



RENEWAL OF A CANADA RESEARCH CHAIR

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 :

Chairholder

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

¹ See Program Details section at www.chairs.gc.ca



Chair information

Name of the department / faculty / unit where the Chair is located:

Title of the Chair:
Canada Research Chair in

Expected date of renewal of the Chair:

Year Month Day

Certification requirements and environmental impact

All research activities must comply with the [Tri-Agency Framework for the Responsible Conduct of Research](#), including but not limited to [section 2.4 Agency Requirements for Certain Types of Research](#). Indicate if the research involves any of the following:

Humans subjects Human pluripotent stem cells Animals Biohazards *Environmental Assessment

*If this box has been checked, please see the “[Environmental impact](#)” section of the program’s website.

Canada Foundation For Innovation (CFI) Infrastructure request

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

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:



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 renewal. Referees must **not be** in a **conflict of interest** with the nominee. The Canada Research Chairs program complies with the [Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations](#) to ensure the effective management of conflict of interest of any participant in the review process.

To instruct referees on how to compose their letters and to consult the program's conflict of interest policy, please see [Guidelines for referees](#) .

Eligibility

For both Tier 1 and Tier 2 Chair renewals, all three letters must be from established authorities in the field who are **not** in a **conflict of interest** 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.

Note : Referees cannot be suggested as reviewers for nominations.

Name of Referee :

Institution of Affiliation :

Name of Referee :

Institution of Affiliation :

Name of Referee :

Institution of Affiliation :



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
Salary costs of incumbent							
Salary and benefits of the incumbent (including any bonus paid to the incumbent)							
Student salaries and benefits							
Undergraduate							
Master's							
Doctoral							
Non-student salaries and benefits							
Postdoctoral fellows							
Other (clerks, secretaries, research assistants, research associates)							
Other expenses							
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)							
Total (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
Salary costs of incumbent							
Salary and benefits of the incumbent (including any bonus paid to the incumbent)							
Student salaries and benefits							
Undergraduate							
Master's							
Doctoral							
Non-student salaries and benefits							
Postdoctoral fellows							
Other (clerks, secretaries, research assistants, research associates)							
Other expenses							
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) Note: Salary & benefit costs for the renewing chair are best estimates. Professional development funds are best estimates.							
Total from university :							



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 c

Contribution from other sources :	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Salary costs of incumbent							
Salary and benefits of the incumbent (including any bonus paid to the incumbent)							
Student salaries and benefits							
Undergraduate							
Master's							
Doctoral							
Non-student salaries and benefits							
Postdoctoral fellows							
Other (clerks, secretaries, research assistants, research associates)							
Other expenses							
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)							
Total from other sources :							



Suggested reviewers

The University is invited to suggest three potential reviewers, for this nomination. Suggested reviewers may be from Canada or abroad. Reviewers must not be in a **conflict of interest** with the nominee. The Canada Research Chairs program complies with the [Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations](#) to ensure the effective management of conflict of interest of any participant in the review process.

To consult the program's conflict of interest policy, please see [conflict of interest](#).

Note: Referees cannot be suggested as reviewers for nominations. Reviewers must 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:				Given name and initials:	
Title or position:				Department:	
Address:					
City/municipality					
Country:		Country code	Area code	Number	Postal Extension
Telephone:					
Fax :					
E-mail address:					
Area(s) of expertise:					

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



Suggested reviewers

Surname or
family name:
Title or position:

Address:

City/municipality

Country:

Country code Area code

Number

Telephone:

Fax :

E-mail address:

Area(s) of expertise:

Given name
and initials:

Department:

State/province:

Postal code:

Extension



Attachment

CANADA RESEARCH CHAIRS RENEWAL NOMINATION INSTRUCTIONS

Submission Instructions

Nominating institutions and nominees are expected to follow all presentation instructions provided throughout this document to allow reviewers to provide a fair and balanced assessment of the nomination. Any pages or information submitted beyond the limits stated in these instructions will be removed prior to peer review.

