**University of Guelph Guide**

**for a CRC/CERC partnered**

**CFI John R. Evans Leaders Fund (JELF) Assessment Criteria (proposal)**

(Co-funding with MCU Ontario Research Fund – Small Infrastructure Fund)

This document was developed to help you draft a CRC/CERC partnered JELF Assessment Criteria (proposal) which meets the program’s expectations for formatting and organization. Please refer to this document when using the [UG CRC/CERC JELF Template](https://www.uoguelph.ca/research/document/crccerc-partnered-cfi-jelf-%E2%80%93-template). More detailed instructions and context can be found by referring to the [CFI JELF (Partnered) Program Guide](https://www.innovation.ca/sites/default/files/2022-07/CFI-JELF-2021-Proposal-Partnership-Revised.pdf)

The CRC partnered JELF assessment criteria is submitted to CFI the same day you submit your CRC proposal via the [CFI Awards Management System (CAMS) portal](https://www2.innovation.ca/sso/signIn.jsf?camsLanguage=en&dswid=2800). Please set up a [CAMS account](https://www.innovation.ca/sites/default/files/2022-02/CFI-CAMS-Getting-started-Researchers-2022.pdf) if you do not already have one and create an application in the researcher dashboard.

The assessment criteria you prepare is based upon the funds requested from CFI.

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| **Total CFI request ($)** | **Assessment criteria**  **components to be completed** | **Maximum number of Pages**  **(including references)** |
| ≤ $75,000 | Infrastructure | 4 |
| >$75,000 to $800,000 | Infrastructure and  Benefits to Canadians | 6 |

We encourage you to draft your assessment criteria in Word. Once the draft is finalized, the proposal will need to be uploaded in CAMS as a PDF (Project Module - Assessment criteria – attachment). Additionally, please complete these four components in the CAMS Project module i) Project Information ii) Project Summary iii) Researchers and iv) Financial resources for operation and maintenance. Research Financial Services will review your budget spreadsheet and vendor quotes and will complete the Finance Module in CAMS on your behalf.

CFI funds up to a maximum of 40% of your infrastructure request. Matching funds are requested from the Ontario government (max 40%), and a minimum of 20% comes from in-kind or cash contributions from vendors or UGuelph. Upon the completion of the CFI JELF proposal, a full proposal for matching funds from the Ontario Ministry of Colleges and Universities (MCU) Small Infrastructure Fund will be required and is due to RSO in approximately one month’s time. Details will be emailed to you when the JELF is completed and be assured large sections of your CRC nomination and CFI JELF proposal can be re-used for this proposal.

You will receive notification on the outcome of your CFI JELF proposal roughly 1-2 months after your CRC decision is made. Typically, if the CRC is approved, the CFI JELF is also approved.

Should you have any questions, please contact Ailsa Kay [ailsakay@uoguelph.ca](mailto:ailsakay@uoguelph.ca) or Patricia Van Asten at [stratprg@uoguelph.ca](mailto:stratprg@uoguelph.ca) Your contacts in Research Financial Services are Linda Hoffman and Jennifer Fletcher at [cfi.rfs@uoguelph.ca](mailto:cfi.rfs@uoguelph.ca)

# INFRASTRUCTURE

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| **Assessment Criteria taken from CFI JELF Guidelines:**  *The infrastructure is necessary and appropriate to conduct the research or technology development activities.*   1. *Describe each item and justify its need to conduct the proposed activities. For construction or renovation, provide a description of the space including its location, size and nature. Use the item number, quantity, cost and location found in the “Cost of individual items” table. Provide a cost breakdown for any grouping of items.* 2. *Explain why existing infrastructure within the institution and the region cannot be used to conduct the proposed activities.*   ***Note:*** *For construction or renovation, a detailed cost breakdown, timeline and floor plans must be provided to CFI in a separate document (RFS will upload this in CAMS) as part of the finance module.* |

## Infrastructure required for proposed activities

Describe each item and justify its need to conduct the proposed activities in a clear and concise manner. Is the equipment you are requesting the most appropriate choice? Succinctly describe and justify the unique features and functions of the requested equipment.

Your proposal will be reviewed by 2-3 experts in the field who are familiar with the equipment, and its cost. Anticipate their questions and justify your choices.

Justify items or functional units by answering the following questions:

* How/why is it necessary to have this item to achieve the research objectives? Identify which objective the equipment will be used for.
* Why do you require more than one of a given item? (if applicable).
* If a specific type/make/model/style is required (and it is more expensive than another similar equipment) then justify this choice.
* If a large amount of in-kind will be provided by the supplier, give an explanation why it is being offered and how it has been valued.

Refer to the [UG Sample Budget Justification](https://www.uoguelph.ca/research/for-researchers/funding/apply/CFI/JELF/sample-infrastructure-justification) for an example.

For each group of items list cash $, in-kind $, total $, quantity of items and the objective the item is associated with. For the Item title, avoid brand names if possible. (e.g., use Field Vehicle rather than Dodge Ram 1500). Describe each sub-component with a specific cost breakdown (cash, in-kind).

Ensure the order of the Items listed and the Item title matches the spreadsheet.

Training and extended warranties are eligible expenses, but are not required. Often the supplier will provide a high in-kind contribution for these two items in particular.

For construction or renovation (required to make the equipment operational), provide a description of the space including its location, size and nature. If appropriate, mention the location of where the item will be located (e.g., in a central facility such as the AAC, in an existing lab that has capacity).

