2020 INNOVATION FUND

CALL FOR PROPOSALS

May 2019

Working together toward global leadership in research for a better Canada

INNOVATION.CA

About the Canada Foundation for Innovation

The Canada Foundation for Innovation (CFI) makes financial contributions to Canada's universities, colleges, research hospitals and non–profit research organizations to increase their capability to carry out high–quality research.

The CFI invests in infrastructure that researchers need to think big, innovate and push the boundaries of knowledge. It helps institutions to attract and retain the world's top talent, to train the next generation of researchers and to support world–class research that strengthens the economy and improves the quality of life for all Canadians.

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PART 1
WHAT YOU NEED TO KNOW ABOUT THIS COMPETITION

Purpose of this competition

The success of the Canadian research community rests on its ability to realize the full potential of both its people and its infrastructure. The Canada Foundation for Innovation's Innovation Fund provides continued investments in infrastructure, across the full spectrum of research, from the most fundamental to applied through to technology development.

Projects funded through the Innovation Fund will help Canada remain at the forefront of exploration and knowledge generation while making meaningful contributions to generating social, health, environmental and economic benefits and addressing global challenges.

In Budget 2018, the Government of Canada proposed to establish permanent funding for the CFI. A new contribution agreement outlines this funding until 2026. This new funding model allows us to provide Innovation Fund competitions at regular intervals of 24 to 30 months.

With this call for proposals, we are launching the first Innovation Fund competition under our new funding model.

We expect institutions to propose research infrastructure projects that are:

- Aligned with the institution's strategic research plan.
- Guided by the institution's policies or plans on equity, diversity and inclusion, as well as by the CFI's statement on equity, diversity and inclusion, in selecting projects and assembling research teams. We recognize that a breadth of diverse perspectives, skills and experiences drives innovation and contributes to research excellence.

Research infrastructure projects should:

- Be of appropriate maturity and offer the best potential for transformative impact.
- Allow teams and institutions to build on established capacity to accelerate current research and technology development or to enhance emerging strategic priority areas.
- Enable teams to fully exploit research infrastructure and drive world–class research.

Objectives of the Innovation Fund

The objectives of the Innovation Fund are to:

- Enable global leadership by supporting world–class research or technology development.
- Enhance and optimize the capacity of institutions and research communities to conduct the proposed research or technology development program(s).
- Lead to social, health, environmental and/or economic benefits for Canadians.

Important dates

Sept. 16, 2019	Deadline to submit notices of intent
Jan. 20, 2020	Deadline to submit proposals
Jan. – May 2020	Review by Expert Committees
Aug. – Oct. 2020	Review by Multidisciplinary Assessment Committees & Special Multidisciplinary Assessment Committee
Nov. 2020	Decision by CFI Board of Directors

Competition budget

The CFI will invest up to $400 million in research infrastructure funding and will fund up to 40 percent of a project's eligible infrastructure costs. It will also provide up to $120 million for associated operating costs through the Infrastructure Operating Fund (IOF).

Institutional envelopes

An institutional envelope is the upper limit on the total value of funding that an eligible institution may request. It is based on the average share of research funding that the institution received from the three federal research–funding agencies over the period 2014–15 through 2016–17 (which is the most recent available data).

> **Minimum project cost**
>
> For this competition, the CFI will only consider proposals whose total project costs are greater than $1 million.

Eligible institutions without a specified institutional envelope will receive an envelope of $1.75 million. Research hospitals and research institutes may apply within the institutional envelope of the eligible university with which they are affiliated.

Refer to appendix 1 for the list of institutional envelopes.

The sum of all institutional envelopes is 2.75 times the competition budget to aim for an approximate funding rate of 35 percent.

Envelope exemption
If your institution submits a single proposal to the competition, you may exceed your institutional envelope.

Adhering to your institutional envelope
At the notice of intent deadline, your institution can exceed its institutional envelope by up to 10 percent. At the proposal deadline, the total value of CFI funding requested by your institution must be within its envelope, unless your institution is submitting a single proposal.

Operating and maintenance costs

The CFI will contribute to the operating and maintenance (O&M) costs of funded projects through our IOF. Institutions will automatically receive an allocation equivalent to 30 percent of the CFI contribution for funded projects.

