

Canada Foundation for Innovation (CFI)
John R. Evans Leaders Fund (JELF) competition

All internal submissions are **due by 5:00 pm** on the day of the deadline. The following Research Initiatives and Services (RIS) deadlines for this competition are outlined below. All applicants are to check with their individual Academic Units for any additional unit deadlines.

Phase 1 – Expression of Interest

Monday, Feb. 19, 2024: Deadline for the submission of an Expression of Interest (EOI). All EOIs must be emailed to ris@mun.ca, with the email subject: CFI JELF EOI June 2024 Call.

Phase 2 – Full Application Selection and Submission to CFI

Monday, April 1, 2024: Deadline for the submission of **completed*** CFI JELF applications invited from Phase 1 (EOI call). Phase 2 applications must be submitted to RIS via the Researcher Portal. Please note that as CFI JELF applications are for infrastructure ONLY, no clearances are required.

All received Phase 2 applications will be reviewed, and only those selected will be invited to proceed to revision and submission to CFI.

Please note that selected CFI JELF applications affiliated with the Canada Research Chairs Program (CRCP) are to be submitted for the CRCP's April 16, 2024, deadline.

Wed., June 5, 2024: Deadline for the penultimate version of those CFI JELF applications selected from Phase 2. These applications will be reviewed by RIS and their respective Academic Units prior to submission to CFI.

Wed., June 12, 2024: Deadline for submission of finalized CFI JELF applications to RIS.

***Completed** means submission quality (i.e., ALL sections of the CFI JELF online application are to be completed by the applicant(s), and fully validated online using the CFI CAMS system, with all required files uploaded and meeting the CFI formatting guidelines).

Eligibility

Up to three eligible researchers may be listed on a proposal either to work collaboratively using the same requested infrastructure, or to work independently while sharing the requested infrastructure. Researchers listed in the proposal must be:

- current faculty members with a full-time academic appointment or in the process of being recruited to a full-time academic position;
- recognized as innovative leaders in their field of research or have demonstrated the potential for excellence in the proposed research field; and,
- engaged in, or embarking upon research or technology development that is innovative, high quality, and meets international standards.

Internal Selection and Funding Caps

An internal Advisory Committee will assess all EOIs / Phase 2 applications received. Chaired by the Vice-President (Research) or their delegate, the Committee is comprised of Academic Staff Members from the Schools / Faculties of the lead applicants for each EOI team, along with non-voting support from RIS, and other personnel as required. Only those EOIs selected by the Committee will be invited to proceed to Phase 2 for full application development and evaluation by the Committee. Based on the results of the Phase 2 evaluation, only a subset of the full applications originally selected by the Committee will be eligible to proceed for submission to CFI. All applicants will be notified via email of the EOI / Phase 2 results normally within 2-3 weeks of the internal deadlines.

The CFI JELF is an allocation-based fund whereby CFI predetermines the maximum amount of funding available to each CFI-eligible institution. For this call, each CFI JELF EOI, and Phase 2 application, will be limited to a maximum CFI request of \$300,000, or a maximum of 40% of the total project cost (i.e., whichever amount is lower), regardless of the number of applicants per EOI. Please note – the CFI requested amount is expected to remain the same in Phase 2 as that approved in Phase 1.

While proposals must have a minimum CFI request of \$75,000, CFI will allow the submission of proposals requesting less than or equal to \$75,000 from the social sciences, humanities and arts.

Phase 1 - Expressions of Interest (EOI)

1. EOIs are to be a maximum of 4 pages in length (excluding CVs), with margins of 1 inch around each page, and 12-point font with single line spacing. An EOI must address all points outlined below in the following order:

a) Description of the proposed research or technology development activities that will be conducted in an area of Memorial's institutional priority,
https://www.mun.ca/research/media/production/memorial/administrative/research/media-library/ResearchStrategy_2023-28%20FINAL.pdf

b) Description of the track record of each applicant, including scientific and technical expertise relevant to conduct the proposed research activities, and a description of the planned collaborators and partners, internal and external to Memorial.

