



# NOMINATION OF A CANADA RESEARCH CHAIR <sup>1</sup>

## Identification

File number:

Nominating University:

## University contact

Surname or  
family name:

Given name  
and initials:

Title or position:

Department/  
faculty:

Telephone:

Area code

Number

Extension

Fax:

E-mail address :

## Nominee

Surname or  
family name:

Given name  
and initials:

Title or position:

Department:

University/  
organization:

Country:

Telephone:

Country code

Area code

Number

Extension

Fax:

E-mail address:

## Chair information

Type of Chair applied for: Tier 1  Tier 2  Special Tier 1  Special Tier 2   
NSERC  CIHR  SSHRC

If this Chair represents a change in the original allocation by Tier or Council, please send the Chairs Secretariat a separate covering letter indicating what changes you are making.

Are you nominating someone for a Tier 2 Chair who received their highest degree more than 10 years ago ?

Yes  No

<sup>1</sup> See Program Details section at [www.chairs.gc.ca](http://www.chairs.gc.ca)



### Chair information

Name of the department / faculty / unit where the Chair will be located:

Proposed title of the Chair:  
Canada Research Chair in

Expected date of appointment to the Chair: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Month Day

### Certification requirements and environmental impact

If the proposed Chair's activities involve any of the following, check the appropriate box(e)s and submit the protocol to the Chairholder's institution's certification committee for research involving:

Humans  Human Stem Cells  Animals  Biohazards  Environmental Assessment

### Canada Foundation For Innovation (CFI) Infrastructure request

Is a request for infrastructure support from the Canada Foundation for Innovation included with this Chair nomination ?

Yes  No

If yes, will the infrastructure requested be shared by a cluster of Canada Research Chairs?

Yes  No

Please provide the names of the chairholders or nominees participating in the cluster:

### Research discipline

**Primary code:**

Discipline name:

**Secondary code:**

Discipline name:

### Area of application

**Primary code:**

Area of application:

**Secondary code:**

Area of application:



### **Justification for the Tier 2 Chair**

Tier 2 Chairs are intended for emerging researchers. If the nominee is a professor who received his/her highest degree more than ten years ago, please justify this nomination (e.g. clinical training, years in industry, breaks in career, etc).



## Research project summary

Provide a 100 word summary, written in lay language, describing the uniqueness and importance of the proposed research program. This summary may be used for publicity purposes.

## Keywords

Provide keywords which describe the proposed research program (use a comma to separate keywords):



## Letters of reference

List the names and institutional affiliations of three people who will be writing letters of reference for this nomination. To instruct referees on how to compose their letters, please see Guidelines for referees.

### Eligibility

#### Tier 1 Nominations

All three letters must be from established authorities in the field who are **not** in a **conflict of interest** (see below) with the nominee. One letter **must** be from an international authority in the field, i.e., a recognized authority in the nominee's field who does not reside in the country in which the nominee is currently working.

#### Tier 2 Nominations

**One** of the three letters must be from an established authority in the field who is **not** in a **conflict of interest** (see below) with the nominee. In addition, for the other two letters of reference, referees may not be affiliated with the nominating institution unless they are the candidate's PhD or postdoctoral supervisor.

#### Conflict of Interest

Referees are in a conflict of interest if they:

- are affiliated with the nominating institution (including hospitals and research institutes);
- have a personal relationship with the nominee (includes close friend, relative, former PhD or postdoctoral supervisor, mentor, or student previously under the nominee's supervision);
- have collaborated (i.e., published or been a co-researcher) with the nominee in the last five years (this refers to the five years preceding the deadline for the submission of the nomination; e.g., for a 2010 submission, the five-year period would include 2005);
- are involved in the proposed program of research;
- are in a position to gain or lose financially/materially from the outcome of the nomination.

