

CFI JELF Checklist for a Complete Application

- Completed and signed Research Proposal Approval Form.
- John R. Evans Leaders Fund (JELF) – Unaffiliated version of CFI JELF form used in CAMS.
- CFI Request for Quotations Form *plus* one quotation (in CFI format) for each major equipment, renovation item.
- CFI Internal Budget Worksheet completed.
- Letter from the relevant dean confirming support for application and confirming space (where the proposed CFI infrastructure will be located).

For projects requiring renovations:

- a cost estimate (from Physical Plant)
- Evidence of the required cash contributions to offset the 20% matching fund requirements.

For re-submissions of successful JELF applications to the CFI:

- A maximum of one page addressing how the comments of the CFI reviewers have been addressed in your new application.

For infrastructure to be located outside of Lakehead University:

- a letter of support from the organization that would be hosting the infrastructure must be attached to the internal CFI application (specifying: the external organization's agreement to host the CFI-funded infrastructure (with Lakehead maintaining de facto control); agreement to allow the Project Leader full access to the space and if there were renovations involved in making the space ready to house the equipment, the receiving organization is required to agree to the renovations to their space.