University of Saskatchewan JELF Internal Review Process and Timelines for 2024

PRELIMINARY APPLICATION DEVELOPMENT: Potential Project Leaders (applicants) are advised to attend a JELF Information Session prior to Expression of Interest development.

Submission Group	For full submission procedures and forms, refer to: https://vpresearch.usask.ca/rasi/proposal-development/cfi-canada-foundation-for-innovation.php#CFIJohnREvansLeadersFundJELF
	* tentative and may be adjusted

October 2024	Action
March 27, 2024	**Project Leader** attends Application Development Presentation
May 1, 2024	**Project Leader** provides supporting documentation for the capital and sustainability budgets to RASI; **Project Leader** works with RASI to put both budgets into CFI format (ex. budget worksheet, quotes, EPMO customer request estimate, partner funding confirmation)
June 3, 2024	**Project Leader,** in consultation with college ADR, internally submits an Expression of Interest (EOI). Template provided by RASI.
June 12, 2024	Internal CFI Admin Group reviews EOIs and submits review to RASI.
June 13-17, 2024*	CFI Advisory Committee meets to review EOIs
late June/early July 2024	VP Research Decision, CFI Advisory Committee comments sent to **Project leader**.
August 6, 2024	**Project Leader** finalized capital and sustainability budgets sent to RASI; RASI will complete the CFI online financial module.
August 13, 2024	**Project Leader** sends full application (application minus already submitted budgets) for internal review.
August 20, 2024	Internal CFI Admin Group reviews applications and submits review to RASI.
August 26 -29, 2024*	CFI Working Committee meets to review full applications.
early Sept 2024	VP Research Decision, CFI Working Committee comments sent to **Project leader**.
Oct 1, 2024	**Project Leader** finalizes the application in the CFI online system and indicates it is ready for final internal review. RASI puts together near final proposal for **Project Leader** to submit through UnivRS for academic approvals. RASI conducts review, reconfirms commitments; OVPR sign-off.
Oct 15, 2024	RASI submits application to CFI.

Prior to submission of the Expression of Interest:

1. Application Development Presentation: Project Leaders should plan to attend an information session to discuss procedures, requirements, application development. **Wednesday March 27, 2024. (2:00 to 3:00 pm)**
RSVP to cfi.support@usask.ca

2. Contact **Information Communications Technology** and **Safety Resources** with any questions.
Contact **Facilities:** Login to PAWS and select 'Facilities Services'. Select 'Initiate a Project' to request an estimate for your application. **Allow 6 to 12 weeks** for a thorough assessment and estimate of related costs. This step is required regardless of whether renovations are anticipated.

3. Budgetary Pricing: Project Leaders must obtain budgetary price estimates for the proposed infrastructure. Process to be discussed at Proposal Development Meeting. Please **allow 6 to 8 weeks** for suppliers to respond to Request for Budgetary Pricing (RFBP).

4. Confirmation of Matching Funding: Project Leaders obtain confirmation of matching funding from Colleges, Departments, external partners.

What to expect after the application is submitted to CFI:

	March 2025	**CFI announces Funding Decision.** RASI notifies Project Leaders, Associate Deans Research, Department Heads.
During the three months following announcement of Funding Decision. (Maximum time available is nine months for these steps.)		**Post Award meeting** to discuss award acceptance procedures and project implementation process with the funded Project Leader.
		RASI works with Project Leaders to complete the **Confirmation of Award Process** which involves revisiting the budget and reconfirming funding.
Between four and six months following announcement of Funding Decision, assuming award acceptance is completed within three months following Funding Decision.		TYPICALLY*, the funds from the CFI will arrive during this time. **Purchasing**** can be started as funds become available. Work with RASI Financial Contact for any purchases to ensure eligibility in the project.
		*Once the confirmation of award is submitted, we cannot control the turnaround time. The timeline projections are based on the typical, however delays are frequent.
		**Purchases made within 6 months prior to the submission to CFI deadline are potentially eligible. Please consult with RASI before making any purchases to ensure eligibility.
Infrastructure Project end date		Determined by individual project needs during Confirmation of Award Process.
Project Reporting		CFI: annually in April/May each year for four years once infrastructure is operational.