c) Description of each requested budget line item, justifying its need to conduct the proposed research activities, and confirmation of the planned location(s), including any institutional involvement (e.g., Memorial's Department of Facilities Management, Technical Services, Animal Research Centre, etc.), and addressing any potential *de facto* control issues. Include a brief explanation as to why existing Memorial infrastructure cannot be used to undertake the proposed research activities.

d) Detailed management plan outlining the planned use and long-term sustainability of the requested infrastructure.

e) Finance table that gives an overview of the proposed project budget in Canadian dollars, which includes taxes (15%), and, where applicable, exchange rates, shipping, duties*, etc. Please confirm the CFI requested amount, as well as the anticipated leverage / match funding sources (e.g., vendor in-kind contributions, institutional funds, NL Provincial Government, etc.). (*For those applicants planning to purchase infrastructure from outside of Canada, please consult with your unit's finance officer regarding applicable customs duty amounts.)

2. Each applicant is required to submit a maximum 2-page CV which must include:

- the most significant research contributions to date which can include both traditional and non-traditional research outputs (e.g., publications, developing new technologies, creating IP, contributing to policy decisions, training highly qualified personnel, conducting community engagement and outreach activities, producing community products, etc.), and;
- currently held / applied for research funding over the past five years (i.e., since 2019).

3. A completed EOI Approval Form, which is included at the end of this document, is also required at time of EOI submission.

For any EOI that is a resubmission of a full project proposal that was either (a) invited to Phase 2 in a competition prior to this one (but not invited to proceed to application to CFI), or (b) an unsuccessful proposal submitted to the CFI, applicants may also submit a maximum 2-page Appendix addressing the previous Advisory Committee's comments.

**** Please note that the Advisory Committee will not consider any additional information provided beyond that requested during its assessment process.***

Phase 2 – Full Application Selection and Submission to CFI

Only those EOIs selected by the Committee will be invited to proceed to Phase 2. It is expected that only a small number of the received Phase 2 applications will be selected for submission to CFI, and all applicants will be notified via email of the Phase 2 results.

If selected to proceed to Phase 2, applicants will be required to use the CFI Award Management System (CAMS) to complete the CFI JELF online application. If an applicant does not already have a CAMS account, they will need to create one. The submission of the complete Phase 2 application will be done via Memorial's **Researcher Portal** and must include: (1) the successfully validated CFI JELF online application; (2) a copy of all quotations used to support the project budget, and; (3) a completed Phase 2 sign off form. Please note the Phase 2 sign off form will be included in the EOI results email and will be used for the Phase 2 internal submission as well as the submission of the JELF application to CFI and, if applicable, a Leverage R&D application to the Province.

Future CFI JELF Opportunities

The table below outlines Memorial's anticipated future internal CFI JELF competitions, including the funding envelope expected for each competition. It should be noted that Memorial's current CFI JELF allocation is available until March 2026, and Memorial would normally anticipate receiving a new CFI JELF institutional allocation on or before this date.

Portion of Allocation to be Released	Competition timeline
\$ 300,000.00	Summer 2024 - launch May 2024 for Oct. 2024 (CFI and CRCP)
\$ 300,000.00	Winter 2025 - launch December 2024 for April (CRC) and June (CFI) 2025
Residual (~\$300K + any remaining envelope, if applicable)	Summer 2025 - launch May 2025 for Oct. 2025 (CFI and CRCP)

If you have any questions regarding the current CFI JELF opportunity, please email ris@mun.ca.

Approval Form

Program: Canada Foundation for Innovation – John R. Evans Leaders Fund

I / We have prepared the attached EOI, and understand that if selected by Memorial's Internal Advisory Committee, I / we will be required to prepare a full application for Phase 2 of the internal review process. I / We confirm that appropriate space and utilities are available for the requested infrastructure.

Date _____

Date _____

Date _____

I / We have read and support the CFI JELF EOI as submitted.

Date _____

Date _____

Date _____

Date _____

Signature of Department Head

Date

Signature of Dean or designate

Date