



## Canada Foundation for Innovation John R. Evans Leaders Fund (JELF)

### Background Information:

The John R. Evans Leaders Fund (previously known as the Leaders Opportunity Fund) is a Canada Foundation for Innovation (CFI) program designed to help universities attract and retain the very best researchers. A university may support a proposal for a current faculty member who holds a full-time academic appointment, or for a candidate the university is in the process of recruiting to a full-time academic faculty appointment.

Universities are expected to submit JELF proposals to attract or retain faculty in priority areas as identified in the University's Strategic Research Plan. There are three annual JELF competitions with deadlines of February 15, June 15 and October 15.

At UBC, there are two categories for JELF requests - **ATTRACTION** (appointment within 24 months of the CFI submission deadline) and **RETENTION** (all others). Attraction candidates are new recruits to UBC. Retention candidates are continuing faculty members at UBC. For an attraction fund candidate, UBC has set a maximum funding amount of \$312,500 total project cost/person (\$125,000 CFI allocation). Retention candidates are selected through an internal nomination and selection process. Researchers interested in applying for retention funds **MUST** contact their Dean or Associate Deans of Research for information on the internal selection process.

Proposals are vetted internally and only strong proposals are selected for submission to CFI. As internal screening is rigorous, applicants are encouraged to prepare well-developed applications.

### Useful Links:

CFI JELF website: <http://innovation.ca/OurFunds/CFIFunds/JohnREvansLeadersFund/JELF>

CFI Policy and Program Guide:

[http://innovation.ca/sites/default/files/essential\\_documents/Policy\\_and\\_program\\_guide\\_en.pdf](http://innovation.ca/sites/default/files/essential_documents/Policy_and_program_guide_en.pdf)

Guidelines for creating a proposal:

[http://www.innovation.ca/sites/default/files/Funds/LOF/GuidelinesForCreatingAProposalLOF\\_EN.pdf](http://www.innovation.ca/sites/default/files/Funds/LOF/GuidelinesForCreatingAProposalLOF_EN.pdf)

Info on getting started with CFI Award Management System (CAMS):

[http://innovation.ca/sites/default/files/cfi\\_online/getting\\_started\\_e.pdf](http://innovation.ca/sites/default/files/cfi_online/getting_started_e.pdf)

UBC Institutional Programs (Vancouver) website: <http://research.ubc.ca/vpri/institutional-programs-office>

UBC Okanagan Office of Research Services website: <http://ors.ok.ubc.ca/welcome.html>



## UBC Okanagan Protocol for CFI Applicants

1. **Proposal Planning:** Contact the CFI Research Facilitator in ORS to set up a meeting to discuss your proposal.
2. **Space Allocation:** Submit a [space request form](#) to secure a space commitment for a CFI funded lab or workspace through the Okanagan space committee **by the deadline indicated below**.
3. **Renovation/Construction Quote (includes furniture):** Contact the Campus Planning Project Manager **as early as possible** to discuss space and major equipment requirements and renovation/construction scope.
4. **Notice of Intent (NOI):** Upon receipt of your space request approval, attach it and a one-page proposal summary to the CFI-LOF Okanagan Attraction/Retention [NOI form](#). **Detailed information on equipment specifications and space are required for the NOI.** Submit signed NOI to ORS **by the deadline indicated below**.
5. **IT/Computer Quote:** Contact IT Business Services Project Manager for technical consultation and quotes for hardware and software.
6. **Equipment Quotes:** Contact the Supply Management Procurement Officer for equipment with values >\$50,000. Obtain three budgetary estimates directly from suppliers for items under \$50,000.
7. **Sustainability and Operations & Maintenance:** Develop a sustainability plan and identify sources of funding for ongoing operations and maintenance of CFI-funded infrastructure. Contact the Finance Manager for your unit for assistance.
8. **Online proposal on CFI site:** Create an account on the CFI Award Management System ([CAMS](#)) and create a new proposal (select *John R. Evans Leaders Fund - Funding for research infrastructure*).
9. **Proposal & Budget Development:** Submit a draft proposal to ORS Research Facilitator for a criteria review and guidance in the preparation of the proposal and budget (including a budget worksheet). Refer to the [Guidelines for creating a proposal](#) for detailed instructions and assessment criteria of the proposal.
10. **Internal Review:** Submit final draft proposal as a PDF from the CFI CAMS site to Institutional Programs Office at UBC Vancouver for internal review **by the deadline indicated below**. No signatures are required at this stage.
11. **NEW! Institutional Signatures:** Once a proposal has been approved by the internal committee and a final version of the proposal is ready, obtain institutional signatures on the [Research Project Information Form](#). No substantive changes (e.g. budget) are permitted after this point. Submit application and signature page to ORS by internal deadline.
12. **Submission to CFI:** Do not submit the application to CFI (i.e. do not click the Completed button) until you have been told to do so by the Institutional Programs Office.
13. **Submission to BCKDF:** One month following the submission to CFI, a matching funds application must be submitted to the British Columbia Knowledge Development Fund (BCKDF).



**Important dates for CFI JELF and BCKDF competitions:**

Attraction Candidates:

CFI Competition	Space Allocation Request	NOI deadline	Internal selection deadline	Signatures (RPIF)	CFI deadline	BCKDF deadline
Feb-15	No attraction applications will be accepted in this competition					
Jun-15	2-Feb-15	6-Mar-15	24-Apr-15	10-Jun-15	15-Jun-15	15-Jul-15

Retention Candidates:

CFI Competition	Space Allocation Request	NOI deadline	Internal review deadline	Signatures (RPIF)	CFI deadline	BCKDF deadline
Jun-15	2-Feb-15	6-Mar-15	15-May-15	10-Jun-14	15-Jun-15	15-Jul-15

**NOTE:** Only candidates selected through an internal nomination and selection process can apply as retention candidates.

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