Your institution needs to demonstrate that appropriate O&M resources are, and will continue to be, available in order to capitalize on the full potential of the requested infrastructure. Sustainability is an assessment criterion and an integral part of the review process; its assessment may influence the recommendations of the Multidisciplinary Assessment Committees.

Multi-institutional projects

For projects that bring together three or more CFI-eligible collaborating institutions* that will house part of the infrastructure or pool resources, you may request up to an additional five percent of the CFI award to cover administrative costs associated with the management and governance of those projects. You must include justification for these additional funds in the proposal, which will be subject to the merit-review process.

* Institutions, hospitals and research institutes affiliated with a CFI-eligible institution are not considered collaborating institutions for this additional funding.

Eligible institutions

Canadian universities, colleges, research hospitals and non–profit research institutions recognized as eligible by the CFI can apply to this competition.

Eligible infrastructure projects

An eligible project involves acquiring or developing research infrastructure to both increase research capacity and support world–class research.

Construction costs to build new space or to renovate existing space (including fitting out existing space) are eligible.

To be eligible for funding, research infrastructure expenditures and in–kind contributions must have taken place on, or after, June 1, 2017. We consider expenditures incurred when goods are received, services have been rendered or work has been performed.

For more information on eligibility guidelines, please refer to our Policy and program guide and see appendix 2 for recent revisions to the eligibility of infrastructure.

Infrastructure projects located at national or international research facilities

If the infrastructure you are proposing will be located at a national or international research facility, your institution must:

- Consult with the host facility.
- Comply with the facility's established planning and project approval processes.
- Obtain the approval of the host facility before submitting a notice of intent.

We may seek confirmation from the research facility regarding its commitment to host the proposed project.

Advanced research computing infrastructure

As in past competitions, you may submit proposals including advanced research computing infrastructure and related resources to carry out a research or technology development project. However, proposals that focus predominantly on major, collective and shared advanced research computing infrastructure will not be accepted in this competition. These advanced research computing needs will be covered by and addressed through the national Digital Research Infrastructure strategy announced by Innovation, Science and Economic Development Canada in April 2019.

Investments in advanced research computing infrastructure are maximized when those resources are shared. New or additional research computing resources funded through this competition, and costing more than $100,000, will normally be housed, managed and operated by Compute Canada (refer to our Policy and program guide for more details). We recognize that there are instances where, for compelling reasons, research computing infrastructure is best housed, managed and operated by institutions.

Your institution should consult with Compute Canada if you are planning to request advanced research computing infrastructure. If that is the case, please visit Compute Canada's website for information on their established process for facilitating collaboration with institutions. Should you have questions about the eligibility of advanced research computing infrastructure, please consult with your Senior Programs Officer.

Application process

Your institution must submit a notice of intent by the deadline. If you do not submit a notice of intent, you will not be able to submit a proposal. After the notice of intent submission deadline, you will have access to the proposal in the CFI Awards Management System (CAMS).

We will use the notices of intent when we plan the review process to:

- Identify what expertise is needed to assess each proposal.
- Recruit committee members.
- Identify potential eligibility issues with the infrastructure items requested.

The notices of intent are not assessed as part of the merit-review process.

We will publish a list of the notices of intent we receive, including a short project summary, on our website to encourage institutions with complementary projects to consider potential collaborations or multi–institutional initiatives, where appropriate. To this end, we may draw your attention to possible overlaps and synergies between institutions.

Merit-review process

First, CFI staff make sure that proposals are eligible and complete. Proposals are then reviewed in a three–stage process, as outlined below.

Expert Committees

In the first stage, Expert Committees review and assess small groups of related proposals. This process will be tailored to the nature and complexity of the proposal. Expert Committees assess the strengths and weaknesses of the proposals in relation to the six assessment criteria.

ASSESSMENT CRITERIA

Expert Committees evaluate proposals based on six assessment criteria that reflect the competition objectives:

- **Research or technology development** — The research or technology development program(s) are innovative, feasible and internationally competitive.

- **Team** — The diverse team comprises the breadth of expertise needed to conduct the proposed program(s).

- **Research capacity** — The institutions and their partners have the necessary research capacity on which this proposal will build.

- **Infrastructure** — The requested infrastructure is necessary and appropriate to conduct the proposed program(s).

- **Sustainability** — The infrastructure will be optimally used, operated and sustained over its useful life through tangible commitments.

- **Benefits** — The team and its partners have a well–defined plan to transfer the results of the research or technology development program(s). The results are likely to lead to social, health, environmental, and/or economic benefits for Canadians.

> **Diverse team**
>
> We encourage you to compose teams that include people who are at different stages of their career, with different backgrounds and from underrepresented groups, as appropriate for the proposed program(s).

Refer to Part 2 of this document for information about how to apply to the Innovation Fund competition, including instructions on how to address the assessment criteria.

FACE–TO–FACE MEETINGS

For proposals that we deem particularly large and complex, we may require a face–to–face meeting between the Expert Committee, project proponents and senior representatives of participating institutions. These projects typically represent a significant investment from the CFI; however, the financial aspect is not the sole determining factor for requiring a face–to–face meeting.

Shortly after the notices of intent are submitted, we will identify projects that are likely to require such a meeting and inform the institutions. After proposals are submitted, we will confirm whether a face–to–face meeting is needed. For those proposals, we may include experts in large research facility management on the Expert Committees.

Multidisciplinary Assessment Committees

In the second stage of review, Multidisciplinary Assessment Committees (MAC) review groups of proposals of similar size and/or complexity and assess them on the basis of the three competition objectives.

One or more MAC exclusively review proposals submitted by small institutions (whose share of research funding received from the three federal research funding agencies is less than one percent).

Following a careful analysis of the proposals and the Expert Committee reports, the MAC are then responsible for:

- Identifying proposals that demonstrate the highest standard of excellence and best meet the three competition objectives relative to other competing requests.
- Establishing the amount that the CFI should award for each proposal.

We choose MAC members for their capacity to assess proposals based on the competition objectives and for their broad understanding of the research environment, the niches of excellence in institutions and the breadth of impacts and outcomes from research across the entire landscape of research activity. The MAC that review large–scale proposals also include experts in the management of large research facilities. To help with the next stage of review, each MAC has the opportunity to identify up to two proposals that they deem of exceptional merit.

Special Multidisciplinary Assessment Committee

In the final stage of review, a Special Multidisciplinary Assessment Committee (S–MAC) reviews MAC reports for proposals recommended for funding by the MAC. The S–MAC makes sure there is consistency among the MACs. In instances where MAC recommendations exceed the available budget, the S–MAC recommends to the CFI Board of Directors the proposals that best support the CFI's mandate, meet the objectives of the competition and represent the most beneficial portfolio of investments for Canada.

Collaborating with provinces

To coordinate the review processes and avoid duplication of review efforts, we will share a list of the notices of intent submitted and provide Expert Committee reports, along with the names and affiliations of committee members, to relevant provincial and territorial funding authorities. We will disclose the list and committee reports only in accordance with agreements between the CFI and provincial or territorial authorities, as permissible pursuant to the Privacy Act.

We will also invite representatives of the relevant provincial or territorial authorities to participate as observers at the expert review stage. They will have the opportunity to submit their views on proposals for consideration by the S–MAC. We encourage institutions to work with relevant provincial and territorial funding authorities as key partners at an early stage in the planning and development of proposals.

Funding decisions

The CFI Board of Directors will make funding decisions at its meeting in November 2020. Following this meeting, we will notify your institution of the decisions and send you the review materials for your proposals.

Public announcement

The Government of Canada makes national funding announcements for our Innovation Fund. We organize these announcements in collaboration with institutions. Public announcements provide opportunities to highlight the research and technology development enabled by CFI–funded infrastructure. We encourage institutions to work with local and national media after the announcement to promote the benefits and impacts of the funding to Canadians.

PART 2
HOW TO APPLY

You will use the CFI Awards Management System (CAMS) to prepare, share and submit your notices of intent and proposals. Technical instructions for using CAMS are outlined in the Getting started with CAMS documents for researchers and institutional administrators on Innovation.ca.

This call for proposals and section 6 of the Getting started with CAMS documents contain all the necessary information to apply to the Innovation Fund, including the guidelines to prepare notices of intent and proposals. We will not publish separate guidelines as we have done in past competitions.

Complying with guidelines when preparing your notices of intent and proposals

It is important that all submissions conform to the guidelines outlined in the Getting started with CAMS documents as well as those in this document. We strongly recommend that you review the completed forms before you submit them to make sure they comply with these guidelines.

Changes to the team composition

We have introduced an option to select up to two team leaders, instead of a single project leader, to allow you to recognize other leaders within the team and to compose a more inclusive research team.

We also replaced "principal user" with "team member" to recognize the critical role of teams in the success of a research program.

Notice of intent

Since we use notices of intent to assemble review committees, you will not be able to change the name of the team leader(s) or administrative institution in CAMS once you submit the notice of intent. This is to avoid introducing potential conflicts of interest with review committee members. **If you do need to make such a change, contact your Senior Programs Officer as soon as possible.** We will oversee the change in CAMS.

The notice of intent consists of the following six sections:

- Project information.
- Project summary.
- Collaborating institutions.
- Team.
- Project description.
- Suggested reviewers.

Descriptions of the information for you to include in these sections are outlined in section 6 of the Getting started with CAMS documents for researchers and institutional administrators.

Project summary

Maximum 1,500 characters

We will publish the project title and summary, team leader(s), administrative and collaborating institutions and project keywords on our website to encourage institutions to collaborate or form multi–institutional initiatives where appropriate. You should provide enough information about the proposed research activities and requested infrastructure so potential collaborators can identify possible synergies.

Team

We expect that the requested infrastructure will support a research team's internationally competitive research activities. These activities can revolve around a single research program or multiple ones and the team can be comprised of researchers from different institutions, countries and sectors. We encourage you to consider the entire, diverse group of users, including team leader(s), team members and other users when addressing the team criterion. However, for space and workload considerations, you can identify up to 10 team members, including team leader(s). Only the CVs of these 10 team members will be appended to the proposal.

Team leader(s) will be designated in CAMS as follows:

- **Administrative leader**: The CAMS user (typically an academic researcher) who creates the project in CAMS. The administrative leader will be responsible for tasks usually under the purview of the "project leader" (e.g., submitting a proposal to the institution).
- **Team leader(s)**: You can identify up to two team leaders. The system will assign the administrative leader as a team leader by default and you will have an opportunity to designate an additional team leader. The additional team leader does not need to be associated with the administrative institution.

Team leader(s) and team members must have a CAMS account and accept to participate in this project before you can submit the notice of intent. Team leaders will have read and write access while team members will each have read access to the notice of intent.

You may include individuals from organizations (national or international) not eligible to receive CFI funding as team members or leaders.

Project description

Maximum four pages

Provide a description of the major pieces of infrastructure requested, a short overview of the research or technology development activities that the infrastructure will enable and the anticipated outcomes of these activities, including expected application(s).

Also, use this section to clearly indicate if the proposal will include advanced research computing infrastructure and if the proposed location of the infrastructure project is a national or international research facility (see the Eligible infrastructure projects section of this document for more details).

Collaborating institutions

Before you can submit the notice of intent, collaborating institutions must accept to participate in the project and confirm their contribution to the project, if any, from their institutional envelope.

Suggested reviewers

We encourage you to suggest reviewers that include people who are at different stages of their career, with diverse backgrounds and from underrepresented groups, as appropriate for the proposed program(s). The decision whether to contact the reviewers you suggest remains with the CFI.

Proposal

The proposal should clearly present the merits and excellence of the proposed project. You should provide sufficient information to enable reviewers to evaluate the proposal in accordance with the assessment criteria.

CAMS automatically populates the proposal with information provided in the notice of intent, including:

- Project information.
- Collaborating institutions.
- Team.
- Suggested reviewers.

You can make changes to the collaborating institutions, team members and suggested reviewers after you submit your notice of intent, but **you must let your Senior Programs Officer know as soon as possible if you do so**. This will help to avoid conflicts of interest with potential reviewers.

The proposal consists of three separate CAMS modules:

- **Project module** — information about the proposed project, how it meets the objectives and criteria of the competition.
- **Finance module** — information pertaining to the budgetary details of the proposal.
- **Suggested reviewers module** — list of potential reviewers of the proposal.

The forms in CAMS will indicate the maximum number of characters that can be included in each section and/or the page limits for uploaded attachments.

Project module

The project module consists of the following sections:

- Project information.
- Plain language summary and project summary.
- Team.
- Collaborating institutions.
- Financial resources for operating and maintenance.
- Assessment criteria.