**Note :** Referees cannot be suggested as reviewers for nominations.

**Name of Referee:**

**Institution of Affiliation:**

**Conflict of interest ( for Tier2 Nominations only):**  Yes  No

**Name of Referee:**

**Institution of Affiliation:**

**Conflict of interest ( for Tier2 Nominations only):**  Yes  No

**Name of Referee:**

**Institution of Affiliation:**

**Conflict of interest ( for Tier2 Nominations only):**  Yes  No



## Funding from Chairs program

Indicate how Canada Research Chairs funds will be used according to the line items (five years for Tier 2 nominees; seven years for Tier 1 nominees). Actual expenditures may deviate from planned expenditures as long as program guidelines on the use of funds are respected. This information is requested for information and evaluation purposes for the College assessors, as well as for program administrative and accountability purposes.

| Contributions of Chairs Program to:   | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|---|--------|--------|--------|--------|--------|--------|--------|
| <b>Salary costs of incumbent</b>  |        |        |        |        |        |        |        |
| Salary and benefits of the incumbent (including any bonus paid to the incumbent)  |        |        |        |        |        |        |        |
| <b>Student salaries and benefits</b>  |        |        |        |        |        |        |        |
| Undergraduate   |        |        |        |        |        |        |        |
| Master's  |        |        |        |        |        |        |        |
| Doctoral  |        |        |        |        |        |        |        |
| <b>Non-student salaries and benefits</b>  |        |        |        |        |        |        |        |
| Postdoctoral fellows  |        |        |        |        |        |        |        |
| Other (clerks, secretaries, research assistants, research associates)   |        |        |        |        |        |        |        |
| <b>Other expenses</b>   |        |        |        |        |        |        |        |
| Professional / technical services   |        |        |        |        |        |        |        |
| Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI  |        |        |        |        |        |        |        |
| Materials, supplies and other expendables   |        |        |        |        |        |        |        |
| Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.) |        |        |        |        |        |        |        |
| Travel and workshops  |        |        |        |        |        |        |        |
| Other expenditures (specify)  |        |        |        |        |        |        |        |
| <b>Total</b> (maximum \$200,000 for Tier 1 and \$100,000 for Tier 2)  |        |        |        |        |        |        |        |



## Funding from the University

Indicate any funds committed in support of the Chair by the university (five years for Tier 2 nominees; seven years for Tier 1 nominees). This information is requested for information and evaluation purposes for the College assessors.

| Contribution of University to:  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 |
|---|--------|--------|--------|--------|--------|--------|--------|
| <b>Salary costs of incumbent</b>  |        |        |        |        |        |        |        |
| Salary and benefits of the incumbent (including any bonus paid to the incumbent)  |        |        |        |        |        |        |        |
| <b>Student salaries and benefits</b>  |        |        |        |        |        |        |        |
| Undergraduate   |        |        |        |        |        |        |        |
| Master's  |        |        |        |        |        |        |        |
| Doctoral  |        |        |        |        |        |        |        |
| <b>Non-student salaries and benefits</b>  |        |        |        |        |        |        |        |
| Postdoctoral fellows  |        |        |        |        |        |        |        |
| Other (clerks, secretaries, research assistants, research associates)   |        |        |        |        |        |        |        |
| <b>Other expenses</b>   |        |        |        |        |        |        |        |
| Professional / technical services   |        |        |        |        |        |        |        |
| Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI  |        |        |        |        |        |        |        |
| Materials, supplies and other expendables   |        |        |        |        |        |        |        |
| Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.) |        |        |        |        |        |        |        |
| Travel and workshops  |        |        |        |        |        |        |        |
| Other expenditures (specify)  |        |        |        |        |        |        |        |
| <b>Total from university:</b>   |        |        |        |        |        |        |        |



## Funding from other sources

Indicate any funds committed in support of the Chair by sources other than the Chairs program or the university (five years for Tier 2 nominees; seven years for Tier 1 nominees) (e.g., federal government departments and agencies, provincial funding agencies and relevant provincial and territorial departments, charities, non-governmental organizations, industry, and international organizations). In-kind contributions may also be included. Exclude the concurrent or any subsequent application to CFI associated with the nomination; however, include any other CFI investment that supports the Chair or the cluster. If included, this information may be used for information and evaluation purposes for the College assessors.

| <b>Contribution from other sources:</b>   | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> | <b>Year 5</b> | <b>Year 6</b> | <b>Year 7</b> |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Salary costs of incumbent</b>  |               |               |               |               |               |               |               |
| Salary and benefits of the incumbent (including any bonus paid to the incumbent)  |               |               |               |               |               |               |               |
| <b>Student salaries and benefits</b>  |               |               |               |               |               |               |               |
| Undergraduate   |               |               |               |               |               |               |               |
| Master's  |               |               |               |               |               |               |               |
| Doctoral  |               |               |               |               |               |               |               |
| <b>Non-student salaries and benefits</b>  |               |               |               |               |               |               |               |
| Postdoctoral fellows  |               |               |               |               |               |               |               |
| Other (clerks, secretaries, research assistants, research associates)   |               |               |               |               |               |               |               |
| <b>Other expenses</b>   |               |               |               |               |               |               |               |
| Professional / technical services   |               |               |               |               |               |               |               |
| Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI  |               |               |               |               |               |               |               |
| Materials, supplies and other expendables   |               |               |               |               |               |               |               |
| Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.) |               |               |               |               |               |               |               |
| Travel and workshops  |               |               |               |               |               |               |               |
| Other expenditures (specify)  |               |               |               |               |               |               |               |
| <b>Total from other sources:</b>  |               |               |               |               |               |               |               |



## Suggested reviewers

The University is invited to suggest three potential reviewers, for this nomination, who are **not in conflict of interest** (see below). Suggested reviewers may be from Canada or abroad.

### Conflict of Interest

Suggested reviewers are in a conflict of interest if they:

- are affiliated with the nominating institution (including hospitals and research institutes);
- have a personal relationship with the nominee (includes close friend, relative, former PhD or postdoctoral supervisor, mentor, or student previously under the nominee's supervision);
- have collaborated (i.e. published or been a co-researcher) with the nominee in the last five years (this refers to the five years preceding the deadline for the submission of the nomination; e.g., for a 2010 submission, the five-year period would include 2005);
- are from the same institution as those who have written a letter of reference to the Chairs Program on behalf of the nominee;
- are involved in the proposed program of research;
- are in a position to gain or lose financially/materially from the outcome of the nomination.

Reviewers should be able to evaluate the nomination in the language in which it is written. The Chairs Secretariat reserves the right to make the final selection of reviewers for any nomination.

|  |           |        |   |  |  |
|--|-----------|--------|---|--|--|
| Surname or family name:<br>Title or position:<br>Address:      |           |        | Given name and initials:<br>Department: |  |  |
| City/municipality:<br>Country:                                 |           |        | State/province:<br>Postal code:         |  |  |
| Country code   | Area code | Number | Extension                               |  |  |
| Telephone:<br>Fax:<br>E-mail address:<br>Area(s) of expertise: |           |        |   |  |  |

|  |           |        |   |  |  |
|--|-----------|--------|---|--|--|
| Surname or family name:<br>Title or position:<br>Address:      |           |        | Given name and initials:<br>Department: |  |  |
| City/municipality:<br>Country:                                 |           |        | State/province:<br>Postal code:         |  |  |
| Country code   | Area code | Number | Extension                               |  |  |
| Telephone:<br>Fax:<br>E-mail address:<br>Area(s) of expertise: |           |        |   |  |  |



## Suggested reviewers

|                         |                          |        |           |
|-------------------------|--------------------------|--------|-----------|
| Surname or family name: | Given name and initials: |        |           |
| Title or position:      | Department:              |        |           |
| Address:                |                          |        |           |
| City/municipality:      | State/province:          |        |           |
| Country:                | Postal code:             |        |           |
| Country code            | Area code                | Number | Extension |
| Telephone:              |                          |        |           |
| Fax:                    |                          |        |           |
| E-mail address:         |                          |        |           |
| Area(s) of expertise:   |                          |        |           |



## Exclusion of potential reviewers

Nominees may identify potential reviewers who, in their opinion, would be unlikely to provide an impartial review. They must also provide a justification for excluding these potential reviewers (e.g., experts with whom you or members of your research team have had serious disputes). While the Secretariat cannot be bound by this information, it will take it into consideration in the selection of external reviewers.

This information will be held in strictest confidence and will not be provided to external reviewers or members of the adjudication committee. The information will be used only to help choose reviewers for the current nomination.



## Attachment

**Presentation** - Put your name at the top of each page and number all pages. Use **12-point** font or larger and a maximum of six lines per inch, single spaced. Paper must be **8 1/2" x 11"** (22x 28 cm) and **margins must be at least 3/4"** (2 cm) around. Submit the following information as one attachment.

### 1) Description of the proposed research program (maximum 6 pages)

Using the following guidelines, describe the program in enough detail to allow informed assessment by qualified reviewers.

#### Objectives

- Briefly state the explicit objectives of your proposed research program.

#### Context

- Situate the proposed research in context of the relevant scholarly literature.
- Explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.
- Explain the importance, originality and anticipated contribution to knowledge of the proposed research.
- Describe the theoretical approach or framework (if applicable).
- Relate the proposed research to the university's Strategic Research Plan.

#### Methodology

- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, that will be used to achieve the stated objectives.
- Justify the choice of methodology.

#### Communication of Results

Outline plans for communicating research results:

- within the academic community (peers, through refereed journals and other appropriate channels); and
- outside the academic community, if applicable (practitioners, policy makers, etc.).

#### Description of proposed training strategies

- Describe the specific roles and responsibilities of students, research assistants, and postdoctoral fellows, and indicate the duties, especially with respect to research, that they will be undertaking and how these will complement their academic training.

### 2) List of references (maximum 1 page)

Attach a list of all references cited in your proposed research program (this is in addition to the six pages of the description).

### 3) Quality of the Institutional Environment, the Institutional Commitment, and the Fit of the Proposed Chair with the University's Strategic Research Plan (maximum 6 pages)

When deciding whether to recommend support of a nomination, reviewers assess the institutional environment, the institutional commitment, and the fit of the proposed Chair with the university's Strategic Research Plan. In addition, reviewers are asked to give a global assessment of support based on these factors.

#### Institutional environment

- The university describes the existing or planned institutional environment for the proposed Chair. Reviewers consider this carefully, including opportunities for collaboration with other researchers working in the same or related areas at the nominating institution, in the same region, within Canada and abroad.

#### Institutional commitment

- The university must demonstrate that it and, as applicable, any affiliated institutions, hospitals, institutes, etc., will provide the chairholder with the support they need (for instance, protected time for research (e.g. release from teaching or administrative duty), additional funds, office space, administrative support, hiring of other faculty members).



- Describe how these commitments differ from those provided for regular faculty members.

**Fit of the Proposed Chair with the Strategic Research Plan**

- The university is required to demonstrate the importance of the Chair to its strategic research development and, as applicable, at its affiliated hospitals, research institutes, etc. Reviewers assess the fit of the proposed Chair with the university's Strategic Research Plan and gauge how the proposed Chair will continue to contribute to the attainment of the university's objectives.



## Signature

It is agreed that the general conditions governing the Canada Research Chairs Program as outlined on the Canada Research Chairs Program Web site as well as the applicable policies of the relevant granting agency apply to this nomination and are hereby accepted by the University and the Nominee.

It is agreed by the University that the Nominee be shown all documentation relating to his/her Canada Research Chair nomination prior to submission of the nomination.

It is agreed by the University that the Nominee and, if applicable, all members of a cluster be shown all documentation relating to the Canada Foundation for Innovation component of the nomination prior to submission of the nomination.

It is agreed that the general conditions governing the use of Canada Foundation for Innovation (CFI) funds as outlined in the CFI Institutional Agreement and the CFI Policy and Program Guide apply to the infrastructure project outlined in this application and are hereby accepted by the University, the Nominee and, if applicable, all other members of a cluster nomination.

It is agreed that the uses and disclosures of information by the Canada Research Chairs Program, as outlined on the Canada Research Chairs Program Web site, are understood and hereby accepted by the University and the Nominee.

### Recruitment process

The Chairs Secretariat advises the University that all Canada Research Chair recruitment processes must be transparent, open and equitable. They should be consistent with the principles and safeguards embodied in the University's existing tenure-track hiring practices (collective agreement or equivalent), and must contain features such as:

- Open advertising with a statement of commitment to equity in the nomination and appointment process.
- Encouragement for persons in designated groups to apply.
- Active recruitment measures for members of underrepresented groups.
- Involvement in the Chair recruitment, nomination and appointment process by university equity officers, or equivalent.

**Did your institution abide by these principles in the recruitment and nomination of this Nominee?**

Yes

No

\_\_\_\_\_  
University Signature

\_\_\_\_\_  
Nominee signature

\_\_\_\_\_  
Title

(President, Rector or Principal of the University  
or authorised representative)

Date: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Year Month Day

Date: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Year Month Day



## CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any nomination or by accepting funding from CIHR, NSERC and/or SSHRC, I affirm that I have read and I agree to respect all the policies of these Agencies that are relevant to my research, including the [Tri-Council Policy Statement: Integrity in Research and Scholarship](#).

In cases of a serious breach of Agency policy, the Agency may publicly disclose my name, the nature of the breach, the institution where I was employed at the time of the breach and the institution where I am currently employed. I accept this as a condition of applying for or receiving Agency funding and I consent to such disclosure.

(For further information, please see the Tri-Agency Statement: [Consent to Disclosure of Personal Information](#)).

\_\_\_\_\_  
Chairholder signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year Month Day



**CFI module**

*Protected when completed*

**IDENTIFICATION**

**DESCRIPTION OF INFRASTRUCTURE PROJECT**

|   |                        |
|---|------------------------|
| <b>Date:</b>  | <b>File number:</b>    |
| <b>University:</b>  |                        |
| <b>Nominee:</b>   |                        |
| <b>Funding Program:</b>   | <b>Funding Stream:</b> |
| <b>Descriptive title of infrastructure project (no more than 200 characters):</b> |                        |

**PROJECT OVERVIEW**

In language appropriate for a multidisciplinary committee, use the space below (up to two pages, in the PDF printout) to provide a general description of the infrastructure requested and indicate where it will be located. Briefly explain why the infrastructure is needed at this time, how it enhances any existing infrastructure, what research or technology development it will enable to be performed, and why that research or technology development is important for Canada



**Institution and title of infrastructure project (from page 1 of this module):**

## **NEED FOR THE INFRASTRUCTURE**

**The infrastructure is essential and appropriate for the proposed activities.**

Using the space below (up to two pages in the PDF printout), address all of the following:

- The appropriateness of the infrastructure for the proposed activities, explaining why they cannot be supported with the existing infrastructure.
- The availability of similar infrastructure within the institution and the region.
- Where applicable, address issues of accessibility, complementarity, duplication, and sharing.
- The value added of an additional award in cases where the nominee/Chairholder has previously received an award through the LOF, New Opportunities Fund, Canada Research Chairs Infrastructure Fund, or Career Award. Specifically, results and outcomes of the previous award must be highlighted.



**Institution and title of infrastructure project (from page 1 of this module):**

### **COLLABORATIONS AND PARTNERSHIPS**

**The collaborations and partnerships required to ensure that the proposed activities can be pursued successfully are appropriate and already in place or under development. The infrastructure requested will further support existing collaborations and partnerships, and help create new ones where appropriate.**

Using the space below (one page in the PDF printout), address all of the following:

- What collaborations or partnerships already exist and are planned.
- What steps have been taken or will be taken to create or strengthen collaborations or partnerships.
- Why the infrastructure is essential to the collaborations or partnerships.



Institution and title of infrastructure project (from page 1 of this module):

## **BENEFITS TO CANADA**

The proposed activities have the potential to lead to:

- **benefits to society, health, the environment, quality of life, or public policy; OR**
- **increased economic activity.**

Using the space below (one page in the PDF printout), address all of the following:

- Describe expected benefits, how these will be realized, and the timeframe over which they are expected.
- Identify potential users of the technology developed or the research results.
- Where appropriate, provide plans for:
  - The translation of knowledge, including potential contributions to policy and practice;
  - The transfer of technology and skills, and the commercialization of products, services and processes.



**FINANCIAL INFORMATION**

**CFI Module**

File Number:

|             |          |
|-------------|----------|
| University: | Nominee: |
|-------------|----------|

**OVERVIEW OF INFRASTRUCTURE PROJECT FUNDING**

This table provides an overview of the total contributions for eligible costs for the project (from CFI and eligible partners)

| Line No. | Eligible expenditures                                 | Year 1 | Year 2 | Year 3 | Year 4 | Total Years 1-4 |
|----------|---|--------|--------|--------|--------|-----------------|
| 1        | Total contributions from eligible partners            |        |        |        |        |                 |
| 2        | Total requested from the CFI                          |        |        |        |        |                 |
| 3        | <b>Total eligible costs</b><br>(line 3 = lines 1 + 2) |        |        |        |        |                 |
| 4        | CFI request as % of total eligible costs              |        |        |        |        |                 |

