# **University of Guelph Guide to the Ontario Research Fund - Small Infrastructure Fund form**

(Co-funding with Canada Research Chair – CFI John R. Evans Leaders Fund)

## Points to consider prior to completing SIF Application Form:

* This application will largely ‘re-use’ text from your CFI JELF application and your CRC nomination.
* Two sections of the assessment criteria (proposal) will require more effort – Section 4 Sustainability and Section 5 Benefits for Ontario. Guidance provided below.
* While preparing your application, save often. Some faculty have mentioned the PDF ‘crashed’ often.
* You do not need to submit a new OR-5, as the matching provincial funds were listed on your CFI-JELF OR-5.
* Email your completed SIF application form, MEGR checklist and signed attestations to [stratprg@uoguelph.ca](mailto:stratprg@uoguelph.ca).

Once completed, we will secure institutional signature and submit to the Ontario Ministry of Colleges and Universities (MCU) on your behalf. We will send the submitted copy to you and your CRM for your records.

Suggestions on completing certain sections of the application form:

## Project Information

**Canada Foundation for Innovation Program:**

Choose from the drop-down menu – “John Evans Leaders Fund – CRC”.

### Advanced Research Computing Infrastructure

Add information as applicable. The Ministry expects you to have consulted with [Compute Ontario](https://www.computeontario.ca/) if advanced research computing infrastructure is being requested as part of the ORF application given Compute Ontario’s role in helping to coordinate advanced research computing resources in Ontario. The engagement with Compute Ontario can take place at the same time you engage the Digital Research Alliance of Canada.

## Project Funding

### Total Cost of Infrastructure Project and Amount Requested from ORF

Please leave this table blank - RFS will complete this. (This table is new as of October 2024).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Cost of Ontario Component** | Year 1 | Year 2 | Year 3 | Year 4+ | Total |
| Partner Contributions (cash and in-kind) | $ | $ | $ | $ | $ |
| CFI Request | $ | $ | $ | $ | $ |
| ORF Request | $ | $ | $ | $ | $ |
| Total Project Cost | $ | $ | $ | $ | $ |

## Project Summary

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

Use the same CRDC codes as those listed in your CFI proposal.

## Project Brief

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

## Project Abstract

Ensure your “Project Summary” text from your JELF gets copied in its entirety (This application form cuts off at 6500 characters).

This summary description may be used in whole or in part in news releases or similar material.

## Number of Highly Qualified Personnel (HQP) to be Trained

The timeframe of the research proposal is 5 years.

## Assessment Criteria

We recommend you **do not** cut and paste individual sections of your JELF assessment criteria onto the PDF application form directly.

(The PDF form does not accept superscript/colours/images etc. The PDF fillable boxes have a total character limit of 55K. We can ignore that 55K character limit if we attach the assessment criteria file to the SIF application form (‘Attachments’)).

Instead, we suggest you revise your final draft of your CRC-CFI JELF assessment criteria and add additional text, as outlined below. Add page numbers and change font to Arial 12 (including references) as per MCU guidelines. It is OK if it is over 15 pages.

**1. Research or Technology Developments**

From your CRC “Description of Proposed Research Program” document, use Section 2a (Context) and 2b (Methodology). Rephrase sentences that state “The proposed CRC” or “This CRC” to something more generic such as “This project”.

# **2. Researcher**

Of your “Description of Proposed Research Program” document, use Section 1 (Quality of the Nominee) of your CRC application. Again, rephrase sentences that specifically mention the CRC program to something more generic.

# **3. Infrastructure**

Keep your JELF text that outlines all the requested infrastructure and pricing. If you have a section called “Operations and Maintenance” in your current JELF, please move that text to Section 4.2 “Operations and Maintenance” below.

# **4. Sustainability**

This section usually has 2 sub-headings “Management Plan” and “Operations and Maintenance”.

## 4.1 Management Plan

Outline how you will manage the equipment for its lifespan. Some phrasing examples:

Dr. Yourself will manage and maintain the X/Y equipment which will be used on a full-time/seasonal basis. Dr. Yourself will oversee or designate highly trained personnel to lead training on the equipment to ensure accurate use, device longevity and user safety. It is expected that x/y/the equipment will function to a high/reliable standard for x years.

