



Mount Royal University has an allocation for the Canada Foundation for Innovation (CFI) John R. Evans Leadership Fund (JELF) to support foundational research infrastructure required to undertake leading-edge research.

Refer to the CFI John R. Evans Leaders Fund: [www.innovation.ca/awards/john-r-evans-leaders-fund](http://www.innovation.ca/awards/john-r-evans-leaders-fund)

### **Internal Letter of Intent**

An internal selection process will determine those proposals which may be submitted to CFI JELF program as submissions may not exceed the allocation provided to the MRU.

MRU has an available institutional allocation of \$400,000 to be used by Oct 2025. This represents up to 40% of total project costs. The Government of Alberta through its [Small Equipment Grants Program](#) usually matches CFI funding dollar-for-dollar. Cash and/or in-kind contributions are necessary to meet the remaining 20% of the total project costs.

Proposals requesting less than 75K are allowed from the social sciences, humanities and arts. Other research areas must request more than 75K from CFI.

ACTIVITY	DATES
Deadline for internal LOI submission	Sept 15 <sup>th</sup> , 2024 (midnight)
Decision for internal LOI	Nov. 1 <sup>st</sup> , 2024

### **Preparing an LOI**

- Contact your faculty Associate or Vice Dean Research well in advance of preparing a proposal to ensure adequate space and resources are available to support your application.
- Review the [MRU CFI Procedure document](#) and the specific [CFI JELF application and review process](#) for the stream you are applying to.
- Forward finalized LOI to [research@mtroyal.ca](mailto:research@mtroyal.ca) by **September 15, 2024** (11:59pm)
  - (1) internal Letter of Intent form, including Budget table and Signatures/Approvals
  - (2) 5-page Project Summary (details below) plus Project Team CVs

### **Selection Process and Priorities for Funding**

Mount Royal University decisions on the CFI envelope allocation will be determined by the Associate Vice-President Research with input from the Provost's Council. Letters of Intent will be reviewed based on the following:

1. Priority will be given to applications of strategic importance and institutional priority to the MRU. See the [University's Strategic Plan 2023-2030](#), [Academic Plan](#) and the [2024-2030 Research and Scholarship Plan](#).
2. Applications must also meet standards of excellence expressed by the CFI assessment criteria (<https://www.innovation.ca/awards/john-r-evans-leaders-fund>)
  - innovative research
  - need for infrastructure
  - training of HQP
  - strength of researcher(s)
  - benefits to Canadians
3. Alignment with the Government of Alberta's [Technology and Innovation Strategy](#).
4. Applications are encouraged to have more than one user.

*In instances of multiple applications from one area, Faculties may be asked to prioritize the submissions*

## Project Summary

**Attach a 5-page Project Summary that addresses CFI's assessment criteria using language appropriate for a multidisciplinary committee. Use the following headings.**

**Research or technology development:** Outline the proposed research or technology development activities and how they are innovative, important at this time, and of high quality. Demonstrate how it will create knowledge leading to innovation. Explain how it complements or is different from comparable programs being conducted nationally and/or internationally.

**Team:** Describe the Principal User and the team's expertise and ability to lead the proposed research, technical expertise to make best use of the infrastructure. Include relevant collaborations and partnerships that will ensure the team's success. Teams with more than one user are encouraged. Demonstrate how compared to other researchers at the same career stage, the applicants demonstrate excellence and leadership.

**Infrastructure:** Describe the infrastructure and renovations requested. Where will it be located? Describe space upgrades (e.g. electrical, ventilation), if needed? Why is the infrastructure necessary and appropriate to conduct the proposed research or technology development activities? How will it be fully utilized by the team and other users? What similar and/or complementary equipment currently exists on campus?

**Training of Highly Qualified Personnel (HQP):** Describe how the infrastructure will enhance the current training environment and better prepare HQP for research and other careers.

**Benefits to Canadians:** Describe the anticipated benefits to Canadians and their significance. Identify potential end users of the research and describe the knowledge mobilization plans and/or technology transfer.

**Strategic Priority:** Describe how the proposed project is of strategic importance to the MRU and a priority within your unit(s) and to the institution. How will the infrastructure build capacity in the MRU's research environment? What is its fit within the existing or emerging areas of research strength? See the University's Strategic Plan, Academic Plan and the Research and Scholarship Plan.

**Institutional Commitment and Sustainability:** Describe the sources of institutional support for the proposed infrastructure. What are the ongoing operating and maintenance needs of the infrastructure over its useful life and how will it be effectively operated and maintained, including needed resources?

**Equity, Diversity and Inclusion (EDI):** Describe how EDI considerations influenced the recruitment and selection of your core team. Describe the steps that will be taken to apply EDI principles to further team expansion, student training, and user use. Describe how EDI considerations were integrated into research design. If not relevant, provide a reasonable explanation as to why it is not possible or relevant to account for EDI considerations in the research design.

## MRU CFI JELF Internal Letter of Intent Form

Project Information			
Project title:			
Project leader:		Department	
		Faculty/School	
Project co-leader(s) (if applicable):		Department:	
		Faculty/School	

Project Overview	
Estimated total project cost	\$ _____
Amount requested from the CFI (up to 40% of estimated total project cost)	\$ _____
Amount requested from Alberta Small Equipment Grant Fund (SEGP) (up to 40% of total project cost)	_____
Cash and in-kind contributions (20% of projects costs requested through internal and external funding sources) <sup>1</sup>	\$ _____
Are renovations or construction expected? (verification with Facilities will be required)	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Does the project include equipment?	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Does the project require high performance computing capacity?	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Is there a plan to manage and store associated data?	<input type="checkbox"/> Yes. <input type="checkbox"/> No

**Submitted By:**

\_\_\_\_\_

Project Leader: \_\_\_\_\_

\_\_\_\_\_

Dean: \_\_\_\_\_

<sup>1</sup> 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 Mount Royal University envelope allocations, which typically cannot be revised later in the application process.