**OVERVIEW OF FUNDING FROM ELIGIBLE PARTNERS FOR ELIGIBLE COSTS**

This table provides a breakdown of the total contributions from eligible partners (from line 1 above) by type of funding partner and indicates if the partner contributions are secured (S) and/or expected (E).

| Line No. | Source of Eligible Contributions  | Cash | In-Kind | Total | Secured (S) and/or Expected (E) |
|----------|---|------|---------|-------|---------------------------------|
| 5        | Institutions, trust funds or foundations                                |      |         |       |                                 |
| 6        | Federal government (departments or agencies)                            |      |         |       |                                 |
| 7        | Provincial governments (departments or agencies)                        |      |         |       |                                 |
| 8        | Other governmental sources (municipal or foreign)                       |      |         |       |                                 |
| 9        | Corporations/firms  |      |         |       |                                 |
| 10       | Voluntary organizations   |      |         |       |                                 |
| 11       | Other   |      |         |       |                                 |
| 12       | <b>Total contributions from eligible partners</b><br>(line 12 = line 1) |      |         |       |                                 |

The total on line 12 must equal the total on line 1.

For each year, the CFI request should not exceed 40% of the cumulative total eligible costs up to that year.



File Number:

University:

Nominee:

**BUDGET**

This table gives the totals for each type of expenditure. The costs of individual items, including reference to the line number are provided on page 16.

Year 1 represents the year ending March 31 of the current fiscal year, and Years 2, 3, and 4 every fiscal year thereafter. Costs incurred and contributions received before Year 1 should be included in Year 1. Costs to be incurred and contributions to be received after Year 4 should be included in Year 4+.

| Line No. | Type of Expenditure  | Year 1 | Year 2 | Year 3 | Year 4 | Total Years 1-4 |
|----------|--|--------|--------|--------|--------|-----------------|
| 13       | Purchase of equipment or facility (including shipping, taxes and installation) |        |        |        |        |                 |
| 14       | Lease of equipment or facility   |        |        |        |        |                 |
| 15       | Personnel (for infrastructure acquisition & development)                       |        |        |        |        |                 |
| 16       | Components   |        |        |        |        |                 |
| 17       | Travel (infrastructure related)  |        |        |        |        |                 |
| 18       | Software   |        |        |        |        |                 |
| 19       | Extended warranties / Service contracts  |        |        |        |        |                 |
| 20       | Construction or renovation costs (research / technology development related)   |        |        |        |        |                 |
| 21       | Initial training of infrastructure personnel                                   |        |        |        |        |                 |
| 22       | Other  |        |        |        |        |                 |
| 23       | <b>Total eligible costs (line 23 = line 3)</b>                                 |        |        |        |        |                 |
| 24       | Cash contributions from eligible partners                                      |        |        |        |        |                 |
| 25       | In-kind contributions from eligible partners                                   |        |        |        |        |                 |
| 26       | <b>Total contributions from eligible partners (line 26 = line 1)</b>           |        |        |        |        |                 |
| 27       | <b>Total requested from the CFI (line 27 = line 2)</b>                         |        |        |        |        |                 |



University:

Nominee:

**BUDGET - COST OF INDIVIDUAL ITEMS**

List only eligible costs of the acquisition and development of the infrastructure. The full cost of each item must be listed. However, if the infrastructure will be used for purposes other than research, list the prorated costs for research use only. Infrastructure items for Leaders Opportunity Fund candidates must be essential for the research program of the candidate included in the proposal.

Institutions must follow their existing institutional policies and procedures for the preparation of budget estimates. The CFI expects that costs included in this budget are close estimates of fair value. Documentation should be retained at the institution and provided to the CFI upon request. Documentation may include, for example, price lists, written or verbal quotes, price information requests, information on pricing of comparable items, or other supporting documentation.

The value of an item involving an in-kind contribution (as determined in section 6.5 - Assessing the Value of Items Involving In-Kind Contributions of the CFI Policy and Program Guide) can be reported as an eligible cost in a CFI project. Please note that only special discounts in excess of normal and educational discounts constitute an eligible in-kind contribution that can be reported to the CFI.

