

Canada Foundation for Innovation - John R. Evans Leaders Fund (CFI-JELF)

University of Saskatchewan Internal Review Process and Timelines for 2020 (updated June 19, 2020)		
PRELIMINARY APPLICATION DEVELOPMENT: Potential Project Leaders (applicants) are required to attend a JELF Application Development Presentation and receive College Endorsement prior to developing a draft proposal.		
Submission Group		For full submission procedures and forms, refer to: https://vpresearch.usask.ca/researchers/jelf.php * indicates revised dates
February 2020	October 2020	Action
Aug 27, 2019	Mar 31, 2020	Project Leader attends Application Development Presentation
Sept 9, 2019	May 11, 2020	Project Leader sends a 3 page summary to their ADR to ask for College Endorsement.
Sept 23, 2019	May 25, 2020	College indicates whether it supports the application development. If College supported, the signed Endorsement is sent to the Project Leader.
Oct 21, 2019	June 29, 2020*	Project Leader sends budget worksheet, quotes, EPMO customer request estimate and matching funding confirmation to RASI.
Oct 28, 2019	July 6, 2020*	Project Leader indicates DRAFT application is ready for internal review.
Nov 6, 2019	July 13, 2020*	Internal CFI Admin Group submits review to RASI.
Nov 6-8, 2019	July 15 - 17, 2020*	CFI Advisory Committee meeting.
Nov 25, 2019	July 31, 2020*	VP Research Decision and CFI Advisory Committee comments to Project leaders.
Dec 16, 2019	Aug 21, 2020	Project Leader indicates FULL application is ready for internal review.
Jan 3 -8, 2020	Sept 2 - 4, 2020	CFI Working Committee meeting.
Jan 6, 2020	Sept 2, 2020	Internal CFI Admin Group submits review to RASI.
Jan 20, 2020	Sept 17, 2020	VP Research decision and CFI Working Committee feedback to Project Leaders.
Feb 3, 2020	Oct 1, 2020	Project Leader finalizes the application in the CFI online system and indicates it is ready for final internal review. RASI and CFI Advisory Committee reviews conducted; OVPR sign-off obtained.
Feb 15, 2020	Oct 15, 2020	RASI submits application to CFI.
Prior to submission of the DRAFT Application:		
1. Application Development Presentation: Project Leaders must plan to attend one of the following meetings to discuss procedures, requirements, application development. Tuesday August 27, 2019 and Tuesday March 31, 2020. All meetings are 1:00 to 2:30 pm. RSVP to sandra.stone@usask.ca for the location.		
2. Contact Information Communications Technology and Safety Resources with any questions. Facilities: Go to http://facilities.usask.ca/index.php to request a service. 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 <u>required</u> regardless of whether renovations are anticipated.		
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).		
4. Confirmation of Matching Funding: Project Leaders obtain confirmation of matching funding from Colleges, Departments, external partners.		
What to expect after the application is submitted to CFI:		
June 2020	March 2021	CFI announces Funding Decision. RASI notifies Project Leaders, Associate Deans Research, Department Heads. RASI Financial contact for the project will be assigned.
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. Financial Contact works with Project Leaders to complete the Confirmation of Award Process which involves revisiting the budget. RASI submits request to province for Innovation and Science Funding (ISF) if allocated by the University at the time of application.
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 and the provincial ISF will arrive during this time. Purchasing** can be started as funds become available. Work with Financial Contact for any purchases to ensure eligibility in the project. *Once the confirmation of award and the request for provincial ISF are 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 Financial Contact 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 (JELF) once infrastructure is operational. ISF: one final report. Other funding partners: as required by funding agreement.