**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.

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

|  |
| --- |
| 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.
 |
|  |
| 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?
 |
|  |

|  |
| --- |
| 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.
 |
|  |

|  |
| --- |
| References, optional **(1 page max)** |
|  |
| 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.
 |
|  |

|  |
| --- |
| Explain what additional collaborators will participate in the proposed research and how they complement the necessary expertise **(200 words max).** |
|  |
| 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).** |
|  |

|  |
| --- |
| Explain why this infrastructure is needed, how it will be used and by whom **(150 words max)**. |
|  |

|  |
| --- |
| 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?
 |
|  |

|  |
| --- |
| 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?
 |
|  |

|  |
| --- |
| 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)**. |
|  |

|  |
| --- |
| 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?
 |
|  |

|  |
| --- |
| 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)**? |
|  |

|  |
| --- |
| 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).** |
|  |
| Provide an estimate of maintenance and operational costs (service plans, personnel, software) **(100 words max)**. |
|  |
| Describe how these costs will be funded (CFI funds, potential user fees and contributions) **(100 words max)**. |
|  |

|  |
| --- |
| **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)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **RENOVATIONS** |
| **Item** | **Proposed Location** | **Quote Attached (y/n)** |
|  |  |  |
|  |  |  |
|  |  |  |
| **PERSONNEL (IF APPLICABLE)** |
| **Item** | **Proposed Responsibilities** | **Estimated Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |