



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

For UBC Okanagan applicants ONLY

Project Leader Name:		
Project Leader Department/Faculty:		
Project Title:		
Project Leader Eligibility: <input type="checkbox"/> Attraction Date of hire: _____ <input type="checkbox"/> Retention		
Q1. Do you currently have space approved to house the requested CFI infrastructure?	<input type="checkbox"/> YES Building/Room _____	<input type="checkbox"/> NO <i>(You will need to submit a space request form)</i>
Q2. Will you require any alterations to the space? (Construction, Electrical, HVAC, Plumbing, etc.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Q3. Will you require furnishings (desk, chair etc.)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Q4. What type of equipment will you require?	<input type="checkbox"/> Advanced Research Computing	<input type="checkbox"/> Other equipment
Approximate budget: _____ Will renovations be required to house the infrastructure? <input type="checkbox"/> YES <input type="checkbox"/> NO Anticipated sources of matching funds (check all that apply): Vendor in-kind contributions <input type="checkbox"/> Institutional cash contributions <input type="checkbox"/> Please specify anticipated source(s) of 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 Pierre.Rondier@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 budget item higher than \$50,000, or for any equipment you plan to purchase that could impact building systems and structures. . 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:

Co-Applicant – if applicable

Name:

Signature:

Date:

Department Chair or Director

Name:

Signature:

Date:

Associate Dean of Research or Equivalent

Name:

Signature:

Date: