



# CFI John R. Evans Leaders Fund Notice of Intent (NOI) to Apply

## For UBC Okanagan applicants ONLY

<b>Project Leader Name:</b> _____		
Project Leader <b>Department/Faculty:</b> _____		
Project Leader <b>Eligibility:</b> <input type="checkbox"/> Attraction      Date of hire: _____ <input type="checkbox"/> Retention		
<b>Project Title</b> (Attach a 1 page research program summary): _____		
<b>Q1.</b> Do you currently have space approved to house the requested CFI infrastructure?	<input type="checkbox"/> YES <i>Building-Room _____</i>	<input type="checkbox"/> NO <i>(You will need to submit a space request form)</i>
<b>Q2.</b> Will you require any alterations to the space? <i>(Construction, Electrical, HVAC, Plumbing, etc.)</i>	<input type="checkbox"/> YES <i>(Attach page with brief description of alterations required)</i>	<input type="checkbox"/> NO
<b>Q3.</b> Will you require furnishings <i>(desk, chair etc.)</i> ?	<input type="checkbox"/> YES <i>(Attach page with itemized list of required furnishings)</i>	<input type="checkbox"/> NO
<b>Q4.</b> What type of equipment will you require? <i>Attach both a facilities equipment form and the tech specs for each piece of equipment.</i>	<input type="checkbox"/> Advanced Research Computing	<input type="checkbox"/> Other equipment
<b>Total project budget:</b> _____ 1. Amount to be requested from <b>CFI</b> (max of 40% of total): _____ 2. Amount to be requested from <b>BCKDF</b> (max of 40% of total): _____ 3. <b>Cash</b> or <b>In-kind</b> contributions (min 20% of total): _____ Anticipated sources of line 3. funds above (check all that apply): Vendor in-kind contributions <input type="checkbox"/> Institutional cash contributions <input type="checkbox"/> Please specify the anticipated source(s) of any institutional cash contributions (e.g. Dean or Head contributions, start-up funds): _____		

### Checklist of required attachments for NOI

- Research Program Summary** (required): Outline your need for the infrastructure, anticipated outcomes & benefits (1 page max).
- Space Request Form** completed and signed (if applicable)  
*If you do not yet have space approved, please contact [Richard.Federley@UBC.ca](mailto:Richard.Federley@UBC.ca) within 1 week of NOI deadline to discuss space approval process. Obtaining approval for appropriate space as early as possible is crucial. Please confirm that any allocated space is appropriate to house the type of infrastructure requested.*
- Description of Space Alterations** (if applicable): Briefly outline what changes will be required to your space. Provide a sketch of the anticipated floorplan if possible.
- Furnishings** (if applicable): Provide a list of required furnishings (furniture, fixtures, etc.)
- Facilities Equipment Form** for each piece of equipment (if applicable). You may bundle related pieces on one form if they together form a single complete system.
- Equipment technical specifications** (if applicable): Attach supplier's technical specifications and installation manuals

\*\*\* Please note that incomplete NOIs may cause significant delays. \*\*\*

**SIGNATURE SECTION**

I verify that all the information contained within this application is true and complete, to the best of my knowledge.

**Researcher**

Name:

Signature:

Date:

**Co-Applicant – if applicable**

Name:

Signature:

Date:

**Department Chair or Director**

Name:

Signature:

Date:

**Associate Dean of Research or Equivalent**

Name:

Signature:

Date: