



UNIVERSITY OF SASKATCHEWAN

College of Medicine

OFFICE OF THE VICE-DEAN RESEARCH
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Office of the Vice-Dean Research

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OVDR CFI Infrastructure Endorsement Process

Purpose: To strategically identify and support the strongest infrastructure proposals for submission to the University of Saskatchewan internal CFI review process, ensuring alignment with College of Medicine research priorities, readiness, and funding competitiveness.

1. Guiding Principles

- **Strategic alignment first:** Projects must align with College of Medicine research priorities and capacity-building goals.
- **Limited submissions, high quality:** The College will intentionally limit EOIs forwarded to the university competition to ensure competitiveness.
- **Early readiness assessment:** Projects must demonstrate that infrastructure will be a shared resource for multiple researchers, available for use by others on a fee for service basis, and function under a cost recovery model. In alignment with the USask CFI mandate, only in exceptional circumstances will specialized infrastructure required for an individual research lab be supported.
- **Budgetary review:** Applications will be reviewed to determine if OVDR can provide matching funds. Applicants must demonstrate that they have sought out matching funds from external or internal, e.g., departmental sources.
- **Transparent internal review:** Clear criteria, predictable timelines, and consistent feedback to applicants.
- **Developmental support:** Unsuccessful internal applicants receive feedback and may be supported for future cycles.

2. Internal Review & Selection Process

The College will run a two-stage internal process aligned with the Research Acceleration and Strategic Initiatives (RASI), OVPR timeline:

Stage 1: Internal Expression of Interest (EOI) Competition

- Faculty submit short internal EOIs to the College
- EOIs reviewed by a **College CFI Review Committee** chaired by the Vice Deans of Research
- Committee selects **recommended EOIs for advancement to University-level EOI submission**

Stage 2: Developmental Support (for selected EOIs)

- Selected applicants receive:
 - Budget development support (RASI coordination)
 - Infrastructure planning support
 - Mentorship (if needed)
 - Matching funding confirmation support

- Projects are actively prepared for University submission

3. Proposed Internal Timeline (Aligned to RASI JELF Cycle)

Cycle 1 (aligned to February 2027 U of S deadline)

College Step	Timing	Notes
Internal Call for EOIs released	Early July 2026	Communicate priorities + eligibility
RASI JELF Information Session	August 26 th 2026	Project Leaders attends
Internal College Application Due	September 2 nd 2026	OVDR CFI Application
Internal review committee meeting	September 8 -10, 2026	Rank and shortlist proposals
Decision communicated to applicants	Mid-September 11 th 2026	Feedback provided to all
Selected applicants enter development phase	September 14 th –October 15 th 2026	RASI + College support
Internal EOI submitted to RASI (University level)	October 15 th 2026	College endorsed application submitted to RASI

Cycle 2 (aligned to October 2027 U of S deadline)

College Step	Timing	Notes
Internal Call for EOIs released	Early February 2027	Communicate priorities + eligibility
RASI JELF Information Session	March 4 th , 2027	Project Leaders attends
Internal College Application Due	March 11 th , 2027	OVDR CFI Application
Internal review committee meeting	March 16 th – 18 th , 2027	Rank and shortlist proposals
Decision communicated to applicants	March 19 th , 2027	Feedback provided to all
Selected applicants enter development phase	March 22 nd – April 19 th , 2027	RASI + College support
Internal EOI submitted to RASI (University level)	April 19 th , 2027	College endorsed application submitted to RASI

4. Internal EOI Requirements

The *Description of Proposed JELF Idea* is a maximum of five pages (plus College of Medicine Strategic impact max. 1 page) that includes strategic references.

1. **World Class Research Program and Fit with USask Research Priorities** (should be ~1 page; use appropriate citations to provide context)
2. **Need for the Infrastructure** - Provide a high-level description of the proposed major infrastructure items.
3. **Capital Costs and Evidence of Secured Matching Funding** - Provide a high-level description of costs and funding sources to provide any context needed.
4. **Long-term Sustainability of the Infrastructure** - Outline a high-level management plan to ensure the equipment is operated and maintained appropriately and used widely and optimally. Please address location, accessibility, anticipated usage level, data management and oversight.

5. **Applicant(s)** - Up to 3 applicants are allowed on a project. Describe all applicants and their research and funding record.
6. **Previous CFI funding** - Please indicate whether the applicants have received CFI funding before as either an applicant or co-applicant.
7. **How will this benefit the people of Saskatchewan?**
8. **Any other important information you'd like to add**
9. **How does this equipment align with the College of Medicine Strategic plan?** Please discuss impact at the College level and tie this into the goals of the strategic plan.

Please address all the above sections within the template. Do not adjust the page margins and use text font similar to calibri 11pt

5. Review Criteria

Committee evaluates EOIs using a structured lens:

- A world-class research program that fits with USask research priorities
- Need for the infrastructure at USask
- Impact of proposed infrastructure to support USask research community (full usage, including non-applicant needs)
- Feasible capital budget with secured matching funding
- Infrastructure sustainability
- Alignment with the CoM Strategic Plan

6. Committee Structure

The Infrastructure Endorsement review committee will be the same as the Equipment Review Committee, and is composed of the following members:

- Chair: Vice Dean Research – Biomedical, Vice Dean Research - Clinical
- Voting Members:
 - o 2- 4 faculty
 - o 1 – Academic Health Sciences Representative
- Non Voting Members:
 - o Director of Research
 - o Admin Support
- Where appropriate, ad hoc reviewers or technical experts may be consulted for specialized applications.