

**Canada Foundation for Innovation (CFI)**  
**John R. Evans Leaders Fund (JELF) competition**

All internal submissions are **due by 4:00 pm** on the day of the deadline. The following Research Initiatives and Services (RIS) deadlines for this competition are outlined below. All applicants are advised to check with their individual Academic Units for any additional unit deadlines.

**Phase 1 – Expression of Interest**

**Monday, Aug. 11, 2025:** Deadline for the submission of an Expression of Interest (EOI). All EOIs must be emailed to [ris@mun.ca](mailto:ris@mun.ca), with the email subject: CFI JELF EOI October 2025 Call.

**Phase 2 – Full Application Selection and Submission to CFI**

**Monday, Sept. 15, 2025** Deadline for the submission of **completed\*** CFI JELF applications invited from Phase 1 (EOI Call). Phase 2 applications will be submitted to RIS via its General Use Application on Memorial's Researcher Portal. As CFI JELF applications are for infrastructure ONLY, no clearances are required. All received Phase 2 applications will be reviewed, and only those selected will be submitted to CFI.

**Wednesday, Oct. 1, 2025:** Deadline for the penultimate version of those CFI JELF applications selected from Phase 2. These applications will be reviewed by RIS and their respective Academic Units prior to submission to CFI.

**Wednesday, Oct. 15, 2025:** Submission of finalized CFI JELF application(s) to CFI.

*\*Completed means ALL sections of the CFI JELF online application have been completed and successfully validated by the applicants using the CFI CAMS system. All required files have been uploaded, and meet the CFI formatting guidelines.*

**Eligibility**

Up to **three** researchers may be listed on a proposal. Researchers who have previously been supported by CFI are eligible. Applicants can either work collaboratively using the same requested infrastructure, or work independently while sharing the requested infrastructure, with justification for the infrastructure being articulated for each applicant. To be eligible, researchers listed in the proposal must be:

- current faculty members with full-time academic appointments or candidates in the process of being recruited to full-time academic positions in an important strategic sector;

- recognized innovative leaders or have demonstrated the potential for excellence in the proposed research fields; and,
- engaged in or embarking upon research or technology development that is innovative, high quality, and meets international standards.

### **Internal Selection and Funding Caps**

An internal Selection Committee will assess all EOIs / Phase 2 applications received. Chaired by the Vice-President (Research) or their delegate, the Committee will be comprised of Academic Staff Members from the Faculties / Schools of the lead applicants for each EOI submission, along with non-voting support from RIS, and other personnel as required. Only those EOIs selected by the Committee will be invited to proceed to Phase 2 for full application development and evaluation by the Committee. Based on the results of the Phase 2 evaluation, it is expected that only a subset of the full applications originally selected by the Committee will be eligible to proceed for submission to CFI. All applicants will normally be notified via email of the EOI / Phase 2 results within 3 weeks of the internal deadlines.

The CFI JELF is an allocation-based funding program whereby CFI predetermines the maximum amount of funding available to each CFI-eligible institution. For this call, each CFI JELF EOI, and Phase 2 application, will be limited to a maximum CFI request of \$500,000, or a maximum of 40% of the total project cost (i.e., whichever amount is lower), regardless of the number of applicants per EOI. To confirm – the CFI requested amount is to remain the same in Phase 2 as that approved in Phase 1.

To be eligible, proposals must have a minimum CFI request of \$75,001. However, CFI will allow the submission of proposals requesting less than or equal to \$75,000 from the social sciences, humanities and arts.

### **Phase 1 - Expressions of Interest (EOI)**

1. EOIs are a maximum of 4 pages in length (excluding CVs), with margins of 1 inch around each page, and 12-point font with single line spacing. In the following listed order, the EOI must address each of the following points:

**a) Description of the proposed research or technology development activities** that will be conducted in at least one area identified in Memorial's [Research Strategy](#).

**b) Description of the track record of each applicant**, including scientific and technical expertise relevant to conduct the proposed research activities, and a description of the planned collaborators and partners, internal and external to Memorial.