**OR**

Dr. Yourself will oversee the management of the equipment and will have the support of an experienced technician that is funded by the Department of X/UG core facility such as AAC. Dr. Yourself with the technician will supervise and provide training on the equipment, oversee regular servicing and ensure accurate use, device longevity and user safety. The equipment is expected to be used on a full-time basis/seasonal basis and is expected to last x years.

Other options to include for text (select as appropriate):

* Mention if the vendor is providing initial training on-site or online.
* Should availability arise for the x equipment, other research groups at the University of Guelph can use it upon request / for a user fee.
* To avoid conflicts, an online booking system will be created.
* Equipment requires calibration/servicing annually and this will be arranged on a routine schedule to ensure the equipment reaches its full lifespan.
* Training manuals will be kept in a designated spot within the lab. A lab book/computer file will document all repairs, calibration/servicing to maintain accurate records.
* When Dr. Yourself is not available to oversee the equipment, designated senior highly trained personnel from the lab will take on these responsibilities.
* University of Guelph Computing and Communications Services (CCS) will provide support to ensure the requested computing infrastructure is the most appropriate for the proposed activities and is secure.
* Mention that current/future operating grants, start-up funds and CFI Infrastructure Operating Funds will cover project expenses for the lifespan of the equipment.

## **4.2 Operations and Maintenance**

If you included this section in your JELF, copy your text here.

Provide a description of operation and maintenance (O&M) expenses and revenues for the first five years.

Ensure the numbers (expenses/funding) mentioned are consistent with those provided in the CAMS Project Module “Operation and Maintenance” table.

Mention:

Possible expenses: servicing of equipment (e.g., calibration), replacement of components, supplies, purchase of extended warranty (only if NOT requested in Section 3 infrastructure), technician time.

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 for your awareness (no need to get into this detail in your proposal): At UG, you will receive an additional 18% of your CFI allocation in IOF funds for operations and maintenance of your infrastructure. You will have a separate account for these funds and 10 years to spend it. Should you require additional IOF funds, they can be requested and are conditional on AVPR approval.

# **5. Benefits For Ontario**

We know this section is carefully reviewed during the adjudication process at MCU. Copy your CFI JELF Benefits to Canada section here. You can also add some of your text from your CRC “Description of Proposed Research Program” document, use Section 2c (Engagement with research users and communication of results) and 2d (Description of proposed training) if you wish.

\*\*\* Please add text/revise text so the **benefits for** **Ontario** are clear. Adjust references accordingly.

You could mention Ontario’s economy, health, quality of life, public policy, hiring/career situation for HQP withing your field etc.  Quote Ontario statistics where applicable (possibly substituting them for the national statistics used in the JELF).

Here are some resources that could 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 2024 Budget](https://budget.ontario.ca/2024/index.html)

[Ontario’s Climate Change Strategy](https://docs.ontario.ca/documents/4928/climate-change-strategy-en.pdf)

[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)

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)

# Mitigating Economic and Geopolitical Risk (MEGR) Checklist and Attestations

If Amy Allison (RSO) has not yet done so, she will need to review your MEGR checklist and attestations. Signed attestation forms are required from you and any named researchers in your SIF proposal. Named researchers refers to: Researchers who participate in a research project and whose names and roles are stated in the Ministry research funding program application. They include a principal investigator (PI) and co-investigators in the project. They do not include project members that may participate in the project, but are not named in the application (e.g., technicians, post-docs, students, etc.)

Should you have questions, please reach out to her at [research.security@uoguelph.ca](mailto:research.security@uoguelph.ca)

We will arrange for Ailsa Kay, Manager, Strategic Programs to sign your MEGR checklist and your SIF application as this is considered an institutional application.

Attestation forms are to be signed by each relevant individual (PI and all “named researchers”).

# Confirmations

Please review terms and conditions and **tick box.**

## Submission to MCU:

We will email the entire submission to MCU on your behalf and will send you and your CRM a copy of the signed MEGR Checklist and SIF for your records.