

## SUBMITTING A JOHN R. EVANS LEADERS FUND (JELF) APPLICATION:

1. Please refer to Timelines for deadlines (<https://vpresearch.usask.ca/researchers/jelf.php>).
2. Attend Proposal Development Meeting.
3. Check with your College regarding their deadlines for Endorsement Requests.
4. Complete a College Endorsement Request – JELF and the provincial Innovation and Science Fund (ISF) expression of interest and send to your Associate Dean Research (ADR; or equivalent). If there is support for your idea, your ADR will submit the form to RASI ([Sandra.stone@usask.ca](mailto:Sandra.stone@usask.ca)). RASI will submit the ISF EOI to Innovation Saskatchewan.
5. Begin your draft infrastructure proposal. Work with your support team.
6. As soon as possible, start creating your Project Budget with your assigned financial Research Officer:
  - Cost estimates (use [RFBP](#) if possible)
  - [Facilities estimate](#) (required)
  - Confirmations of funding
  - The Officer will help you put together a budget that works for the project and fill in the on-line form required during the internal review and submission process.
7. First Draft of Application for Internal (CFI Advisory Committee) Review.
  - Complete application on-line at <http://www.innovation.ca>; click ‘CAMS’ and sign in to start an application. Register for a user name and password if you don't have one.  
NOTE: The current CFI JELF guidelines, timelines and other helpful documents are provided at <https://vpresearch.usask.ca/researchers/jelf.php> to guide you through draft development.
  - A week before the Draft deadline make sure your assigned financial contact has the following:
    - Detailed budget worksheet that you have worked on together
    - Budgetary pricing estimates from the suppliers for all equipment items over \$5000; any equipment items less than \$5000 should be accompanied by a supplier e-mail, catalogue or website page to support pricing estimate.
    - EPMO (Facilities) estimate (even if estimate is \$0)
    - Confirmations of matching funding (letters, emails from Department Heads, Deans, etc.).
  - By the Draft deadline (noon): Upload all attachments to CAMS and ensure it is complete (DO NOT click 'yes' for complete at this stage). E-mail your Research Specialist that your draft is ready and provide details about any past CFI awards. The draft application as it will be reviewed will be sent back to you.
8. The CFI Advisory Committee review comments and VP Research decision will be relayed to you. If you are approved to continue developing your application, revise to address all review comments and ensure the standards of the JELF program are met.
9. Revised, polished FULL Application for Internal (CFI Working Committee) Review.
  - Upload all revised attachments to the on-line application. DO NOT click 'yes' for complete at this stage.
    - Inform your assigned Research Specialist that your application is ready.
    - Send any additional documents required by the CFI Advisory Committee.
10. The CFI Working Committee review comments and VP Research decision will be relayed to you. If you are approved to continue developing your application, address all comments and continue polishing.
11. RASI will reconfirm any capital matching funding and operations and maintenance commitments with the College and Department.
12. Application Final intake.
  - All revised documents uploaded to on-line CAMS application. Click ‘yes’ for complete.
  - Start a UnivRS file and submit it for Academic Approval.
  - Send word document versions of your attachments to your Research Specialist, in case last minute edits are necessary.
  - Ensure you are available until the submission deadline to answer questions and do minor revisions, if necessary, to strengthen the proposal.
13. RASI will conduct a final review, obtains OVPR sign-off and electronically submit the application to CFI. Your Research Specialist will inform you when the application is submitted and will provide a copy of the CFI-generated pdf.