# **University of Guelph Guide University of Guelph Improve LifeGovernment of Ontario logofor an Application to the Ontario Research Fund for Small Infrastructure Fund**

(Co-funding with CFI’s John R. Evans Leaders Fund)

## Points to consider prior to completing PDF Fillable Application Form:

* All sections need to be completed, regardless of the amount of funds being requested from MCU. *For those that submitted an abridged (10 page) JELF, you will need to create text for “Training” and “Benefits” sections.*
* Certain sections specifically refer to Ontario and will require some edits/adjustments.
* ”Project Abstract” – briefly include some benefits to Ontario.
* “Benefits” – consider including references to Ontario’s economy, health, quality of life, public policy etc.  Quote Ontario statistics where applicable (possibly substituting them for the national statistics used in the JELF). This will impact your reference list/footnotes.
* No page limit.  PDF form does not allow for superscript, bold, underlining etc., so use spaces and line breaks strategically to improve readability. Recommend the use of [square brackets] for reference numbers so they are not confused with other numbers in the text.
* Figures/tables/reference list should be uploaded as separate files on the application form.
* You do not need to submit a new OR-5, as the matching provincial funds were listed on your CFI-JELF OR-5.
* Email completed form to [stratprg@uoguelph.ca](mailto:stratprg@uoguelph.ca) Once completed, we will secure institutional signature and submit to MCU on your behalf. We will send the final copy to you and your CRM.

Suggestions on completing the application form below:

## 1. Project Information

### **Application Date**

Use today’s date (not date JELF was submitted).

### **CFI Program/Funding Stream**

Choose – JELF or CRC-partnered JELF, as appropriate.

### **Faculty/Institute**

Write College name in text.

### **Alignment by Canadian Research and Development Classification Codes (CRDC)**

Download documents to access codes here:

<https://www.statcan.gc.ca/eng/subjects/standard/crdc/2020v1/index>

### **Number of Researchers/Collaborators**

A total number - can include PI, co-PI’s, techs, grad students, PDF’s, collaborators at other institutions etc.

### **Project Brief**

For use in press release, so avoid using first-person. Write in simple language (e.g., Grade 10 student).

### **Project Abstract**

If cutting and pasting from JELF, make sure text gets copied in entirety (Ministry form cuts off at 250 words). Also, add some Benefits to Ontario specifically.

## 2. Partners

### **Funding Partners**

Sample text:

Anticipated: CFI-JELF - $000

Confirmed: ABC $000 (in-kind), DEF $000 (in-kind). (If appropriate) University of Guelph $000 (cash)  
  
Use the same numbers as those listed in the ‘Contributions from Eligible Partners table’ in the Financial Module of your JELF application.

### **Research Partners**

List only. Briefly outline (1-2 sentences) the nature of the collaborative work for each individual or organization. Only list those that are contributing to the project directly.  
  
A more detailed description of collaboration and nature of involvement in project is required later in the application.

E.g. NAME X - expertise in abc research area;

NAME Y - technical expertise

### **Funding Question**

Funding does include In-kind contributions.   
  
For this program, the most common contribution is in-kind (discounts) from companies outside Canada (e.g., USA).   
  
If this applies, you can follow the sample below:

*Has the Principal Investigator received or is expected to receive funding for this project from foreign government, foreign academic or research institutions, Canadian military/ defense entity, foreign military/ defense entity, and/or private enterprise?*

No Yes Provide details below.

|  |  |  |
| --- | --- | --- |
| **Source** | **Funding Amount** | **Details** |
| 1. ACME American Company | $In kind amount | In-kind support by the equipment supplier |

## 3. Evaluation Criteria

### **Quality**

The Research Development section (1) of your JELF can be placed here.

### **Expertise** The Researcher section (2.1) from your JELF application can be placed here.

### **Need**

The Infrastructure section (3.1 and 3.2) from your JELF can be used here. Remove “CFI CASH” and replace with “CASH” when listing values.   
If you completed the full (15pg) JELF, you may wish to include your text from the “Sustainability” section (4), but this is optional.

### **Training** This section is new for those that completed the abridged (10 page) JELF. The HQP portion of your Benefits section (5) can be used here.

### **Partnerships** The Collaborators and Partners section (2.2) from your JELF can be placed here.

### **Benefits** This section is new for those that completed the abridged (10 page) JELF. Use the Benefits to Canada Section (5) as your base, but remove the HQP section (move this text to Training section, above). Refocus the Benefits to an Ontario context where appropriate/possible. Quote Ontario statistics (possibly substituting them in for the national statistics used in the JELF) – this will impact your reference list/footnotes.

If you completed a Knowledge Mobilization / Technology Transfer section (5.2) in your JELF, you may wish to include it, though it is optional.

Resources that may help you frame or substantiate your claims for benefits and impacts, particularly within an Ontario context:

* [Data Catalogue](https://data.ontario.ca/) – Ontario Government
* [Ontario Chamber of Commerce](https://occ.ca/) – Economic [Report](https://occ.ca/economic-snapshot-views-from-ontarios-business-community-2/)
* Ontario Ministry of Finance - [Long Term Report on Economy](https://www.ontario.ca/page/ontarios-long-term-report-economy)
* [Ontario Gross Domestic Product](http://www.omafra.gov.on.ca/english/stats/economy/index.html) – OMAFRA
* OMAFRA [statistics](http://www.omafra.gov.on.ca/english/stats/welcome.html)
* McKinsey Global Institute
* All [Ontario Ministry Plans and Annual Reports](https://www.ontario.ca/page/published-plans-and-annual-reports-2020-2021-ministry-environment-conservation-and-parks), including:
  + Ministry of the Environment, Conservation and Parks [Annual report](https://www.ontario.ca/page/published-plans-and-annual-reports-2020-2021-ministry-environment-conservation-and-parks) 2020-2021
  + Ministry of Children, Community and Social Services [Annual report](https://www.ontario.ca/page/published-plans-and-annual-reports-2020-2021-ministry-children-community-and-social-services) 2020-2021
  + Ministry of Health [Annual report](https://www.ontario.ca/page/published-plans-and-annual-reports-2020-2021-ministry-health) 2020-2021
  + Ministry of Colleges and Universities [Annual report](https://www.ontario.ca/page/published-plans-and-annual-reports-2020-2021-ministry-colleges-and-universities) 2020-2021
* Conference Board of Canada [Industrial Trends](https://www.conferenceboard.ca/topics/economics/industry/cips.aspx)
* [Canadian Occupational Projection System](http://occupations.esdc.gc.ca/sppc-cops/w.2lc.4m.2@-eng.jsp) (COPS)
* Canadian [Industry Statistics](https://www.ic.gc.ca/app/scr/app/cis/search-recherche?lang=eng)
* Business Development Bank – [Analysis and Research](https://www.bdc.ca/en/about/analysis-research)

## 4. Identifying Attachments

Attach references, figures and tables.

## 5. Mitigating Economic and Geopolitical Risk Checklist

More information on the Mitigating Economic and Geopolitical Risk Checklist is available on this [UG website](https://www.uoguelph.ca/research/for-researchers/funding/apply/MCU/early-researcher-awards/mitigating-economic-and-geopolitical-risk-checklist).

[Government of Canada](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_98014.html) website has more information and a Guide “Mitigating economic and/or geopolitical risks in sensitive research projects” has been created, for your reference.

## 6. Confirmations

Please review terms and conditions.

## 7. Signature

We will arrange for Ailsa Kay, Manager, Strategic Programs to sign as Institutional Contact and submit to

MCU on your behalf. The signed, submitted version will be emailed to you and your CRM.