Descriptions of the information to be included in these sections are outlined in section 6 of the Getting started with CAMS documents for researchers and institutional administrators.

Maximum three pages

Provide a general description of the research or technology development activities to be undertaken and an overview of the infrastructure you are requesting. This summary must address the extent to which the proposal meets the competition objectives.

The objectives of the Innovation Fund are to:

- Enable global leadership by supporting world–class research or technology development.
- Enhance and optimize the capacity of institutions and research communities to conduct the proposed research or technology development program(s).
- Lead to social, health, environmental and/or economic benefits for Canadians.

For projects recommended for funding by the MAC, the project summary is the only section of the proposal that we will provide to the S–MAC to help with their deliberations.

TEAM

We expect the requested infrastructure will support a research team's internationally competitive research activities. These activities can revolve around a single research program or multiple ones and the team can be comprised of researchers from different institutions, countries and sectors. We encourage you to consider the entire, diverse group of users, including the team leader(s), team members and other users when discussing the team. However, for space and workload considerations, you can identify up to 10 team members, including the team leader(s). Only the CVs of these 10 team members will be appended to the proposal.

Team leader(s) and team members must have a CAMS account and accept to participate before you can submit the proposal. Team leaders will have read and write access while team members will each have read access to the proposal.

Describe the leadership role of the team leader(s) as well as the role of each team member in the assessment criteria.

You can also identify up to 20 other users. These individuals will not be notified via CAMS of their inclusion in the proposal, so the administrative institution should make sure they have been informed and have agreed to participate in the proposal.

You may include individuals from organizations (national or international) not eligible to receive CFI funding as other users, team members or leaders.

Collaborating institutions

Before you can submit the proposal, collaborating institutions must confirm their contribution, if any, from their institutional envelope. If you add new collaborating institutions to the proposal, they must also confirm their participation before you can submit the proposal. **You must notify your Senior Programs Officer of any new collaborating institutions as soon as possible.** This will help us to manage potential conflicts of interest in the merit–review process.

For a multi–institutional project that brings together three or more CFI–eligible institutions, the administrative institution may request up to an additional five percent of the CFI award to cover administrative costs associated with the management and governance of those projects. You should list the additional contribution in the "other" category and specify it as "additional CFI".

You must include a justification for this additional contribution within the contents of the sustainability criterion in the assessment criteria section. It will be subject to the merit-review process.

Assessment criteria

DOCUMENT STRUCTURE

Address the assessment criteria in a PDF document and upload it to CAMS. The document must contain key information on how the proposal meets the assessment criteria for this competition. Make sure the document follows the formatting guidelines for attachments outlined in the Getting started with CAMS documents for researchers or institutional administrators. You should also:

- Address each criterion in the order that they appear on the following pages.
- Begin each criterion on a new page.

Reviewers will evaluate each assessment criterion against a standard. Each criterion includes instructions you must address in the proposal. Failure to do so will weaken the proposal. Expert Committees rate the degree to which the proposal meets each standard, whereas the MAC rates the degree to which the proposal meets each competition objective. In the following pages, each assessment criterion is listed under the relevant objective.

PAGE LIMITS

Page limits for your PDF document depend on the amount requested from the CFI in the proposal.

Total CFI request	Maximum number of pages
≤ $2 million	30*
> $2 million	35

You have maximum flexibility to address each criterion in the document you submit, including the use of figures or diagrams, where appropriate. The distribution of pages among criteria is at your discretion, up to the total page limits noted above.

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* For those submitting proposals with a CFI request less than or equal to $2 million, keep in mind that CAMS will allow you to upload a PDF document up to 35 pages long. A validation error restricting the PDF document to 30 pages will only occur when the administrative leader sets the proposal to "complete" and your institution sets it to "verified" or tries to submit it to the CFI.

CRITERION STANDARDS AND INSTRUCTIONS

OBJECTIVE 1

Enable global leadership by supporting world–class research or technology development

The proposal must meet these requirements:

- The proposed research or technology development program(s) are feasible, innovative and have the potential to be of world–class calibre.
- The team, including researchers and partners, is appropriate for conducting the full spectrum of the proposed research or technology development program(s).
- The proposed program(s) will enable the institutions and their researchers to be global leaders in the project's research or technology development domain(s).

Research or technology development

The research or technology development program(s) are innovative, feasible and internationally competitive.