Total eligible costs must include taxes (net of credits received ), shipping, and installation. However, taxes must not be calculated on the in-kind portion.

| Item #<br>To be<br>used<br>for<br>refer<br>ence | Line<br>Number<br>as per<br>page2 | Item Description | No.<br>of<br>Items | Eligible Cost |         |       | Name of<br>Contributor<br>(if In-Kind) | Date<br>Acquired<br>(YYYY/MM)<br>or to be<br>Acquired<br>(YYYY) |
|---|-----------------------------------|------------------|--------------------|---------------|---------|-------|--|---|
|   |                                   |                  |                    | Cash          | In-Kind | Total |  |   |
|   |                                   |                  |                    |               |         |       |  |   |

Total cash :

Total in-kind:

Total eligible costs:



File Number:

University:

Nominee:

**DETAILS OF FUNDING FROM ELIGIBLE PARTNERS** (Including the institutions)

List all funding from eligible partners. Use additional pages if required. Refer to line number 5 to 11 (as per page 1) for a description of the type of funding partner.

| Eligible Partner | Type of Partner | Cash | In-Kind | Total | Secured or Expected |
|------------------|-----------------|------|---------|-------|---------------------|
|                  |                 |      |         |       |                     |
|                  | <b>TOTAL</b>    |      |         |       |                     |



File Number:

University:

Nominee:

**PARTNER CONTRIBUTIONS YET TO BE SECURED**

For applications for which some of the partner contributions are expected but have yet to be secured, indicate the plans for securing these funds.



File Number:

University:

Nominee:

**INFRASTRUCTURE USED FOR RESEARCH AND OTHER PURPOSES**

Indicate the percentage utilization of the infrastructure in the categories below.

|   | Percentage of Planned Utilization |
|---|-----------------------------------|
| Research and research training (eligible for CFI support)             |                                   |
| Education, excluding research training (not eligible for CFI support) |                                   |
| Administrative (not eligible for CFI support)                         |                                   |
| Clinical or other service function (not eligible for CFI support)     |                                   |
| Other (specify)   |                                   |
| <b>Total</b>  |                                   |

Explain the methodology used to estimate the percentage of utilization in the different categories and how the budget was prorated.



File Number:

|             |          |
|-------------|----------|
| University: | Nominee: |
|-------------|----------|

**FINANCIAL RESOURCES FOR OPERATIONS AND MAINTENANCE**

Outline the annual costs and sources of support committed to ensuring effective operations and maintenance of the infrastructure for the first five years after implementation. Do not include research project costs. **If CFI Infrastructure Operating Funds are used as a source of funding, list these under Institutional contributions (below).** Although contributions from grants may be a source of funding, do not include the total grants received by the users as sources of funding. Only the sums contributed for operations and maintenance of the infrastructure should be included.

**Operations and Maintenance Budget Summary**

| Costs                   | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|-------------------------|--------|--------|--------|--------|--------|
| Personnel               |        |        |        |        |        |
| Supplies                |        |        |        |        |        |
| Maintenance and repairs |        |        |        |        |        |
| Services                |        |        |        |        |        |
| Other (specify)         |        |        |        |        |        |
| <b>Total</b>            |        |        |        |        |        |

| Funding sources             | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|-----------------------------|--------|--------|--------|--------|--------|
| Institutional contributions |        |        |        |        |        |
| Other organizations         |        |        |        |        |        |
| User fees                   |        |        |        |        |        |
| Other (specify)             |        |        |        |        |        |
| <b>Total</b>                |        |        |        |        |        |

Using the space below and up to one additional page, if required, describe the plans for the operation and maintenance of the infrastructure for the first five years after it has become operational and beyond this time period.



File Number:

University

Nominee:

**Plan for management of infrastructure**

Using the space below (up to 2 pages on the PDF printout), provide a summary of the management structure and plans for the first five years of operation of the infrastructure.



File Number:

University:

Nominee:

**BUDGET JUSTIFICATION**

Use this section to provide a justification for the infrastructure items requested. Use the item numbers and item descriptions as presented on the "Budget-Cost of individual items" page. Describe the method of valuation for each significant in-kind contribution.