

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

University of Saskatchewan Internal Review Process and Timelines for 2021		
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 * tentative and may be adjusted
February 2021	October 2021*	Action
Aug 27, 2020	Mar 31, 2021	Project Leader attends Application Development Presentation
		Project Leader contacts College to identify their deadline to receive a combined 3 page College Endorsement request and 1 page provincial ISF expression of interest. Project Leader submits request to College.
Sept 24, 2020	May 10, 2021	College sends supported Endorsements to RASI. RASI forwards ISF EOIs to Innovation Saskatchewan.
		Project Leader sends required documentation and works with RASI to put budget into CFI format (budget worksheet, quotes, EPMO customer request estimate, matching funding confirmation).
Oct 19, 2020	June 21, 2021	The Draft budget should be firm by this date. RASI will complete the CFI online financial module.
Oct 26, 2020	June 28, 2021	Project Leader indicates DRAFT application is ready for internal review.
Nov 2, 2020	July 9, 2021	Internal CFI Admin Group submits review to RASI.
Nov 4-6, 2020	July 12-14, 2021	CFI Advisory Committee meeting.
Nov 20, 2020	July 28, 2021	VP Research Decision, CFI Advisory Committee comments and ISF decision (if available) sent to Project leader .
Dec 11, 2020	Aug 18, 2021	Project Leader indicates FULL application is ready for internal review.
Jan 6, 2021	Aug 27, 2021	Internal CFI Admin Group submits review to RASI.
Jan 6 -8, 2021	Aug 31 - Sept 2, 2021	CFI Working Committee meeting.
Jan 19, 2021	Sept 14, 2021	VP Research decision and CFI Working Committee feedback to Project Leaders.
Feb 1, 2021	Oct 1, 2021	Project Leader finalizes the application in the CFI online system and indicates it is ready for final internal review. RASI conducts review, reconfirms commitments; OVPR sign-off is obtained.
Feb 15, 2021	Oct 15, 2021	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. Thurs August 27, 2020 and Wed March 31, 2021. All meetings are 1:00 to 2:30 pm. RSVP to sandra.stone@usask.ca for the webinar link.		
2. Contact Information Communications Technology and Safety Resources with any questions. Facilities: Login to PAWS and select 'Facilities Services'. 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 2021	March 2022	CFI announces Funding Decision. 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.)		Post Award meeting to discuss award acceptance procedures and project implementation process with the funded Project Leader . RASI works with Project Leaders to complete the Confirmation of Award Process which involves revisiting the budget and reconfirming funding. 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 RASI 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 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 once infrastructure is operational. ISF: one final report. Other funding partners: as required by funding agreement.