

University of Saskatchewan John R Evans Leaders Fund (JELF) Internal Review Process and Timelines for 2025		
<p>PRELIMINARY APPLICATION DEVELOPMENT: Potential Project Leaders (applicants) are advised to attend a JELF Information Session prior to Expression of Interest development.</p>		
Submission Group		<p>For full submission procedures and forms, refer to: https://vpresearch.usask.ca/rasi/proposal-development/cfi-canada-foundation-for-innovation.php#CFIJohnREvansLeadersFundJELF</p> <p>* tentative and may be adjusted</p>
	October 2025	Action
	March 4, 2025	Project Leader attends JELF Information Session.
	March - April	Project Leader sends quotes and other estimates to RASI to put together into a CFI-formatted capital budget. Matching funding commitments should be sent to RASI. RASI sends Expression of Interest (EOI) template to Project Leader .
	April 14, 2025	Project Leader finalizes capital budget with RASI by this date for the EOI. Matching funding needs to be secured or nearly secured. Project Leader identifies College internal deadline for the EOI.
	April 28, 2025	College ADR/VDR submits the EOI to RASI for internal CFI Advisory Committee review.
	May 9, 2025	Internal CFI Admin Group reviews EOIs and submits review to RASI.
	May 6 - 9, 2025*	CFI Advisory Committee meets to review EOIs
	mid-May 2025	VP Research Decision, CFI Advisory Committee comments sent to Project leader . Working Committee mentors assigned.
	June 9, 2025	Project Leader submits Draft proposal to RASI for peer review and initial feedback.
	mid-late June 2025	RASI sends peer feedback to Project Leader .
	July-early Aug 2025	Project Leader hones the proposal and continues working with mentors. RASI confirms with Project Leader whether any modifications are needed to the capital or operations and maintenance budgets.
	August 13, 2025	Project Leader sends full, polished proposal for internal CFI Working Committee review.
	August 27, 2025	Internal CFI Admin Group reviews applications and submits review to RASI.
	Aug 25-29, 2025*	CFI Working Committee meets to review full applications.
	mid-Sept 2025	VP Research Decision, CFI Working Committee comments sent to Project leader .
	Oct 1, 2025	Project Leader finalizes the proposal 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, and obtains OVPR sign-off.
	Oct 15, 2025	RASI submits proposal to CFI.
<p>Prior to submission of the Expression of Interest:</p> <p>1. JELF Information Session: Project Leaders should plan to attend an information session to discuss procedures, requirements, application development. Wednesday March 4, 2025 (2:00 to 3:00 pm), RSVP to cfi.support@usask.ca</p> <p>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.</p> <p>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).</p> <p>4. Confirmation of Matching Funding: Project Leaders obtain confirmation of matching funding from Colleges, Departments, external partners.</p>		
<p>What to expect after the application is submitted to CFI:</p>		
	March 2026	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.