

University of Saskatchewan John R Evans Leaders Fund (JELF) Internal Review Process and Timelines for 2027		
<p align="center"><b>PRELIMINARY APPLICATION DEVELOPMENT:</b> 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: <a href="https://vpresearch.usask.ca/rasi/proposal-development/cfi-canada-foundation-for-innovation.php#CFIJohnREvansLeadersFundJELF">https://vpresearch.usask.ca/rasi/proposal-development/cfi-canada-foundation-for-innovation.php#CFIJohnREvansLeadersFundJELF</a></p> <p>* tentative and may be adjusted</p>
<b>February 2027</b>	<b>October 2027</b>	<b>Action</b>
August 26, 2026	March 4, 2027	<b>Project Leader</b> attends JELF Information Session.
Aug-Sept (6 weeks)	March - April (6 weeks)	<b>Project Leader</b> sends quotes and other estimates to RASI to put together into a CFI-formatted capital budget. Matching funding commitments should be sent to RASI.
Oct 8, 2026	April 12, 2027	<p><b>Project Leader</b> finalizes capital budget with RASI by this date for the EOI. Matching funding needs to be secured or nearly secured.</p> <p><b>Project Leader</b> identifies College internal deadline for the EOI.</p>
Oct 15, 2026 (1 week)	April 19, 2027 (1 week)	<b>College ADR/VDR</b> submits the EOI to RASI for internal CFI Advisory Committee review.
		Internal CFI Admin Group reviews EOIs and submits review to RASI.
Oct 26-28, 2026*	Late April 2027*	CFI Advisory Committee meets to review EOIs
few days	few days	VP Research Decision, CFI Advisory Committee comments sent to <b>Project leader</b> . Working Committee mentors assigned.
Nov 18, 2026 (3 weeks)	June 14, 2027 (5 weeks)	<b>Project Leader</b> submits Draft proposal to <b>RASI</b> , to send for mentor review and initial feedback.
~Nov 25, 2026	~June 21, 2027	<b>RASI</b> forwards mentor feedback to <b>Project Leader</b> .
Nov - Dec 2026 (3 weeks)	July - Aug 2027 (6.5 weeks)	<p><b>Project Leader</b> hones the proposal and continues working with mentors.</p> <p><b>RASI</b> confirms with <b>Project Leader</b> whether any modifications are needed to the capital or operations and maintenance budgets.</p>
Dec 14, 2026	August 12, 2027	<b>Project Leader</b> sends full, polished proposal for internal CFI Working Committee review.
		Internal CFI Admin Group reviews applications and submits review to RASI.
Jan 4-8, 2027*	Aug 23-27, 2027*	CFI Working Committee meets to review full applications.
mid-Jan 2027	mid-Sept 2027	VP Research Decision, CFI Working Committee comments sent to <b>Project leader</b> .
Feb 1, 2027	Oct 4, 2027	<b>Project Leader</b> finalizes the proposal in the CFI online system and indicates it is ready for final internal review. RASI puts together near final proposal for <b>Project Leader</b> to submit through UnivRS for academic approvals. RASI conducts review, reconfirms commitments, and obtains OVPR sign-off.
Feb 16, 2027	Oct 15, 2027	RASI submits proposal to CFI.
<b>Prior to submission of the Expression of Interest:</b>		
<p><b>1. JELF Information Sessions:</b> Project Leaders should plan to attend an information session to discuss procedures, requirements, application development. <b>Wednesday August 26, 2026 or Thursday March 4, 2027. Sessions are 2:00pm - 3:00pm.</b> RSVP to <a href="mailto:cfi.support@usask.ca">cfi.support@usask.ca</a></p>		
<p><b>2. Contact Information Communications Technology and Safety Resources</b> with any questions.  <b>Contact Facilities:</b> Login to PAWS and select 'Facilities Services'. Select 'Initiate a Project' to request an estimate for your application. <b>Allow 6 to 12 weeks</b> for a thorough assessment and estimate of related costs. This step is required regardless of whether renovations are anticipated.</p>		
<p><b>3. Budgetary Pricing:</b> Project Leaders must obtain budgetary price estimates for the proposed infrastructure. Process to be discussed at Proposal Development Meeting. Please <b>allow 6 to 8 weeks</b> for suppliers to respond to Request for Budgetary Pricing (RFBP).</p>		
<p><b>4. Confirmation of Matching Funding:</b> Project Leaders obtain confirmation of matching funding from Colleges, Departments, external partners.</p>		
<b>What to expect after the application is submitted to CFI:</b>		
June 2027	March 2028	<b>CFI announces Funding Decision.</b> 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.)		<p><b>Post Award meeting</b> to discuss award acceptance procedures and project implementation process with the funded Project Leader.</p> <p>RASI works with Project Leaders to complete the <b>Confirmation of Award Process</b> which involves revisiting the budget and reconfirming funding.</p>
Between four and six months following announcement of Funding Decision, assuming award acceptance is completed within three months following Funding Decision.		<p>TYPICALLY*, the funds from the CFI will arrive during this time. <b>Purchasing**</b> can be started as funds become available. Work with RASI Financial Contact for any purchases to ensure eligibility in the project.</p> <p>*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.</p> <p>**Purchases made within 6 months prior to the submission to CFI deadline are potentially eligible. Consult with RASI before making any purchases to ensure eligibility.</p>
<b>Infrastructure Project end date</b>		Determined by individual project needs during Confirmation of Award Process. Typically 2 years from award finalization.
<b>Project Reporting</b>		CFI: annually in April/May each year for four years once infrastructure is operational.