- Review the instructions to reviewers prior to drafting the nomination to better understand the evaluation criteria and how the nomination will be assessed.
- Submit the nomination package as **one attachment**.
- Indicate the nominee's name and page number at the top of each page. All pages in the nomination package must be numbered consecutively.
- Use 8 1/2" x 11" (22x 28 cm) paper with margins of at least 3/4" (2 cm) all around.
- Use 12-point font or larger.
- Text must be single-spaced with a maximum of six lines per inch.
- Subdivide the document according to the numbered sections below (i.e., 1.a) Performance Report—Executive summary, 1.b) Performance Report—Quality of the chair, 1.c) Performance Report—Research program, etc.)
- All sections outlined below are mandatory.

NOTE ON PEER REVIEW: The nomination will be peer reviewed by a minimum of three expert reviewers in the field of research of the proposed research program. It may also be peer reviewed by an interdisciplinary adjudication committee composed of researchers with expertise in various disciplines within the health sciences, natural sciences, engineering, social sciences and humanities. Due to the possibility of interdisciplinary adjudication, the proposed research program must be clearly described to allow informed assessment by researchers who may not have direct expertise in the area.

Avoid jargon, acronyms and highly technical terms, where possible.

1. PERFORMANCE REPORT (maximum six pages excluding executive summary [a])

*In clear, plain, non-specialist language, the **institution** must clearly demonstrate how the nominee has achieved the objectives set out in the original nomination, that they have upheld the standards of excellence of the Canada Research Chairs Program, and what the added value has been to the nominee of holding a Canada Research Chair.*

a) Executive summary (maximum 100 words)

- Highlight the major accomplishments achieved by the chair during the previous term.

b) Quality of the chair

- Demonstrate that the nominee continues to distinguish him/herself as an outstanding, world-class researcher (Tier 1); **or** that they are developing into an outstanding researcher of world-class caliber who is poised to become a leader in their field (Tier 2).

c) Research program

- Describe how the nominee has achieved the goals of the original research program.
- Describe how the nominee has carried out a research program that is producing leading-edge results that are making a significant impact at the international level (Tier 1); **or** how the nominee has carried out a



research program that has produced important results that are making a significant impact in the field (Tier 2).

d) Engagement with research users and communication of results

- If applicable, describe how the nominee has engaged with research users (e.g., media, academics, industry, government, not for profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) during the various stages of their research program (e.g., conception/design of research program, implementation of research program, communication of results, etc.).
- Describe how the nominee has disseminated their research results during their previous term (e.g., conferences; peer-reviewed publications, monographs and books; copyrights, patents, products and services; technology transfer; creative or artistic works, etc.).
- Explain how these research results have made a significant impact in their field.

e) Description of training strategies

- Describe the training strategies used by the chair to attract excellent students (e.g., doctoral, masters, undergraduate) and trainees to the institution or affiliated institute(s).
- Describe how the chair has encouraged these student and trainees to develop their research expertise.
- Describe how the chair has created an environment that attracts, develops and retains excellent students and trainees.

f) Integration with the institution's strategic research plan

- Describe any impacts of the nominee's research that support the institution's strategic research plan.
- Describe how the nominee has helped build relationships with other research initiatives in Canada and abroad.
- If applicable, describe how the nominee has improved the institution's ability to leverage additional research resources, including financial and non-financial.

2) DESCRIPTION OF THE PROPOSED RESEARCH PROGRAM (maximum six pages excluding executive summary [a] and list of references [f])

*In clear, plain, non-specialist language, the **institution** must clearly demonstrate that the nominee is proposing an original and innovative research program of the highest quality (Tier 1) **or** of high quality (Tier 2).*

a) Executive summary (100 words maximum)

- Briefly state the explicit objectives of the proposed research program.
- Briefly state the major accomplishments the nominee plans to achieve in a subsequent term as a Canada Research Chair.

b) Context

- Explain what makes the research program original, innovative and of the highest quality (Tier 1) **or** of high quality (Tier 2).
- Situate the proposed research within the context of the relevant scholarly literature.
- Explain the relationship and relevance of the proposed research to the nominee's ongoing research.
- If the proposed research program represents a significant change of direction from the nominee's previous research, describe how the proposed program relates to experiences and insights gained from earlier research achievements, and, if applicable, how the nominee will achieve the appropriate level of expertise needed to successfully implement the proposal.



