**CFI-JELF APPLICATION FORM**

Applications that exceed maximum word counts will be returned to the Lead Researcher for editing and resubmission. If you have questions about the CFI-JELF program or about your application, please contact the [Strategic Research Initiatives team](mailto:strategicpo1@uvic.ca?subject=2023%20CFI-JELF%20Proposal).

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| PROJECT DETAILS | | | | | | |
| **PROJECT TITLE** |  | | | | | |
| Date |  | | | | | |
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| **LEAD RESEARCHER** |  | | | | | |
| Faculty |  | | Dept/Centre | |  | |
| **CO-APPLICANT 1** | (optional) | | | | | |
| Faculty |  | | | Dept/Centre | |  |
| **CO-APPLICANT 2** | (optional) | | | | | |
| Faculty |  | | | Dept/Centre | |  |
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| **ESTIMATED TOTAL BUDGET** | | $ | | | | |
| **CFI REQUEST** (up to 40% of total budget) | | $ | | | | |

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| PROPOSED RESEARCH AND/OR TECHNOLOGY DEVELOPMENT |
| Outline the proposed research activities and/or technology development activities that will be supported by the requested infrastructure **(400 words max).**   * What makes the proposed research activities and/or technology development of high quality? Describe the novel and innovative aspects. |
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| Explain how the proposed research and/or technology development compares with similar national/international initiatives **(150 words max)**.   * Who else is doing this kind of work in Canada and/or elsewhere in the world? What sets your work apart? |
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| The potential impact of the research **(300 words max)**   * Why is the proposed research important? To whom is it important? How will the results be used? * Describe the expected impact and benefits to Canada beyond the research and/or technology development accomplishments. This includes social/economic benefits and better training and improved skills for highly qualified personnel. |
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| References, optional **(1 page max)** |
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| EXCELLENCE OF RESEARCHER(S) |
| Summarize why the Lead Researcher (and Co-applicants if applicable) have the expertise and track record to address the proposed research program **(400 words max)**.   * Attach CVs and any additional information to support research excellence (main contributions and impact in this specific research area, expertise with the infrastructure, history of international leadership, etc.). * Non-traditional metrics and definitions of excellence and leadership are welcome. |
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| Explain what additional collaborators will participate in the proposed research and how they complement the necessary expertise **(200 words max).** |
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| RESEARCH INFRASTRUCTURE |
| Summarize infrastructure required for the proposed research activities and/or technology development activities (a detailed list of each item is requested in the budget section) **(250 words max).** |
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| Explain why this infrastructure is needed, how it will be used and by whom **(150 words max)**. |
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| Explain how the proposed infrastructure complements (or is completely different from) the existing infrastructure at UVic **(150 words max)**.   * Why you are unable to access/borrow/rent these items or why it is more cost-effective to purchase them? |
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| How will use of new infrastructure be maximized **(150 words max)**?   * Who will use the infrastructure (research team, internal and external users), how much and how often? * How will the use by other researchers be managed? |
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| STRATEGIC NEED (Consult with your Faculty/Department as needed) |
| The proposed research aligns with UVic and Faculty strategic research plans and priorities **(100 words max)**. |
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| How does the infrastructure meet strategic and critical needs/priorities of the Faculty and UVic **(150 words max)**?   * How will other researchers, groups, and/or research centres benefit from the infrastructure? |
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| How does this proposal build on past and future investments by the university, faculty, and/or department in this area (e.g. new or planned faculty hires, facilities, programs) **(100 words max)**? |
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| FEASIBILITY AND SUSTAINABILITY | | | | |
| How long is the infrastructure expected to last - 10, 25, 100 years? (5yrs min). |  | | | |
| Specific location of the infrastructure (building and room number). |  | | | |
| Has Facilities Management determined whether renovations are required? |  | Yes |  | No |
| Has Occupational Health Safety and Environment (OHSE) been consulted? |  | Yes |  | No |
| Has UVic Systems been consulted? |  | Yes |  | No |
| Describe equipment’s special technical requirements **(100 words max).** | | | | |
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| Provide an estimate of maintenance and operational costs (service plans, personnel, software) **(100 words max)**. | | | | |
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| Describe how these costs will be funded (CFI funds, potential user fees and contributions) **(100 words max)**. | | | | |
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| **BUDGET** | | |
| **Infrastructure Request**   * List all equipment requirements. Provide quotes for equipment valued over $2,000. * If personnel are required to design, engineer, manufacture, and install the requested equipment, list the responsibilities and estimated costs. * Work with your department to request any renovation estimates from UVic Facilities Management. * **Note:** when requesting quotes from vendors, please note that:   + the equipment is for a potential CFI project; and   + you are developing a budget only, not making any promised to purchase. If the proposal is approved, all procurement will follow the appropriate public procurement guidelines. | | |
| **EQUIPMENT** | | |
| **Item** | **Proposed Location** | **Quote Attached (y/n)** |
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| **RENOVATIONS** | | |
| **Item** | **Proposed Location** | **Quote Attached (y/n)** |
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| **PERSONNEL (IF APPLICABLE)** | | |
| **Item** | **Proposed Responsibilities** | **Estimated Cost** |
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| **Funding Breakdown**   * For CFI projects, funding is provided from the following sources: 40% from CFI, 40% from BCKDF, and 20% from other sources. * Identify the source(s) of the 20% coming from ‘other sources’. Proposals with cash contributions secured (e.g. start-up, Faculty or Department funds, etc.) are preferred. * **Note:** CFI is rigorous regarding CFI discounts from suppliers/vendors. Educational or other standard discounts are not eligible contributions to CFI projects but should be deducted from the cash cost. | | | |
| **Funding Source** | **Cash** | **In-Kind** | **% of Total Cost** |
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