

# 2015 ONTARIO RESEARCH FUND – LARGE INFRASTRUCTURE FUND: APPLICATION INSTRUCTIONS

## SUBMISSION INSTRUCTIONS

Applications for the Ontario Research Fund (ORF) – Large Infrastructure Fund must be submitted by August 1, 2014. Submitted Applications will be assessed by an Ontario Strategic Value Panel.

### APPLICATION COPIES

- Submit one original, complete paper copy of the completed Application Form. The original must be signed by the Vice-President of Research or any other officer of the institution with the authority to bind the institution.
- The original should not be bound or stapled.
- The following electronic documents must be submitted:
  - a PDF version of the complete application (including all attachments)
  - a PDF version of the CFI application
- Electronic documents may be submitted on a CD-ROM, a data DVD, a USB key or via email (if the total file size does not exceed 10 MB).
- If you have any questions please contact:
  - Lesley Cunningham 416-314-0633, [lesley.cunningham@ontario.ca](mailto:lesley.cunningham@ontario.ca)

### SUBMITTING AN APPLICATION

All completed Applications must be received by the Ministry and/or postmarked no later than August 1, 2014. Late and incomplete submissions will not be accepted.

- Electronic applications will not be accepted as placeholders for late or pending original paper applications.
- Faxes and/or email attachments will not be accepted in place of the originals.
- Applications and supporting documents (including the institutional letter of support for the application) must be addressed and sent to:

Allison Barr, Director, Research Branch  
Ontario Research Fund – Research Infrastructure Applications  
Ministry of Research and Innovation  
Research Branch  
56 Wellesley Street West, 11<sup>th</sup> Floor  
Toronto, Ontario M7A 2E7  
Email: [ORFInfrastructure.Mailbox@ontario.ca](mailto:ORFInfrastructure.Mailbox@ontario.ca)

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## GENERAL FORMAT

- The application should be printed, single sided, on 8 ½" by 11" white paper.
- Text must be in black and of letter quality.
- Type size must be no smaller than 10 pts.
- Condensed type is not acceptable.
- Please ensure that all pages are numbered.

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## PREPARING APPLICATIONS

- Use the templates provided to prepare the application.
- Please adhere to the restrictions on the amount of information provided in the relevant instructions for the Application Form.
- Please avoid technical jargon in abstracts.
- Avoid long descriptive narrative. Use bullet points or summary tables where possible and appropriate.

## APPLICATION FORM

Numbered instructions below correspond to specific sections of the application form.

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### 1. PROPOSAL TITLE

Enter the name of your proposal. Please be concise.

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### 2. CFI FILE NUMBER

Enter the corresponding CFI file number. If you have not obtained a CFI file number please leave this section blank.

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### 3. TYPE OF PROJECT

Please indicate if your project is one of following:

- Institutional: will involve only one Ontario research institution
- Regional: will involve more than one Ontario research institution and eligible to receive infrastructure funds
- National: will involve research institutes outside of Ontario, but within Canada and eligible to receive infrastructure funds

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### 4. FUNDS REQUESTED FROM THE ORF

It is essential that applicants provide their best forecast of project expenditures in the budget table. The annual budgets provided will form the basis of the annual payment amount that will be determined when the contract is negotiated. Applicants should pay particular attention to whether their timelines are realistic. The decision to allow a grant extension will be viewed in the context of the Ministry's fiscal plan, and is likely to be granted only in very exceptional circumstances. Projects should not assume that extensions will be granted.

**Table 1:** Please describe the funding requests from the Ministry, CFI and total for projects within Ontario. The first table only describes the funding request to Ontario.

**Table 2:** Please describe the total project costs if the project also involves research institutes outside of Ontario. Please indicate the Province, Institute and Project Lead for projects being led outside of Ontario. For multi-institutional projects with

distributed infrastructure across Canada or infrastructure sited outside of the province, the lead Ontario institution should submit an ORF application for the Ontario component of the project. The institution should also ensure that out-of-province partners submit funding applications to their respective governments for their components of the project.

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#### 5. LEAD INSTITUTION

Name the lead institution taking legal responsibility for the project. If multiple institutions submit a joint application, one institution must be assigned as the Lead Applicant.

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#### 6. PRINCIPAL INVESTIGATOR AND CO-LEAD(S)

Identify the Principal Investigator (PI). If there is a co-lead please list the name and research institute.

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#### 7. COLLABORATING INSTITUTIONS

If applicable, identify the collaborating institutions that would receive part of the infrastructure requested or shares part of its institutional envelope.

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#### 8. RESEARCH COMPUTING INFRASTRUCTURE

Please indicate if your request includes funding for Research Computing Infrastructure as defined in the Canada Foundation for Innovation - Innovation Fund guidelines.

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#### 9. RESEARCH FOCUS OF PROJECT

Check only the most applicable area of focus or, if not applicable, specify the focus of your research.

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#### 10. RESEARCH DISCIPLINE CODE:

Please list codes for your research discipline, as per the list included in the application materials.

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#### 11. AREA OF APPLICATION CODE

Please list codes for your area of application, as per the list included in the application materials. In addition please indicate any disciplines for your project that do not appear on the attached lists.

