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| --- | --- |
| Applicant: |  |
| Co-applicants (if applicable): |  |

 **Working Title:**

Instructions:

* The Description of Proposed JELF Idea is a maximum of five pages that includes strategic references. Please address all the prompts within the template. Do not adjust the page margins and use text font similar to calibri 11pt.
* If your research could be misunderstood as CFI-ineligible, please discuss ahead of time with RASI. If needed, RASI will approach CFI for a ruling on the scenario.
* A maximum of $2M of total eligible costs are allowed, with up to 40% ask from CFI (institutional envelope) and the remainder to come from eligible funding sources. Costs should be realistic and include an institutional assessment of space for renovations.
	+ Please work with RASI to put together a CFI-formatted capital budget. Attach a pdf of the finalized version.
	+ Please attach documentation confirming the partner funding.

The EOI will be reviewed for the following:

* A world-class research program that fits with USask research priorities
* Need for the infrastructure at USask
* Impact of proposed infrastructure to support USask research community (full usage, including non-applicant needs)
* Feasible capital budget with secured matching funding
* Infrastructure sustainability
* Availability of the institutional JELF envelope

*Description of proposed JELF application idea (5 pages max)*

1. **World Class Research Program and Fit with USask Research Priorities** (should be ~1 page; use appropriate citations to provide context)

What is the challenge in your research field?

What infrastructure is needed and how will it solve/address the research challenge?

Describe your research program and indicate how the infrastructure will be used to take your research to the next level. Indicate the benefit to the greater USask research community and fit with Institutional Priorities.

1. **Need for the Infrastructure**

Provide a high-level description of the proposed major infrastructure items.

What is the current infrastructure available at USask/region and why is it not adequate/ appropriate to address the research challenge?

What is the proposed equipment location? Is this a core facility? Has space been allocated and assessed for renovation need? Please provide relevant details.

In addition to the applicant(s), who will use the equipment? Will the equipment be fully used?

1. **Capital Costs and Evidence of Secured Matching Funding**

Attach RASI developed capital budget and funding confirmation documentation.

Provide a high-level description of costs and funding sources to provide any context needed.

1. **Long-term Sustainability of the Infrastructure**

The committee would like all JELFs to strive for full usage and self-sustaining operations by the end of the first five years.

Outline a high-level management plan to ensure the equipment is operated and maintained appropriately and used widely and optimally. Please address location, accessibility, anticipated usage level, data management and oversight.

What kind of costs do you anticipate over the first five years for operation and maintenance? Do you need a part-time technician to run the machine? Will you need to purchase service agreements periodically? Are there parts that will need to be replaced/repaired? Do you need to purchase additional TBs of DATASTORE?

How do you plan to fund those costs? CFI Infrastructure Operating Fund (IOF\*) is available to help with these costs but is a one-time allocation and is not expected to cover all costs. What else will you use to support operations and maintenance? Are there any existing or new departmental or College commitments? Do you intend to charge user fees to the applicants and other users? How will user fees be set?

\*Note: For planning purposes, the maximum IOF available to a project is: IOF = capital CFI ask \* 0.18

1. **Applicant(s)**

Up to 3 applicants are allowed on a project. Describe all applicants and their research and funding record (a,b).

1. Career stage [(early – 1st 6 years, mid, late); date appointed at the USask if newly recruited]
2. Current funding record (include description of Tri-Agency funding)
3. **Previous CFI funding**

Please indicate whether the applicants have received CFI funding before as either an applicant or co-applicant. If so, have there been any significant outcomes and does the current proposal add value to those project(s)?

1. **Any other important information you’d like to add**

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