



UNIVERSITY OF
SASKATCHEWAN

CFI ADVISORY COMMITTEE – TERMS OF REFERENCE

[Revised May 2022]

Membership

- Associate Vice-President Research or designate (Chair)
- Vice-President Finance or designate
- Representatives from the Deans or Associate Deans of Colleges such that Colleges submitting a significant number of CFI applications are represented (Agriculture and Bioresource, Engineering, Medicine, Western College of Veterinary Medicine, Arts & Science)
- Representative from the Canadian Light Source
- Representative from the Research, Scholarly and Artistic Work Committee of Council
- Representative from the Planning and Priorities Committee of Council

Resource Personnel

- Associate Director, Research Acceleration and Strategic Initiatives (RASI)
- CFI Research Specialist, RASI (coordinator/recorder)
- CFI Financial Officer, RASI
- OVPR Finance SBA
- EPMO
- Research & Library Technology

Mandate

- To provide institutional guidance on management and development of equipment and infrastructure purchased, but not exclusively, by CFI funds.
- To outline institutional equipment sustainability plans and principles that help guide and advise on plans for upcoming infrastructure proposals.
- To periodically strike subcommittees and task forces to support and facilitate the research infrastructure plans and principles.
- Maximize the utilization rate of equipment on campus and support the most research output as possible.
- To foster multi-disciplinary research.
- To prolong the life of our research equipment.
- To maximize the leveraging of funds from all sources.

Responsibilities

- 1) Review and recommend John R. Evans Leaders Fund (JELF) applications
The Committee will review draft applications and provide recommendations to the Vice-President, Research, on which projects should proceed to final application. Criteria used for adjudicating applications include:

1. alignment with institutional strategic plan and research priorities
2. innovation and excellence in research
3. sustainability, feasibility and space requirements
4. quality and career-stage of the faculty member(s)

2) Advise on the university's JELF envelope use.

The Committee will make recommendations on the CFI JELF envelope when projects request more than \$125K. The Committee may approve up to \$175K, provided both criteria are met:

1. links to a common platform or core facility, and
2. clearly demonstrates positive impact across multiple colleges.

3) Review and recommend projects on other infrastructure competitions, including national and multi-institutional.

The Committee will review proposals and provide recommendations to the Vice-President, Research, based on the criteria provided for each funding opportunity. If applicable, the Committee will also decide on funding envelope allocations.

4) Advise on the University's CFI Infrastructure Operating Fund.

Requests from eligible Project Leads for IOFs can be made for up to 75% of the 30% of the CFI Capital Award. All applications requesting up to 75% will be reviewed and approved by the Advisory Committee Chair. Any requests above 75% will be reviewed by the Advisory Committee Chair and may be taken to the Advisory Committee for decision. Approval may be given if one or more of the following criteria are met:

1. additional IOF funding will create synergy and collaboration between individual IOF applications;
2. additional funding provide greater access to the CFI-funded infrastructure for the broader University community
3. exceptional circumstances exist, or
4. the project has unique operating and maintenance requirements.

Meeting Schedule

- 3-6 meetings per year.

Note: While the CFI Advisory Committee provides advice to the VP Research on innovation, research excellence, and suitability of projects, the CFI Working Committee is tasked with detailed review of proposals, in order to ensure submissions are of the highest quality, and meet CFI standards for scientific merit and presentation. Refer to the Terms of Reference for the CFI Working Committee.

Review of Terms of Reference

- The Terms of Reference will be reviewed annually, or as needed, by the CFI Advisory Committee.