

**Template for**

**University of Calgary-led projects**

**The Canada Foundation for Innovation (CFI) – 2025 Innovation Fund (IF)**

internal Notice of Intent (iNOI)

Information requested in this iNOI is intended to assist the University of Calgary in making the best use of its IF allocation, while providing applicants with a framework for CFI application development.

Information requested is consistent with the CFI’s past Notice of Intent requirements, and with past Innovation Fund assessment criteria. As the CFI has not yet issued its Call for Proposals for the 2025 Innovation Fund, please review the [2023 IF Call for Proposals](https://www.innovation.ca/sites/default/files/2022-05/CFI-Innovation-Fund-2023-Call-proposals-Revised.pdf) as a general reference.

University of Calgary decisions on CFI envelope allocation will be determined by the Vice-President (Research) in Spring 2024 (exact date to be based on the CFI’s final timeline for the competition, expected in Winter 2024). Internal Notices of Intent will be reviewed based on the following criteria:

* Alignment with the CFI’s anticipated Innovation Fund objectives;
* Feasibility of implementation (i.e., indication that the team and project are well-positioned to undertake the research activities in keeping with the anticipated IF 2023 funding timeline);
* Alignment with department, institute, faculty and/or University of Calgary strategic research strengths and initiatives.

**Instructions**

iNOIs are expected to reflect well-developed research projects, with well-articulated research objectives and a clear understanding of most significant research infrastructure (i.e. equipment) requirements. Expected project costs included in the iNOI will be the basis for CFI envelope allocation, so all costs (at all locations, and including non-equipment costs like renovations) must be included here.

**iNOIs are due to** **ipd@ucalgary.ca** **by** **noon on March 4, 2024, and must be submitted by the faculty Associate Dean (Research) office.** With questions, contact ipd@ucalgary.ca.

**Section 1: iNOI overview** – add information within tables

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| **Project Information**  |
| Project title:  |  |
| University of Calgary project leader: |  | Department:  |  |
| Faculty:  |  |
| University of Calgary project co-leader: | [if applicable] | Department:  |  |
| Faculty:  |  |
| Proposed collaborating institutions: |  |

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| **Project Scope** |
| Estimated total project cost | $ |
| Amount requested from the CFI (up to 40% of estimated total project cost) | $ |
| CFI envelope requested from the University of Calgary[[1]](#footnote-1) | $ |
| Total CFI envelope to be requested from collaborating institutions (if applicable; include detail re: amounts and sources in iNOI text and budget attachment) | $ |
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| Are renovations or construction expected? (Facilities will be asked to verify) | [ ]  Yes [ ]  No |
| Proposed UCalgary equipment/research locations (provide room numbers): |  |
| Does the project involve infrastructure housed in non-UCalgary space (e.g. AHS, field locations, at other institutions)? | [ ]  Yes [ ]  No |
|  | [If yes, list locations] |
| Will the project include industry partners? | [ ]  Yes [ ]  No |
| Will the project include international partners? | [ ]  Yes [ ]  No |
| Does the project require high performance computing capacity ? | [ ]  Yes [ ]  No |
| Is there a plan to manage and store associated data? (IT’s [Research Computing Services](https://it.ucalgary.ca/research-computing-services/our-services) team will verify needs.)  | [ ]  Yes [ ]  No |
| Does the project include Indigenous Research?[[2]](#footnote-2) | [ ]  Yes [ ]  No [ ]  Unsure |

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| **Research Team – Principal users (up to 10, including up to two project leaders)** |
| **Name** | **Institution** | **Faculty & Department** |
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**Section 2: iNOI detail** (separate attachment)

Submit Section 2 content as a separate Word or PDF file. Include headings or headers for each section. Ensure page limits are followed.

When writing, reference Research Services’ “iNOI Tips and checklist” resource. Consider how the proposed project meets the CFI’s Innovation Fund objectives (for the purposes of the iNOI, referencing the [2023 Innovation Fund](https://www.innovation.ca/sites/default/files/2022-05/CFI-Innovation-Fund-2023-Call-proposals-Revised.pdf)) to:

* Enable internationally competitive research or technology development through the equitable participation of expert team;
* Enhance and optimize the capacity of institutions and research communities to conduct the proposed research or technology development program(s) over the useful life of the infrastructure; and
* Lead to social, health, environmental and/or economic benefits for Canadians.

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| **Project summary**  | 1/2 page max |
| Provide key information about the proposed research activities and requested infrastructure for a multidisciplinary audience.  |

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| **Project description**  | 3 pages max |
| For a multidisciplinary audience: * Describe the major pieces of infrastructure to be requested;
* Provide a short overview of the research or technology development activities this infrastructure will enable; and
* Describe the anticipated research outcomes, and their expected application(s).

