

Canadian Foundation for Innovation (CFI) 2025 Innovation Fund (IF) Carleton Internal Proposal Instructions

For Carleton-led internal proposals

An internal proposal comprises:

- One 8-page document that addresses points 1 to 7 as outlined below
- Budget form, with estimates of:
 - Total project cost (must be >\$1M)¹
 - Amount requested from Carleton's CFI's envelope
 - Amount requested (or to be requested) from CFI envelope at Collaborating Institutions
- CVs for the core team (any format)
- Written confirmation of Faculty endorsement, including space allocation (with room #)

The 8-page PDF document should be single-spaced 12pt font, and fully explain any acronyms and abbreviations.

1. Project Overview [1 page]
 - a. Title of the project
 - b. Team leader(s) – up to 2
 - c. Team members – up to 9
 - d. Other users – up to 20
2. Description of the Research Project [2 pages]
 - a. Describe the innovative research program with a high-level outline of objectives and research activities enabled by the requested infrastructure.
 - b. Explain how this program builds on established capacity to enable research that is internationally-leading in the field(s).
 - c. Outline the potential contributions to knowledge in your field(s).
 - d. Highlight the multidisciplinary nature of the research, if applicable.
3. Research Excellence [1 page]
 - a. Outline the publication conventions and other standards for research excellence in the discipline(s) covered in the proposal, to allow informed assessment of the team's research contributions by a variety of experienced researchers.
 - b. Describe the core team's expertise to conduct the proposed research program.
 - c. Detail the core team's track record in securing and managing major external operating and infrastructure funds.
 - d. Describe the core team's track record in generating globally significant contributions to knowledge and/or generating impact beyond the academy.
4. Equity, Diversity, and Inclusion (EDI) [1 page]

¹ Any included renovation and/or construction costs should be required to enable the installation/operation of the requested equipment, or be essential to the research design. Generally, renovation and/or construction costs should be limited to approximately 20% of total project costs.

- a. Describe how EDI considerations influenced the recruitment and selection of your core team.
 - b. Describe the steps that will be taken to apply EDI principles to further team expansion, student training, and user access.
 - c. Describe how EDI considerations were integrated into research design. If not relevant, please provide a reasonable explanation on why it is not possible or relevant to account for EDI considerations in the research design.
5. Need for the Infrastructure [1 page]
- a. Outline the major items requested, and where they will be located (room, building). Indicate if permissions to use the space for this purpose are confirmed.
 - b. Explain the relationship to similar infrastructure at Carleton or at collaborating institutions, if applicable.
 - c. Articulate what this infrastructure will enable that cannot be done otherwise and how this infrastructure represents a unique and innovative request.
 - d. Describe how, in addition to the CFI investment, existing or planned operating funding for the direct costs of the research will enable and sustain the research program and requested infrastructure.
6. Strategic Alignment [1 page]
- a. Describe how this project aligns with Carleton's Strategic Integrated Plan and/or Carleton Academic Plan (CAP).
 - b. Describe how this the project builds on an established recognized research strength at Carleton.
 - c. Describe how this project builds upon previous investments (faculty positions, CRCs, existing research facilities, other) in research by Carleton at the University, Faculty, and/or Departmental level.
7. Benefits [1 page]
- a. Describe the potential benefits (social, health, environmental, and/or economic benefits) of this project to Canada.
 - b. Describe the potential benefits (social, health, environmental, and/or economic benefits) of this project to Ontario.
 - c. Provide an outline of how your team will realize these benefits through proactive knowledge mobilization/translation activities.
 - d. Describe how this project will enhance research capacity, partnership building potential, and training of graduate students and other highly qualified personnel (HQP) at Carleton University.

For non-Carleton-led (collaborating) internal proposals

An internal proposal comprises:

- Copy of any materials submitted or in development to lead institution's internal process
- For proposals requesting more than \$199,999 in Carleton CFI IF envelope and/or with plans for the installation of new infrastructure on Carleton campus
 - one 4-page attachment that addresses points 1 to 4 as outlined below.

- If these points are covered in the materials prepared for the Lead Institution you can omit duplicating that information, and simply indicate the section/page.
- For proposals requesting \$199,999 or less in Carleton CFI IF envelope and with no plans for the installation of new infrastructure on Carleton campus
 - no additional Carleton specific attachment is needed beyond the materials submitted to the lead institution.
- Budget form, with estimates of:
 - Total project cost (must be >\$1M)¹
 - Amount requested from Carleton's CFI's envelope
 - Amount requested (or to be requested) from CFI envelope at Lead Institution and any other Collaborating Institutions
- CVs for the Carleton core team (any format)
- Written confirmation of Faculty endorsement, including space allocation (with room #)

The 4-page PDF document should be single-spaced 12pt font, and fully explain any acronyms and abbreviations.

1. Equity, Diversity, and Inclusion (EDI) [1 page]
 - a. Describe how EDI considerations influenced the recruitment and selection of your core team.
 - b. Describe the steps that will be taken to apply EDI principles to further team expansion, student training, and user access.
 - c. Describe how EDI considerations were integrated into research design. If not relevant, please provide a reasonable explanation on why it is not possible or relevant to account for EDI considerations in the research design.
2. Need for the Infrastructure [1 page]
 - a. Outline the major items to be housed at Carleton University, and where they will be located (room, building). Indicate if permissions to use the space for this purpose are confirmed.
 - b. Explain the relationship to similar infrastructure at Carleton, if applicable.
 - c. Articulate what this infrastructure will enable that cannot be done otherwise and how this infrastructure represents a unique and innovative request.
 - d. Describe how, in addition to the CFI investment, existing or planned operating funding for the direct costs of the research will enable and sustain the research program and requested infrastructure.
3. Strategic Alignment [1 page]
 - a. Describe how this project aligns with Carleton's Strategic Integrated Plan and/or Carleton Academic Plan (CAP)
 - b. Describe how this the project builds on an established recognized research strength at Carleton.
 - c. Describe how this project builds upon previous investments (faculty positions, CRCs, existing research facilities, other) in research by Carleton at the University, Faculty, and/or Departmental level.

4. Benefits [1 page]

- a. Describe the potential benefits (social, health, environmental, and/or economic benefits) of this project to Canada.
- b. Describe the potential benefits (social, health, environmental, and/or economic benefits) of this project to Ontario.
- c. Describe how this project will enhance research capacity, partnership building potential, and training of graduate students at Carleton University.