

## CFI WORKING COMMITTEE – TERMS OF REFERENCE

[Revised October 2013]

### Membership

- Vice-President Research (or designate), Chair
- Vice-President Finance & Resources (or designate)

Appointments from:

- Two representatives from College of Agriculture & Bioresources
- Four representatives from College of Arts & Science – one of which is to be from the Fine Arts
- Two representatives from College of Engineering
- Two representatives from College of Medicine
- One representative from College of Pharmacy & Nutrition
- One representative from Canadian Light Source (CLS)

Note:

- 3-year term, each year from July 1 – June 30
- Turnover for Working Committee should not exceed two-thirds in any given year
- Associate Deans are required to provide suggestions for Committee member replacements
- To maintain active status, members should not miss more than 3 consecutive meetings

### Resource Personnel

- Associate Director, Research Services (Serves as the Chair as Vice-President Research designate)
- Institutional Programs Specialists, Research Services
- Financial Officer, OVPR Financial Commons

### Review of Terms of Reference

- The terms of reference will be reviewed every 2 years or as needed.

### Mandate

- 1) Conduct a scientific review of all John R. Evans Leaders Fund (formerly Leaders Opportunity Fund) proposals at the full draft stage during CFI Working Committee meetings and provide the following recommendations to the Vice-President Research:
  - Submit to CFI,
  - Revise and submit to CFI, or
  - Hold back for major revisions and submit revised full application for a future competition. Note that candidates are allowed a maximum of two submissions to CFI of the same application.
- 2) Provide mentorship and guidance to the candidates approved for full application development by the CFI Advisory Committee. Individual candidates are responsible for contacting Committee members to request assistance and arranging how the two can work together to improve the proposal.

- 3) Interact with candidates in a way that offers a university-wide perspective, including possible collaborations and suggestions on how to put forth the strongest possible final application.

### **Meeting Schedule**

- 3 times per year or as needed