In this section, ensure the need for the infrastructure is clearly linked to the research description and objectives. Address how EDI in Research Design (aka GBA+) has been considered. |

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| **Research team**  | 2 pages max |
| Demonstrate that the team has the necessary expertise and breadth to conduct the proposed research or technology development. Address the following:* Team member roles, and why this is the best possible team composition for success;
* How the diversity of the team supports excellent and innovative research (including but not limited to differences in disciplines and approach to research, career stage, and life experience);
* The time commitment of each co-applicant to successfully implement the project;
* Any potential gaps in the team, and how these will be resolved prior to submission of an application to the CFI;
* The extent to which the team represents world-leading expertise. If the project includes only University of Calgary researchers, explain why this is most appropriate for the project;
* If the project is multi-institutional, how activities at the multiple sites be will coordinated; and
* Any other collaborators or collaborations important to understanding the excellence and innovative nature of the research, and the feasibility of the research plan.
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| **Benefits**  | 1 page max |
| * How will the research or technology development results be transferred through appropriate pathways to potential end users to generate social, health, environmental and/or economic benefits for Canadians? (Where benefits are quantifiable, cite sources/back-up.)
* How will this project enhance training opportunities for existing or new highly qualified personnel? Are there long-term benefits expected from this new training opportunity?
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| **Environmental scan, alignment and capacity building** | 2 pages max |
| * How does the project fit within the national landscape? What is cutting edge?
* How does the project fit within the international landscape? How it is globally-leading?
* How does the project align with the university’s institutional research priorities?
* For projects led at the University of Calgary, what makes UCalgary the best place to lead cutting edge development in this field? Reference prior investments, the complement of researchers at UCalgary, etc.
* How does the project align with provincial research priorities, as described in the [Alberta Technology and Innovation Strategy](https://www.alberta.ca/alberta-technology-and-innovation-strategy) (ATIS)?
* Describe how the proposed project will leverage existing investment and resources to build new capacity at the University of Calgary (i.e. training, recruitment, infrastructure, etc.).
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| **Budget (Excel) and justification** | 2 pages max + Excel template |
| The budget justification and spreadsheet should complement the research description above, with the need for the requested infrastructure (and any other eligible costs) clearly linked to the research objectives. See the CFI’s [Policy and Program Guide 2023](https://www.innovation.ca/apply-manage-awards/policy-program-guide-ppg) for information on CFI-eligible costs. *It is not expected that budgets are final at this early stage, but (as total eligible costs inform the envelope requested above) estimates should be as well-developed as possible.*Address the following for budget items at all locations:* For each budget item, provide a brief justification for why the equipment is necessary
* Identify any CFI-ineligible costs that will be required for implementation of the project, and a strategy for how these costs will be funded
* Provide an estimated timeline for project implementation (from award until the project is operational). Consider factors like purchasing timelines, renovation requirements, etc.
* Identify potential sources of matching funding
* Describe requirements for operations and maintenance of the infrastructure for its useful life, and a strategy to fund operations and maintenance costs
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| **Resubmission** | 1 page max |
| If the proposed project has previously been submitted to Research Services as an internal Notice of Intent, or has been submitted to the CFI, describe what has since changed and why it is expected to be successful this round. |

**iNOI submission (by noon on March 4, 2024)**

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| **Faculty endorsement and submission** | The CFI IF iNOI will only be accepted by the Research Services Office if submitted by the Associate Dean (Research) of the lead (administering) faculty, accompanied by a faculty letter of support. Where researchers from more than one University of Calgary faculty will lead or participate in the research, commitments from those faculties must be summarized in the letter from the lead (administering) faculty or those faculties may submit separate letters. |

**Checklist for submission to** **ipd@ucalgary.ca****:**

[ ]  Faculty letter of support from lead (administering) applicant faculty

[ ]  Additional faculty letters of support, if applicable

[ ]  iNOI Section 1 (pages 2 and 3 of this document), with all fields complete

[ ]  iNOI Section 2 - as an attachment (adhering to page limits for each section, with headers/headings)

[ ]  Budget template as an Excel document

1. While budget details are not expected to be final at this stage, they must represent a reasonable estimate of project costs as they will inform University of Calgary envelope allocations, which typically cannot be revised later in the application process. [↑](#footnote-ref-1)
2. [SSHRC’s definition](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a11): Research in any field or discipline that is conducted by, grounded in or engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals, and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present. Indigenous research can embrace the intellectual, physical, emotional and/or spiritual dimensions of knowledge in creative and interconnected relationships with people, places and the natural environment. [↑](#footnote-ref-2)