- Explain the anticipated contribution of the research program to the existing body of knowledge in the research area.
- Describe the theoretical approach or framework (if applicable).
- Demonstrate how the proposed research will contribute to the attainment of the research objectives outlined in the institution's strategic research plan.

c) 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 research objectives.
- Justify the choice of methodology.

d) Engagement with research users and communication of results

- If applicable, describe how research users (e.g., media, academics, industry, government, not for profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) will be engaged during the various stages of the research (e.g., conception of research project(s), implementation, communication of results, etc.).
- Describe how the research results will be disseminated (e.g., conferences, peer-reviewed publications, copyrights, products, services, technology transfer, creative or artistic works, etc.).

e) Description of proposed training strategies

- Describe the training strategies that have been and will be used to attract excellent students (e.g., doctoral, masters, undergraduate) and trainees to the university or affiliated institution(s), hospital(s), institute(s);
- Describe how an environment that attracts, develops and retains excellent students and trainees has been or will be created.
- Describe the specific roles and responsibilities of students and trainees and indicate the duties, especially with respect to research, that they will be undertaking and how these will complement their academic training and develop their research expertise.

f) List of references (maximum one page)

- Attach a list of all references cited in the proposed research program. (This is in addition to the six pages allowed for the description of the proposed research program [b through e].)

3. QUALITY OF THE INSTITUTIONAL ENVIRONMENT, INSTITUTIONAL COMMITMENT, AND FIT OF THE PROPOSED CHAIR WITH THE INSTITUTION'S STRATEGIC RESEARCH PLAN (maximum six pages)

The institution must clearly describe/demonstrate:

a) Institutional environment

- the quality of the existing or planned institutional environment for the proposed chair;
- any opportunities for collaboration with other researchers working in the same or related areas at the current institution and/or the nominating institution (as applicable), in the same region, within Canada or abroad; and
- any opportunities for attracting additional resources, including financial and non-financial resources.

b) Institutional commitment

- the non-financial support it and any affiliated postsecondary institution(s), hospital(s) or institute(s) will provide the chairholder to ensure the success of their work, such as protected time for research (e.g.,



release from teaching and/or administrative duties), mentoring, office space administrative support, hiring of other faculty members, etc.;

- the total approximate amount of funding estimated to be needed per year to implement the proposed research program over the term of the chair (seven years for Tier 1 and five years Tier 2);
- as a complement to the budget pages in the nomination form, how much of the necessary research funding is already secured versus that which is outstanding or will be applied for;
- the strategy for how any outstanding funding (if applicable) will be secured;
- the financial support that the institution and any affiliated institution(s), hospital(s) or institute(s) will provide to the chairholder;
- any mitigation and monitoring strategies the institution will use to ensure that the nominee has the resources (both financial and non-financial) necessary to implement a program at the level that is expected of a Canada Research Chair. This is especially important for foreign chairholders who may be less familiar with the Canadian research funding system; and
- how both the financial and non-financial commitments made by the institution differ from those provided for regular faculty members.

c) Fit of the proposed chair with the strategic research plan

- the importance of the chair to the institution's strategic research development, and, if applicable, to its affiliated institution(s), hospital(s), institute(s);
- how the proposed chair will contribute to the attainment of the institution's objectives, as outlined in its strategic research plan; and
- how the nominee has helped build relationships with other research initiatives in Canada and abroad, if applicable.

Last updated April 2015



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 renewal and are hereby accepted by the University and the Chairholder.

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

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

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 Chairholder 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.

University Signature

Chairholder signature

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

Date: ____/____/____
Year Month Day

Date: ____/____/____
Year Month Day



INTEGRITY IN RESEARCH AND SCHOLARSHIP

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-Agency Framework: Responsible Conduct of Research

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

As outlined in the tri-agency framework referenced above, in cases of a serious breach of Agency policy, the Agency may publicly disclose any information relevant to the breach that is in the public interest, including my name, the nature of the breach, the institution where I was employed at the time of the breach, the institution where I am currently employed and the recourse imposed against me. I accept this as a condition of applying for or receiving Agency funding and I consent to such disclosure.

Chairholder signature

Date: ____/____/____
Year Month Day