



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 per applicant (\$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:
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 Vancouver CFI JELF website: <https://ipo.ubc.ca/cfi-funds/john-r-evans-leaders-fund-jelf>
- ❖ UBC Okanagan Office of Research Services website: <https://ors.ok.ubc.ca/funding/institutional-programs/>



UBC Okanagan Instructions for CFI Applicants

Pre-application Planning (tasks 1-4)

1. **Proposal Planning:** Contact Pierre.Rondier@ubc.ca (UBCO Institutional Programs Officer) in the Office of the Vice-Principal Research and Innovation **as early as possible** to set up a meeting to discuss your proposal.
2. **Notice of Intent (NOI):** Submit your internal Notice of Intent on the [UBC IPO site](#) **by the deadline indicated below** (see Page 4). Please send by email to Pierre.Rondier@ubc.ca a copy of the requirements attachments as part of your NOI:
 - Space Request Form** completed and signed. 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 floor plan if possible
 - Furnishings** (if applicable): Provide a list of required furnishings (furniture, fixtures, etc.)
 - Equipment Pre-Purchase Form** (if applicable) for each budget item higher than \$50,000 or for any equipment you plan to purchase that could affect 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
3. **Space Planning:** If your proposal will include new construction (building), exterior space or research space, please work with your Faculty and Associate Dean of Research to determine what space may be available within the current faculty research space envelope. If your Faculty assigns you a space within its own space envelope that is not currently used for research, you will need to submit a [Space Request Form](#) as part of your NOI (see above). If the Faculty does not have available space, please contact Jason.Stubbs@ubc.ca (*Facilities Planning*) **as early as possible** to discuss your space requirements.
4. **Budget Development:** Develop a budget by working with various units on campus to develop cost estimates.
 - **Renovation/Construction Quote (includes research furniture):** Contact Jason.Stubbs@ubc.ca (*Facilities Planning*) 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 Justin.Allaire@ubc.ca (*Project Services*) for development of the renovation costs (step 2). Contact Cherie.Michels@ubc.ca with any Health, Environment and Safety management questions (e.g. hazardous materials storage cabinets, fume hood / BSC requirements, cleanable (non-fabric) surfaces, emergency washing facilities, ensuring local ventilation is laboratory type).
 - **IT/Computer Quotes:** Contact Conor.English@ubc.ca (*Research Computing Services*) for technical consultation on data storage & management needs and quotes for hardware, software. Contact Wade.Klaver@ubc.ca (*Advanced Research Computing*) for questions about advanced research computing (ARC) systems and the administration of those systems.
 - **AV Quotes:** Contact Garth.Evans@ubc.ca and Nathen.Storness-bliss@ubc.ca (audiovisual services) for technical consultation on audio visual equipment and setups



- **Equipment Quotes:** Obtain budgetary estimates directly from suppliers for items under \$75,000. For equipment with values >\$75,000, contact Clint.Sampson@ubc.ca (*Senior Procurement Officer*) and Ryan.Chernoff@ubc.ca (*Buyer*) **as early as possible** for assistance with obtaining budgetary (non IT-related) quotations, identification of CFI discounts, and compliance with requirements for competitive bids.

Project Development and Internal Selection (tasks 5-9)

- 5. 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*’). To 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
- 6. Write the CFI proposal:** Refer to the [Guidelines for creating a proposal](#) for detailed instructions and assessment criteria of the proposal. Additional resources such as samples and templates are available by request from the UBCO Institutional Programs Officer
- 7. Write the BCKDF Step 1 application:** BCKDF Step 1 applications will be reviewed to ensure that the social, environment and economic benefits to BC are highlighted. Refer to the [BCKDF website](#) for guidelines, application form template and webinar extract. An internal BCKDF application guide is available by request from the UBCO Institutional Programs Officer.
- 8. 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 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 (Task 10).
- 9. UBC Internal Review and Selection**
 - 9a. Peer Review:** Submit final draft proposal (*Project; Assessment Criteria; Finance; Suggested Reviewers*) as a PDF from the CFI CAMS site to Meisan.brownlum@ubc.ca for internal peer- 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.

Applicants will be provided feedback on whether their application meets the CFI assessment criteria and recommendations for improvement.

9b. Selection: If, in any given competition cycle, the number of applicants exceeds the UBC envelope for that competition, applications may be ranked by a committee made up of IPO staff and UBC peer reviewers. Only proposals selected by the internal selection committee will be submitted to CFI.



Project Finalization and Submission (tasks 10-14)

- 10. IPO Finance & Criteria Review:** All applicants will be assigned a Financial Analyst who will help to finalize the budget details. This may require several revision cycles. In parallel to this, the IPO will conduct a criteria-review of the entire application and provide suggestions for improvements. For complex projects, a phone meeting with IPO and UBCO program officers will be convened. Applicants will also be invited to submit a Word document of the BCKDF Step 1 application to Meisan.brownlum@ubc.ca for further review and guidance **by the deadline indicated below**.
- 11. Institutional Commitment:** UBC Okanagan’s Office of Research Services will not require a [Research Project Information Form](#) from applicants submitting a JELF application in June or October 2020. The IPO Finance Analyst will still confirm all UBC matching fund contributions that must be secured by the time of the CFI application.
- 12. Submission to CFI:** All CFI applications must be signed off by the IPO Associate Director Andy Lam before submission to the CFI. When your application has been signed off, IPO will notify you that your application is ready and ask that you click on the [validate] button and [confirm] completion of your application in CAMS.
- 13. CFI/BCKDF Deans Memo:** A signature process will be handled by IPO and VPR at the BCKDF Step 1 application stage. Nothing is required from you at that time. The memo will include a confirmation of the sources of funding identified within the CFI proposal including BCKDF, Vendor In-Kind, and UBC Contributions, and be signed by the Dean of your Faculty and the UBCO Vice Principal Research & Innovation.
- 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 Deadlines (for [UBCO applicants](#))*

CFI competition deadlines	UBCO NOI deadline**	Submission for review and feedback (UBCO)	Internal Review & Selection deadline (IPO)	BCKDF Step 1 application internal deadline	Final CFI application	Final BCKDF Step 1 application to IPO
14-Feb-2020	04-Oct-2019	25-Nov-2019	6-Jan-2020	21-Jan-2020	12-Feb-2020	09-Mar-2020
15-Jun-2020	06-Feb-2020	25-Mar-2020	27-Apr-2020	15-May-2020	12-Jun-2020	10-July-2020
15-Oct-2020	15-May-2020	03-Aug-2020	04-Sep-2020	21-Sep-2020	09-Oct-2020	09-Nov-2020

*All Deadlines are due at 12pm. Dates may change, please contact the UBCO Institutional Programs Officer to confirm.

** The UBCO Space Committee meets on the second Thursday of the month. To be considered, space requests should be provided well in advance and at least two weeks before the space committee meeting



UBC Support Team

OFFICE OF THE VICE PRINCIPAL RESEARCH AND INNOVATION (UBCO)		INSTITUTIONAL PROGRAMS OFFICE (CFI/BCKDF/WD):	
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