

2015 ONTARIO RESEARCH FUND – LARGE INFRASTRUCTURE FUND: NOTICE OF INTENT INSTRUCTIONS

SUBMISSION INSTRUCTIONS

A Notice of Intent (NOI) for the Ontario Research Fund (ORF) – Large Infrastructure Fund must be submitted by February 28, 2014. Submitted NOIs will be assessed by an Ontario Strategic Value Review Panel.

The Notice of Intent allows the Ministry to provide institutions with early feedback on the Strategic Value of proposals. Feedback on the NOIs will be provided to applicants prior to the Ministry's and Canada Foundation for Innovation's (CFI) full application deadline. The Ministry is not using the NOI stage to determine priority projects. All submitted NOI proposals are allowed to apply at the application stage. The NOI strategic review is an opportunity for institutions to receive early feedback on the strategic value of the project and use this information as they develop their proposal.

The NOI is not mandatory or binding. After the NOI deadline, institutions may choose to submit alternate applications, however, these applicants will not benefit from a strategic value review prior to the application deadline and these applicants will not have their NOIs posted on the ORF-RI website. The NOI includes a one paragraph (4000 characters) project overview that will be posted on the ORF-RI website to help institutions and potential partners identify opportunities for meaningful collaboration. Institutions must ensure that the total value of the NOIs being submitted is no higher than twenty percent (20%) above its total CFI Envelope.

The full application package will be posted in February 2014.

SUBMISSION INSTRUCTIONS

NOTICE OF INTENT COPIES

- Submit one original, complete paper copy of the completed Notice of Intent 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)
- 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

SUBMITTING A NOTICE OF INTENT

All completed Notices of Intent must be received by the Ministry and/or postmarked no later than February 28, 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 – Large Infrastructure Fund Applications
Ministry of Research and Innovation
Research Branch
56 Wellesley Street West, 11th Floor
Toronto, Ontario M7A 2E7
Email: ORFInfrastructure.Mailbox@ontario.ca

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.

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
- Avoid long descriptive narrative. Use bullet points or summary tables where possible and appropriate.

NOI FORM

Numbered instructions below correspond to specific sections of the application form. Please note that not all sections of the applications have corresponding instructions.

1. PROPOSAL TITLE

Enter the name of your proposal. Please be concise.

2. CFI FILE NUMBER

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

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
- National: will involve research institutes outside of Ontario, but within Canada

4. FUNDS REQUESTED FROM THE ORF

Please describe the funding requests from the Ministry, CFI and total for projects within Ontario. The next table is to describe the total project costs if the project also involves research institutes outside of Ontario.

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.

6. PRINCIPAL INVESTIGATOR AND CO-INVESTIGATOR(S)

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

7. COLLABORATING INSTITUTIONS

If applicable, identify the collaborating institutions that would receive part of the infrastructure requested.

8. RESEARCH FOCUS OF PROJECT

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

9. RESEARCH DISCIPLINE CODE:

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

10. 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.

11. KEY WORDS

List up to 10 key words that specifically describe the project

PROJECT OVERVIEW

12. INFRASTRUCTURE PROJECT BRIEF

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

13. INFRASTRUCTURE PROJECT OVERVIEW

In no more than **4000 characters** and in **non-scientific terms**, describe the research/technology development to be carried out, the major equipment to be purchased, and how the facility and the research/technology development will benefit Ontario.

Please note: This project overview will be posted on the ORF – Research Infrastructure website to enable institutions to identify opportunities for collaboration.

14. PRINCIPAL USERS

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

15. PROJECT DESCRIPTION

In **no more than 4000 characters**, describe additional details about the infrastructure, principal area(s) of research to be enabled by the infrastructure and the area of application of the research.

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.).

STRATEGIC VALUE

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 **no more than 3 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.

ECONOMIC BENEFITS

17. 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

SOCIETAL BENEFITS

18. 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

RESEARCH TRANSLATION AND END-USER ENGAGEMENT

19. 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.

ATTACHMENTS

20. ATTACHMENTS

Diagrams and references should be included as attachments. Support letters can be included as attachments, but are not mandatory.