**University of Guelph CFI JELF Template**

**Assessment Criteria (Proposal)**

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| The following template matches the CFI JELF Program expectations for formatting and organization. Please **refer** to the [University of Guelph **Guide** to the CFI JELF Assessment Criteria](https://www.uoguelph.ca/research/document/cfi-jelf-%E2%80%93-assessment-criteria-guide) as you write as it provides helpful prompts and suggestions. Further information/docs are available on the [UG CFI JELF website](https://www.uoguelph.ca/research/for-researchers/funding/apply/CFI/JELF).  Font – any type, size 12. Font size for reference section can be smaller. Diagrams allowed.  Spacing - Single line  Margins - remain at 1”  Page count - Max 10 or 15 pages depending on amount requested from CFI.  Sections to be completed – depends on amount requested from CFI. Refer to Guide.  The Research Services Office (RSO) cannot provide feedback on the subject material and methodological approach, and it is critical that someone familiar with your research topic (and ideally CFI) review your proposal first. Your proposal will be reviewed by experts in the field so you can write technically. Please have your peer review completed/revisions made prior to submitting your first draft to RSO.  Draft One:   * Submit this doc (Assessment Criteria) in **Word** by emailing RSO - Ailsa [ailsakay@uoguelph.ca](mailto:ailsakay@uoguelph.ca) and Patricia at [stratprg@uoguelph.ca](mailto:stratprg@uoguelph.ca) . In the CAMS portal, also complete the Project Module, CV and Suggested Reviewers (min 6, no Conflict of Interest). * Email Budget and Quotes to [stratprg@uoguelph.ca](mailto:stratprg@uoguelph.ca) and cc Research Financial Services (RFS) at [cfi.rfs@uoguelph.ca](mailto:cfi.rfs@uoguelph.ca) . RFS will complete the Finance Module in CAMS so please do not enter budget details in CAMS. Work with your CRM on the budget spreadsheet. If assistance is needed, email Marisa at [cfi.rfs@uoguelph.ca](mailto:cfi.rfs@uoguelph.ca) * MEGR checklist and Attestation to [stratprg@uoguelph.ca](mailto:stratprg@uoguelph.ca) Research Security will review – if questions, reach out to [research.security@uoguelph.ca](mailto:research.security@uoguelph.ca)   Next steps will be outlined to you after the first draft is reviewed. Signed OR-5 is expected with the final proposal upload in CAMS by Feb 12/June 12/October 12th (date depending on round).  Delete the title and this text box when submitting your first draft in Word. |

# RESEARCH OR TECHNOLOGY DEVELOPMENT

## Research Description

### Context

### Objectives

### Methodology / Research Objectives

## Innovative

## Institutional Priority

# RESEARCHER(S)

## Track Record

## Collaborators’ and partners’ contributions

# INFRASTRUCTURE

## Infrastructure required for proposed activities

## Existing infrastructure

# SUSTAINABILITY

## Management Plan

## Operations and Maintenance

# BENEFIT TO CANADIANS (~ 1 page)

## Benefits

### Economic (Choose sub-headings that are most appropriate)

### Social/Health

### Training and Improved Skills (this must be included)

## Knowledge Mobilization OR Technology Transfer

# REFERENCES (included in page count):