructure:** Describe the infrastructure and renovations requested. Where will it be located? Describe space upgrades (e.g. electrical, ventilation), if needed? Why is the infrastructure necessary and appropriate to conduct the proposed research or technology development activities? How will it be fully utilized by the team and other users? What similar and/or complementary equipment currently exists on campus?

**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 of strategic importance to the U of R and a priority within your unit(s) and to the institution. How will the infrastructure build capacity in the U of R's research environment? What is its fit within the existing or emerging areas of research strength? See the University's Strategic Plan.

**Institutional Commitment and Sustainability:** Describe the sources of institutional support for the proposed infrastructure. What are the ongoing operating and maintenance needs of the infrastructure over its useful life and how will it be effectively operated and maintained, including needed resources?