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#### 12. KEY WORDS

List up to 10 key words that specifically describe the project

### PROJECT OVERVIEW

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#### 13. INFRASTRUCTURE PROJECT BRIEF

Using simple, concise sentences describe in **no more than three lines** the objective and key elements of this proposal.

**Please Note:** This project description may be used in whole or in part in news releases or similar material, if the project is approved.

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#### 14. INFRASTRUCTURE PROJECT OVERVIEW

In no more than **6500 characters** and in **non-scientific terms**, describe the research/technology development to be carried out, the major equipment to be purchased, principal area(s) of research to be enabled by the infrastructure, the area of application of the research and how the facility and the research/technology development will benefit Ontario.

**Please note:** This project description may be used in whole or in part in news releases or similar material, if the project is approved.

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#### 15. PRINCIPAL USERS

Up to ten individuals who will be the principal users of the requested infrastructure may be included.

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#### 16. LINKAGES TO OTHER AWARDS

Where applicable, describe how this initiative builds on or complements research or technology development funded through previous Ontario investments (such as Ontario Research Fund – Research Infrastructure or Research Excellence awards, Ontario Innovation Trust awards, Ontario Research Development Challenge Fund awards, etc.).

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#### 17. HIGHLY QUALIFIED PERSONNEL

Please indicate the projected number of HQP by category that will be trained as a result of the proposed project.

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#### 18. YOUTH SCIENCE AND TECHNOLOGY OUTREACH

Where possible and appropriate, and in **no more than 4000 characters**, institutions are encouraged to open up facilities for youth outreach activities being undertaken by Ontario researchers through the Ministry’s research and talent programs. Describe any linkages to anticipated youth science and technology outreach activities. Please describe any activities in no more than **4000 characters**.

### STRATEGIC VALUE

**Please attach your Strategic Value response (19, 20 and 21) to Section 22.**

Applications are required to describe the potential research impact and anticipated value of their research in each of two categories: economic benefits and societal benefits.

In addition, applications must address the Research Translation steps that are being taken to maximize the likelihood of realizing these benefits. To that end, applicants are strongly encouraged to begin engagement with partners as early as possible.

A total of **no more than 12 pages** are permitted for the Strategic Value section. Each of the two benefit types—economic benefits and societal benefits—must be addressed, but applicants may allocate page counts as appropriate to the proposed project. In all cases, impacts may be short- or long-term.

It is strongly recommended that applicants consult their institution’s industry liaison office, knowledge mobilization unit, or equivalent as well as their external partners in the completion of this section. Demonstrate this engagement where appropriate.

### 19. ECONOMIC BENEFITS

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#### ECONOMIC IMPACTS

Describe the economic potential of your research and when it could be achieved. Describe how your research will contribute to economic outcomes.

If applicable, describe the commercialization potential of your research and when it could be achieved; including market analysis.

The examples of each type of value are illustrative, not exhaustive. Applicants are encouraged to document all benefits associated with their proposal.

- **Economic Benefits**

- Improvements to Ontario’s productivity and competitiveness
- Recruitment, retention and training of highly qualified personnel (HQP)
- Creation of jobs
- Sustainable use of natural resources
- Promotion of trade
- Improving efficiency in private and/or public sector
- Regional economic development
- Ontario’s global reputation as an innovation hub
- Expanding access to valuable data assets
- If applicable:
  - Commercialization potential
  - Ability to produce spin-off products and/or firms
  - Likelihood of patent and licensing opportunities
  - Knowledge transfer to industry

## 20. SOCIETAL BENEFITS

### SOCIETAL IMPACTS

Describe the potential of your research to achieve societal benefits and when they could be achieved. Describe how your research will contribute to societal outcomes.

**This section should** provide supporting analysis of the societal areas being discussed, including sources of information. Please note that your analysis can be qualitative, but quantitative information would strengthen the application. The examples of each type of value are illustrative, not exhaustive. Applicants are encouraged to document all benefits associated with their proposal.

- Improvements to health and wellbeing of Ontarians
- Preservation of environmental quality
- Reducing poverty
- Engagement and mentorship with youth
- Improving public policy
- Effecting a profound shift in the understanding of a given discipline

## 21. RESEARCH TRANSLATION AND END-USER ENGAGEMENT

### RESEARCH TRANSLATION AND END-USER ENGAGEMENT

Describe the strategy for realizing the potential of the research and providing practical application and benefit to industry, the economy, and to wellbeing in Ontario in the short- and long-term

As appropriate, identify the roles and responsibilities of members of the project team involved in realizing the Research Impacts. Describe the previous experience of the project team in appropriate types of knowledge transfer. Explain the roles of your industry and community partners, institutional liaison offices or other experienced advisors involved in the translation of your research.

Describe the engagement that you will and/or have already undertaken with potential recipients of your research. This may include, but is not limited to, private sector partners, industry associations, consortia, governments, other researchers, the broader public sector, non-profit groups, communities, and philanthropic organizations. Describe the strategic alliances, partnerships, or licensing agreements you have, or plan to have, in place with these recipients. Support letters can be attached to section 22.

## ATTACHMENTS

### 22. ATTACHMENTS

- Please attach your Strategic Value response (19, 20 and 21) here.
- Support letters can be included as attachments, but are not mandatory.
- Figures or Tables from other sections can be attached here as necessary.