## Existing infrastructure

Explain why existing infrastructure within the institution and the region cannot be used to conduct the proposed activities.

Speak to your CRM and/or ADRGS for assistance with identifying whether similar equipment is available at UGuelph. You can also check CFI’s [published list](https://www.innovation.ca/funded-projects) of funded projects, downloadable as excel file or [CFI’s Navigator](https://navigator.innovation.ca/en/home) website.

## Operations and Maintenance (optional. You may wish to explain the CAMS O&M table).

Provide a description of operation and maintenance expenses and revenues for the first five years and ensure your values align with your O&M table in CAMS. CFI expects you to operate the equipment for its useful life. For example, if your equipment is expected to last 20 years, briefly mention your O&M plan for the 15 years beyond this JELF.

In the O&M table in CAMS, ensure each Year expenses = Year revenues.

Possible expenses: servicing of equipment, replacement of components, supplies, purchase of extended warranty (if not included in Section 3 infrastructure), technician time that you will pay.

Possible revenues: Institutional contributions include Infrastructure Operating Funds (IOF), start up funds, departmental or college contributions etc. If user fees will be charged for others to use the equipment, anticipate their revenues on an annual basis. If you will be using research funds (e.g., NSERC grant) only include the amount dedicated to O&M.

Note: At UG, you will receive 18% of your CFI allocation in IOF funds and you will have 10 years to spend it. Your entire IOF allocation does *not* have to be budgeted for in five years listed in the O&M table. Should you require additional IOF funds, they can be requested and are conditional on AVPR approval.

# BENEFITS TO CANADIANS (if required)

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| **Assessment Criteria taken from CFI JELF Guidelines:**  *The research or technology development results will be transferred through appropriate pathways to potential end users and are likely to generate social, health, environmental and/or economic benefits to Canadians, including better training and improved skills for highly qualified personnel.1*  *• Briefly describe potential socioeconomic benefits, including better training and improved skills for highly qualified personnel.*  *• Delineate the knowledge mobilization plan and/or technology transfer pathways, including partnerships with end users.*  *1 Highly qualified personnel include technicians, research associates, undergraduate students, graduate students and postdoctoral fellows*. |

## Benefits

Outline the main benefits of your proposal, focusing on two main areas e.g., Economic and Social (Health, Environmental, Social, Policy) Benefits **and** include Training and Skills.

### Economic Benefits

Can be wealth generation or cost savings (improved efficiency). Use plausible numbers rather than making general statements and cite sources. Identify anticipated commercialization or technology/knowledge transfer, patents, spin-off companies, where appropriate. Consider:

* Current $ value of the economic sector
* What impact ($ growth) will your research have on this market?
* Number of people involved/employed within sector?
* Who will buy your research and why? Will they buy it to: save money, if so how and how much? generate sales, if so, how much and from whom? save the environment, if so what savings or revenues will the buyer receive? Improve quality of life, if so, how?
* Will your research create jobs? What type? How many? When? Where-what sector and geographical location?
  + Current $ value of the economic sector
  + What impact ($ growth) will your research have on this market?
  + Number of people involved/employed within sector?
  + Who will buy your research and why? Will they buy it to: save money, if so how and how much? generate sales, if so, how much and from whom? save the environment, if so what savings or revenues will the buyer receive? Improve quality of life, if so, how?
  + Will your research create jobs? What type? How many? When? Where-what sector and geographical location?
* How will your research reduce cost for sector?

Helpful links:

* [Conference Board of Canada](https://www.conferenceboard.ca/)
* Canada business network [Industry sector data](https://www.apcconline.com/index.php/research-trends)
* Canadian [Industry Statistics](https://www.ic.gc.ca/app/scr/app/cis/search-recherche?lang=eng)
* Federal [Mandate letters](http://pm.gc.ca/eng/mandate-letters) to ministers – use keyword search function.

### Social Benefits (including health and environment)

How will your research impact quality of life or reduce the burden of disease? What impact might your research have on policy development and improvements in society? How will your research impact quality of life or reduce the burden of disease?

Better training and improved skills

How will this research project/infrastructure help create and strengthen an environment that attracts HQP? HQP includes technicians, research associates, undergraduate students, graduate students and postdoctoral fellows. Provide projected HQP numbers (if possible) for the 5 years of this project. Consider referring to past experiences with HQP.

* How will the training be innovative and what will they learn? What skills will they develop?
* Does this training meet current and emerging trends and labour demands in the field in Canada and/or globally? How will your training support growth in this employment sector and research field? Support your claims with current sector statistics.

## Knowledge Mobilization and/OR Technology Transfer

What is your knowledge mobilization plan or tech transfer pathway to achieving the benefits you identified above? What partnerships do you have with end-users? Provide realistic timelines for realizing impacts.

* Identify potential users of the research results: Industry, Health providers, Government agencies, Academia
* What plans do you have to make your research accessible and usable by any of these groups? Peer reviewed scientific articles should not be the main and only avenue for communication. How will you disseminate information to end users who do not read or access scientific articles?
* What is the expected timeline for your anticipated benefits to be realized? Be specific- ie. 5-7 years
* Mention and highlight any success you have had working with the KT Unit at UG/OMAFRA partnership and/or Research Innovation Office (RIO) to make your research applicable to other users.

Mention and highlight any public engagements, work done with SPARK, press releases, etc., as examples of what may apply to your project in the future.

# References (included in total page count)

You can use an abridged format and smaller font, if needed.