



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

Background Information:

The **John R. Evans Leaders Fund (JELF)** 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, all attraction candidates, defined as new recruits to UBC with appointments within 24 months of the CFI submission deadline, can apply for a CFI JELF allocation. UBC has set a maximum funding amount of \$312,500 total project cost/person (\$125,000 from **CFI** + \$125,000 from **BC Knowledge Development Fund (BCKDF)** + \$62,500 cash or in-kind contributions).

Proposals are vetted internally and only strong proposals are approved for a JELF allocation and 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
- ❖ 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
- ❖ 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

- Proposal Planning:** Contact Pierre.Rondier@ubc.ca (CFI Facilitator) in the Office of Research Services **as early as possible** to set up a meeting to discuss your proposal.
- Space Planning:** If your proposal will include new construction (building), exterior space, or if you need new research space, contact Karen.Young@ubc.ca (*Facilities Planning*) **as early as possible** to discuss your space requirements.
- 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 Pre-Purchase Equipment Forms (if applicable)
 - Equipment technical specifications (if applicable)
- Confirm Space:** Confirm the allocated space is appropriate for your requested infrastructure.
- Budget Development:** Develop a budget by working with various units on campus.
 - **Renovation/Construction Quote (includes furniture):** Contact Jason.Stubbs@ubc.ca (*Facilities Planning*) and Justin.Allaire@ubc.ca (*Project Services*) to discuss space and major equipment requirements and renovation/construction scope. Facilities Planning will develop a lay-out (step 1) and will provide a package to Project Services for development of the renovation costs (step 2)
 - **IT/Computer Quote:** Contact Conor.English@ubc.ca (*Research Computing Services*) for technical consultation on data storage & management needs and quotes for hardware, software.
 - **Equipment Quotes:** Contact Clint.Sampson@ubc.ca (*Payment and Procurement Officer*) for equipment assistance with obtaining budgetary (non IT-related) quotations, identification of CFI discounts, and compliance with requirements for competitive bids. Obtain budgetary estimates directly from suppliers for items under \$75,000. Contact Procurement Services **as early as possible** for equipment with values >\$75,000 to develop plans for acquiring budgetary quotes and for the open tendering process if CFI funds are awarded.
- 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'). Share your online application via CAMS → Go to Project Module → Proposal Sharing → Share this proposal with another person → Enter email address: pierre.rondier@ubc.ca
- 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.
- Write BCKDF proposal:** A full BCKDF Step 1 proposal is 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. **UBCO Review & Feedback:** Submit your draft CFI proposal (*1500 character Project Summary, Assessment Criteria, Budget spreadsheet, BCKDF Step 1 Application Form*), and a PDF copy of your CFI application from the CAMS to pierre.rondier@ubc.ca for a criteria review and guidance in the preparation of the proposal and budget. This step is optional but highly recommended to make sure your proposal meets the requirements and will be competitive in the UBC internal selection. Incomplete proposals, including budgets, and/or applications submitted after the deadline will not receive a guarantee of being reviewed in time for the UBC Internal Selection step.
10. **UBC Internal Selection:** Submit final draft proposal (*Project; Assessment Criteria; Finance; Suggested Reviewers; BCKDF Step 1 Application Form*) as a PDF from the CFI CAMS site and a Word document of the BCKDF Step 1 application to Meisan.brownlum@ubc.ca for internal review **by the deadline indicated below**. In addition to the CFI application, please include an *Opinion of Probable Costs* if the project includes renovations. 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.
11. **Institutional Signatures:** Once a proposal has been approved by the internal committee and a final version of the proposal and budget are approved by the Institutional Programs Office, 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.
12. **Submission to CFI:** Please submit the application to CFI (i.e. click the Completed button) **only when** 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 Deadlines (for UBCO applicants)

Attraction Candidates:

CFI competition deadlines	UBCO NOI deadline	Submission for review and feedback (UBCO)	Internal selection deadline (IPO)	Final CFI application and signatures (RPIF)	BCKDF Step 1 application internal deadline	Final BCKDF Step 1 application to IPO
14-Feb-2020	04-Oct-2019	25-Nov-2019	6-Jan-2020	12-Feb-2020	21-Jan-2020	09-Mar-2020
15-Jun-2020	06-Feb-2020	25-Mar-2020	27-Apr-2020	12-Jun-2020	15-May-2020	10-July-2020
15-Oct-2020	06-Jun-2020	12-Aug-2020	04-Sep-2020	09-Oct-2020	21-Sep-2020	09-Nov-2020



UBC Support Team

OFFICE OF RESEARCH SERVICES (UBCO)	
<p>Pierre Rondier CFI Research Facilitator 250.807.9138 FIP 304 Pierre.Rondier@ubc.ca</p>	<p>Christine Humphries Manager, Strategic Initiatives & Operations 250.807.8154 FIP 325 Christine.Humphries@ubc.ca</p>

INSTITUTIONAL PROGRAMS OFFICE (CFI/BCKDF/WD):	
<p>Meisan Brown Lum CFI/BCKDF Program Officer 604 827-5170 Meisan.Brownlum@ubc.ca</p>	<p>Leonard Foster CFI Advisor VP Research & International 604 822-8311 Foster@misl.ubc.ca</p>

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