

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

1. Please refer to timelines for deadlines (<https://vpresearch.usask.ca/rasi/proposal-development/cfi-canada-foundation-for-innovation.php#CFIJohnREvansLeadersFundJELF>).
2. It is strongly suggested you attend a Proposal Development meeting / JELF Workshop (generally held 2 times a year).
3. Check with your College regarding their deadlines for Endorsement Requests.
4. Complete a College Endorsement Request form 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 (cfi.support@usask.ca) . Please note that as of March 2022 there is no longer the option to have RASI submit your proposal to Innovation Saskatchewan. Rather, the College Endorsement will have to demonstrate all required matching funds are secured.
5. RASI will contact Project Leaders of College Endorsements with timelines and processes. 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
7. First draft of application for Internal Review (CFI Advisory Committee):
 - Complete online application 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 [our webpage](#) 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). Email 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 approved to continue developing your application, you will be requested to address all reviewer comments and ensure the standards of the JELF program are met for the final application.
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.