**c) Description of each requested budget line item**, justifying its need to conduct the proposed innovative research activities, and confirmation of the planned location(s), including any institutional involvement (e.g., CREAT, Medical Laboratories, Facilities Management, Technical Services, Animal Research Centre, etc.), and addressing any potential de facto\* control issues (\*For a project to be deemed eligible, Memorial [must exercise de facto control](#) over the requested research infrastructure). Also include a brief explanation as to why existing Memorial infrastructure cannot be used to undertake the proposed research.

**d) Detailed management plan** outlining the planned use and long-term sustainability of the requested infrastructure.

**e) Finance table** giving an overview of the proposed project budget in Canadian dollars, which includes taxes (15%), and, where applicable, exchange rates, shipping, duties\*, etc. Please confirm the CFI requested amount, as well as the anticipated leverage / match funding sources (e.g., vendor in-kind contributions, institutional funds, NL Provincial Government, etc.).

*\*For those applicants planning to purchase infrastructure from outside of Canada, please consult with your unit's finance officer regarding applicable customs duty amounts.*

**2.** Each listed applicant is required to submit a maximum 2-page CV which must include:

- the most significant research contributions to date which can include both traditional and non-traditional research outputs (e.g., publications, developing new technologies, creating IP, contributing to policy decisions, training highly qualified personnel, conducting community engagement and outreach activities, producing community products, etc.), and;
- currently held / applied for research funding over the past five years (i.e., since 2020).

**3.** The completed EOI Approval Form, included at the end of this document, is also required at time of EOI submission.

For any EOI that is a resubmission of a full project proposal that was either (a) invited to Phase 2 in a competition prior to this one (but not invited to proceed to application to CFI), or (b) an unsuccessful proposal submitted to the CFI, applicants may also submit a maximum 2-page Appendix addressing the previous Advisory Committee's comments.

Please note that the Selection Committee will not consider any additional information provided beyond that requested in the Call during its assessment process.

### **Phase 2 – Full Application Selection and Submission to CFI**

Only those EOIs selected by the Committee will be invited to proceed to Phase 2, and it is expected that only a small number of the received Phase 2 applications will be selected for submission to CFI. All applicants will be notified via email of the Phase 2 results.

If selected to proceed to Phase 2, applicants will be required to complete the CFI JELF online application using the CFI Award Management System (CAMS). If an applicant does not already have a CAMS account, they will need to create one. The submission of the Phase 2 application to RIS will be done using the RIS General Use Application on Memorial's Researcher Portal, and must include the following attachments:

- a successfully validated CFI JELF online application (i.e., combined into one single file);
- a copy of all quotations used to support the project budget, and;
- a completed Phase 2 sign off form\*.

*\* The Phase 2 sign off form will be included in the EOI results email and will be used for the Phase 2 internal submission as well as the submission of the JELF application to CFI and, if applicable, a Leverage R&D application to the Province.*

### **Future CFI JELF Opportunities**

Please note that Memorial's current CFI JELF institutional allocation concludes with the October 15, 2025 competition. Memorial's new CFI JELF institutional allocation will begin in 2026, and an updated internal competition timetable will be included in the next CFI JELF Call expected in early 2026.

If you have any questions regarding the current CFI JELF opportunity, please email [ris@mun.ca](mailto:ris@mun.ca).

## CFI JELF Expression of Interest (EOI) Approval Form

**Program:**

Canada Foundation for Innovation – John R. Evans Leaders Fund

### Project Leaders(s) and Department/Faculty/School

**Project Title:**

I / We have prepared the attached EOI, and understand that if selected by Memorial's internal Selection Committee, I / we will be required to prepare a full application for Phase 2 of the internal review process. I / We confirm that appropriate space and utilities are available for the requested infrastructure.

Signature of the applicant

Date \_\_\_\_\_

Signature of the applicant

Date \_\_\_\_\_

Signature of the applicant

Date \_\_\_\_\_

I / We have read and support the CFI JELF EOI as submitted.

Signature of Department Head

Date \_\_\_\_\_

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Signature of Dean or designate

Date \_\_\_\_\_

Signature of Department Head

Date \_\_\_\_\_

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Signature of Dean or designate

Date \_\_\_\_\_

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Signature of Department Head

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Date

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Signature of Dean or designate

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Date