Instructions:
Describe the proposed research or technology development program(s) that will be enabled by the requested infrastructure, including the proposed approach, feasibility and breakthrough potential.

Demonstrate how the proposed program(s) are innovative and internationally competitive by positioning them within the national and international context. Where appropriate, include references.

Team

The diverse team comprises the breadth of expertise to conduct the proposed program(s).

Instructions:
Describe the team's relevant experience and expertise to undertake the proposed program(s). Highlight its scientific and technical contributions to the area of the proposed program(s).

Describe the contributions from relevant partners, as applicable, to the proposed program(s).

Describe the equity, diversity and inclusion principles you considered in composing the research team (including team leaders, members and/or other users) to include people who have the necessary expertise, who are at different stages of their career, and who are from underrepresented groups, as appropriate for the proposed project.

OBJECTIVE 2

Enhance and optimize the capacity of institutions and research communities to conduct the proposed research or technology development program(s)

The proposal must meet these requirements:

- The institution(s) and its/their partners have demonstrable capacity in people, infrastructure and other investments, in the proposal's research or technology development domains. The acquisition of the requested infrastructure represents an optimal investment to enhance the existing capacity.
- The requested infrastructure is essential for conducting the proposed research or technology development program(s).
- Tangible plans and commitments are in place to ensure the optimal use and sustainable operations for the useful life of the infrastructure.

Research capacity

The institution(s) and their partners have the necessary research capacity on which this proposal will build.

Instructions:
In the specific context of the current proposal, describe the existing research capacity of the institution(s) and their partners to support the proposed program(s), including past key investments in people (researchers and highly qualified personnel) and infrastructure.

Infrastructure

The requested infrastructure is necessary and appropriate to conduct the proposed program(s).

Instructions:
Describe each requested item and justify why it is needed to conduct the proposed program(s). (Reference the item number, quantity, cost and location entered in the "Cost of individual items" table. Provide a cost breakdown and description of included items in any grouping of items. For construction or renovation, provide a description of the space including its location, size and nature).

Taking into consideration the research infrastructure capacity at your institution and at your partners' institution(s), explain how the requested infrastructure is the optimal option to obtain the necessary resources to conduct the proposed program(s).

Note: For construction or renovation, the detailed cost breakdown, timeline and floor plans must be provided in a separate document as part of the finance module.

*The table continues on the following page.

Sustainability

The infrastructure will be optimally used, operated and sustained over its useful life through tangible commitments.

Instructions:

Present a management plan which describes how the infrastructure will be optimally used (e.g., user access and level of use), operated and maintained over its useful life.

Outline the operating and maintenance costs and revenue sources over the useful life of the infrastructure. Refer to the "Financial resources for operation and maintenance" tables.

For larger and more complex projects, describe the proposed governance of the requested infrastructure, including the composition of its decision–making bodies.

For a multi-institutional project of three or more CFI-eligible collaborating institutions that requests an additional O&M contribution (up to five percent of the CFI award), include a justification for the additional contribution.

OBJECTIVE 3

Lead to social, health, environmental and/or economic benefits for Canadians

The proposal must meet these requirements:

- A well–defined plan for the transfer and/or translation of the research or technology development results is articulated.
- The research or technology development results are likely to lead to socioeconomic benefits for Canadians.
- A clear plan for training and enhancing the skills of highly qualified personnel is articulated.

Benefits

The team and its partners have a well–defined plan to transfer the results of the research or technology development program(s). The results are likely to lead to social, health, environmental and/or economic benefits for Canadians.

Instructions:

Detail the plans to transfer the results of the research or technology development program(s).

Describe the team's experience in knowledge mobilization and/or technology transfer.

Describe the potential benefits to Canadians, including the skills highly qualified personnel will develop using the requested infrastructure.

Finance module

The finance module consists of the following sections:

- Cost of individual items.
- Construction or renovation plans (if applicable).
- Contributions from eligible partners.
- Infrastructure utilization.
- Overview of infrastructure project funding (generated automatically).

Descriptions of the information to be included in these sections are outlined in section 6 of the Getting started with CAMS documents for researchers and institutional administrators.

Suggested reviewers

We encourage you to suggest reviewers that include people who are at different stages of their career, with diverse backgrounds and from underrepresented groups, as appropriate for the proposed program(s). The decision whether to contact the reviewers you suggest remains with the CFI.

