Updated: Jan 30, 2015

**Frequently Asked Questions**

**Canada First Research Excellence Fund (the Fund)**

**1. Questions regarding the Notice of Intent (NOI)**

**Q. What is the submission date for the NOIs? Are signatures required on the electronic copy of the NOI?**

A. The NOIs must be submitted by 11:59:59 PM on February 2nd by uploading a completed NOI to the Fund’s application portal:

<https://influence.sshrc-crsh.gc.ca/300003/1015/L013/P001.aspx>

A signature is not required on the electronic copy of the NOI.

A username and password for the institution’s main contact has been created. If you did not receive details on how to access the site, please contact:

 information@cfref-apogee.gc.ca

It is only the electronic upload that is subject to the deadline. Signed hardcopies can follow, as long as the signature date precedes the February 2 deadline.

**Q. The NOI form does not provide enough space to list all our partners. OR We would like to provide the Secretariat with more than three suggested reviewers, given that our scientific strategy covers more than three disciplines. Can we attach information to the NOI submission?**

A. yes. Please feel free to attach a page to your submission (preferably integrated into a single PDF together with Form B).

**Q. Why doesn’t the NOI form part A ask for information on the institution’s contribution to the institutional strategy?**

A. The purpose of the NOI is to get a sense of the magnitude of the institution’s request for CFREF funds, to gauge demand.  How much institutions would be putting in as their contribution towards the institutional strategy is not relevant at the NOI stage, which is why the program is not asking for that level of detail.

The full application will provide space to clearly outline the contributions of both the lead institution and partners.

**Q. How do I upload the NOI to the Fund’s application Portal?**

A. To upload your NOI documents, please follow these steps:

1. From the drop-down Applicants menu, select Applicant Library.
2. A folder with your account name is in the Applicant Library. This is the folder to which you have access to upload documents. Click this folder to open it.
3. In the folder, you will see a toolbar menu. Select Upload. The Application Upload window will appear.
4. In this window, select the Browse button to select the files you want to upload.
5. Select OK to upload the files.
6. You may upload documents to your library until the deadline on February 2.

**2. Other questions**

**Q. For grants awarded following Competition 1, what is the effective date at which expenses incurred by institutions can be considered eligible expenses under the grant and can be charged to a grant account under the Fund? Can expenses be charged retroactively?**

A. Following Competition 1, grant awards are subject to Treasury Board approval and parliamentary appropriation of the funds. It is expected that grant awards will become effective, and grant payments will start, at some time before March 31, 2016. However expenses incurred as of September 1, 2015 will be eligible under the grant. Consequently, budgets presented in the applications could reflect September 1, 2015 as the start date for proposed initiatives.

**Q. Can we include more than one scientific strategy (Part B) in our proposal?**

A. You can include more than one scientific strategy if you believe your institution is capable (effort, resources, scientific leadership) of demonstrating and sustaining world leadership in more than one area simultaneously. Institutions should be able to demonstrate in their proposals that they are capable of being among the top 1%-5% centres of academic excellence globally in these areas, and be known and recognized as such. As one of the sub-criteria is the institutional commitment, pursuing more than one area will require considerable internal funding capacity. Submitting Parts B for areas in which peer review will not support the institution`s claim to global leadership may raise questions about the soundness of the overall Institutional Strategy (Part A) and the institution`s self-assessment of its relative positioning with respect to existing national and international capacity. It is worth stressing that the Fund’s objective is not to develop capacity where there is emerging potential.