



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

### **Background Information:**

The John R. Evans Leaders 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 from CFI + \$125,000 from BCKDF + \$62,500 cash or in-kind contribution). 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: <https://www.innovation.ca/awards/policy-and-program-guide-and-supplemental-information>

Guidelines for creating a JELF proposal: (unaffiliated)  
[https://www.innovation.ca/sites/default/files/Funds/JELF/July2018/jelf\\_guidelines\\_final\\_aug\\_en.pdf](https://www.innovation.ca/sites/default/files/Funds/JELF/July2018/jelf_guidelines_final_aug_en.pdf)

Info on getting started with CFI Award Management System (CAMS):  
[http://www.innovation.ca/sites/default/files/cfi\\_online/getting-started-with-cams-institutional-adm-may-2016-3.pdf](http://www.innovation.ca/sites/default/files/cfi_online/getting-started-with-cams-institutional-adm-may-2016-3.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 Instructions for CFI Applicants**

1. **Proposal Planning:** Contact the CFI Support Specialist in the Office of Research Services as early as possible to set up a meeting to discuss your proposal. *CFI JELF Support Specialist: [Pierre Rondier](#), [Pierre.rondier@ubc.ca](mailto:Pierre.rondier@ubc.ca)*
2. **Space Planning:** If your proposal will include new construction (building), exterior space, or you need to locate space, contact Campus Planning and Development **as early as possible** to discuss your space requirements.
3. **UBCO Notice of Intent (NOI):** Submit a signed UBCO NOI form (see Institutional Programs Forms at bottom of page [here](#)) to ORS **by the deadline indicated below**. Please be sure to include the relevant attachments:
  - Research Program Summary (required)
  - Space Request Form completed and signed (if applicable)
  - Description of Space Alterations (if applicable)
  - Furnishings (if applicable)
  - Facilities Equipment Form for each piece of equipment (if applicable)
  - Equipment technical specifications (if applicable)
4. **Confirm Space:** Confirm the allocated space is appropriate for your requested infrastructure.
5. **Budget Development:** Develop a budget by working with various units on campus.
  - **Renovation/Construction Quote (includes furniture):** Contact the Project Services Project Manager as early as possible to discuss space and major equipment requirements and renovation/construction scope.
  - **IT/Computer Quote:** Contact the Research Computing Services Project Manager for technical consultation and quotes for hardware and software.
  - **Equipment Quotes:** Contact the Payment and Procurement Officer for equipment with values >\$50,000. Obtain three budgetary estimates directly from suppliers for items under \$50,000.
6. **Create CAMS account 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*).
7. **Write the CFI proposal:** Refer to the [Guidelines for creating a proposal](#) for detailed instructions and assessment criteria of the proposal. Additional resources are available by request from the CFI research facilitator.
8. **Write BCKDF proposal:** A full BCKDF Step1 proposal is now part of the internal adjudication and selection of proposals. Refer to the [BCKDF website](#) for guidelines, application form template and webinar extract. An internal BCKDF application guide is available by request from the CFI research facilitator.
9. **Research Facilitation:** Submit your draft CFI and BCKDF proposals to the CFI research facilitator for a criteria review and guidance in the preparation of the proposal and budget (including a budget worksheet).
10. **Submit UBC-IPO NOI:** Submit an NOI to the UBC-Vancouver Institutional Programs office via email to [ipo.admin@ubc.ca](mailto:ipo.admin@ubc.ca).
11. **Internal Review & Selection:** Submit final draft proposal (Project; Assessment Criteria; Finance; Suggested Reviewers) as a PDF from the CFI CAMS site to [Meisan.brownlum@ubc.ca](mailto:Meisan.brownlum@ubc.ca) for



internal review **by the deadline indicated below**. In addition to the CFI application, a full BCKDF Step 1 application must also be submitted. The BCKDF proposal will be used as a part of the internal evaluation of your application. You can also attach all the quotes you have. If you are still working on obtaining quotes, the institutional Programs Office at UBC Vancouver will follow up with you directly

**Note:** No signatures are required at this stage. Only proposals selected by the internal review committee will be approved for submission to CFI.

12. **Institutional Signatures:** Once a proposal has been approved by the internal committee and a final version of the proposal and budget are ready, obtain institutional signatures on the [Research Project Information Form](#). Further information regarding this form can be found [here](#). No substantive changes (e.g. budget) are permitted after this point. Submit application and signature page to ORS by internal deadline.
13. **Submission to CFI:** Please 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.
14. **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 for UBCO applicants ONLY

Attraction Candidates:

CFI Competition	UBCO NOI deadline	Internal selection deadline	Signatures (RPIF)	CFI deadline	BCKDF deadline
<b>Oct-2018</b>	18-Jun-2018	Sep 3-2018	12-Oct-2018	15-Oct-2018	15-Nov-2018
<b>Feb-2019</b>	04-Oct-2018	4-Jan-2019	12-Feb-2019	15-Feb-2019	15-Mar-2019
<b>Jun-2019</b>	06-Feb-2019	25-Apr-2019 (TBC*)	13-Jun-2019	15-Jun-2019	15-July-2019

\*To be confirmed

#### UBC Okanagan Contacts:

##### **Office of Research Services**

CFI Research Facilitator  
Pierre Rondier  
[Pierre.Rondier@ubc.ca](mailto:Pierre.Rondier@ubc.ca)  
250 807-9438

##### **Project Services**

Project Manager  
Justin Allaire  
[Justin.Allaire@ubc.ca](mailto:Justin.Allaire@ubc.ca)  
250 807-9325

##### **Campus Planning and Development**

Space Coordinator  
Karen Young  
[Karen.Young@ubc.ca](mailto:Karen.Young@ubc.ca)  
250 807-8831

##### **Payment & Procurement Services**

Senior Procurement Officer  
Jack Boychuk  
[Jack.Boychuk@ubc.ca](mailto:Jack.Boychuk@ubc.ca)  
250 807-8613

##### **Research Computing Services**

Project Manager  
Erin Crowe  
[Erin.Crowe@ubc.ca](mailto:Erin.Crowe@ubc.ca)  
250 807-9178

#### UBC Vancouver Institutional Programs Office (CFI/BCKDF/WD):

CFI/BCKDF Program Officer  
Meisan Brown-Lum  
[Meisan.Brownlum@ubc.ca](mailto:Meisan.Brownlum@ubc.ca)  
604 827-5170

CFI Advisor to VP Research & International  
Leonard Foster  
[Foster@msl.ubc.ca](mailto:Foster@msl.ubc.ca)  
604 822-8311