Submission of notices of intent and proposals

We do not require hard copies of notices of intent or proposals. You must submit notices of intent and proposals in CAMS by their respective deadlines.

APPENDIX 1
INSTITUTIONAL ENVELOPES

Institution	Envelope
University of Toronto (and affiliated hospitals)	$171,300,000
The University of British Columbia (and affiliated hospitals)	$103,900,000
McGill University (and affiliated hospitals)	$99,700,000
University of Alberta (and affiliated hospitals)	$62,000,000
Université de Montréal (and affiliated hospitals)	$61,100,000
Université Laval (and affiliated hospitals)	$49,300,000
McMaster University (and affiliated hospitals)	$47,900,000
University of Ottawa (and affiliated hospitals)	$45,900,000
University of Calgary (and affiliated hospitals)	$42,800,000
Western University (and affiliated hospitals)	$39,500,000
University of Waterloo	$37,800,000
University of Manitoba (and affiliated hospitals)	$27,600,000
Dalhousie University (and affiliated hospitals)	$27,100,000
Queen's University (and affiliated hospitals)	$25,800,000
Simon Fraser University	$24,700,000
Université de Sherbrooke (and affiliated hospitals)	$20,500,000
University of Saskatchewan (and affiliated hospitals)	$17,300,000
University of Victoria	$17,100,000
York University	$15,900,000
University of Guelph	$14,400,000
Polytechnique Montréal	$13,200,000
Concordia University	$12,800,000
Université du Québec à Montréal	$11,600,000
Carleton University	$11,400,000
Memorial University of Newfoundland* (and affiliated hospital)	$9,900,000
Ryerson University*	$8,100,000
Institut national de la recherche scientifique*	$7,700,000
University of Windsor*	$6,200,000
University of New Brunswick*	$5,500,000
Université du Québec – École de technologie supérieure*	$5,200,000
University of Regina*	$3,800,000
Wilfrid Laurier University*	$3,800,000
Brock University*	$3,300,000
University of Lethbridge*	$3,200,000
Laurentian University*	$3,200,000
Lakehead University*	$3,100,000
Trent University*	$2,900,000
University of Ontario Institute of Technology*	$2,800,000
Université du Québec à Trois–Rivières*	$2,700,000
Université du Québec à Chicoutimi*	$2,500,000
Université du Québec à Rimouski*	$2,400,000
All other CFI–eligible institutions *	$1,750,000

* Small institution (share of research funding received from the three federal research funding agencies is less than one percent).

APPENDIX 2
REVISIONS TO ELIGIBILITY OF INFRASTRUCTURE

We have introduced two revisions to infrastructure eligibility in the 2020 Innovation Fund competition and have provided guidelines below to help you prepare your proposal. We will update our Policy and program guide this fall and phase in the revised eligibility for other CFI funds throughout 2019.

Extended warranties and service contracts for existing equipment

Extended warranties and service contracts for existing equipment are eligible for both CFI-funded and non-CFI-funded equipment. Non-CFI-funded equipment must meet the eligibility guidelines for infrastructure projects as outlined in section 4 of the Policy and program guide including infrastructure use (s. 4.2), infrastructure location (s. 4.3) and infrastructure control (s. 4.4).

Proposals which include a request for extended warranties and service contracts for existing infrastructure must address the following within the infrastructure criterion in the assessment criteria document:

- The existing equipment is necessary and appropriate to conduct the proposed research program(s).
- Purchase of extended warranties and service contracts is the optimal option to conduct the proposed program(s).

The eligible duration of the extended warranties and service contracts requested in the proposal corresponds to the time the existing equipment will be used for the proposed research activities. It must not exceed the useful life of the equipment.

Collaborative space

Previously, construction of a new building or the development of new space in an existing building was eligible only when the new space was essential to house and use the eligible infrastructure requested in the proposal. The eligibility of construction or renovation of space now also includes collaborative space. Collaborative space, designed to enable and foster research collaborations, is expected to be purpose-built and essential for the proposed research program(s) and must be primarily used for research activities.

Examples of eligible collaborative spaces include focus group spaces and meeting rooms.

Examples of non-eligible spaces include cafeterias or lounges, since these spaces are not primarily built or used for research activities.