

CFI Innovation Fund Western Internal Application Form

**Return completed, signed forms to irp@uwo.ca
Deadline: 5 p.m. Tuesday April 28th, 2026**

The Canada Foundation for Innovation (CFI) is expected to release a Call for Proposals for the 2027 round of the Innovation Fund in spring 2026.

This application will be used for internal adjudication and institutional approval for projects proceeding to full proposal development for submission to the CFI Innovation Fund. It will also be used to determine the maximum budget permitted for each proposal. This is required due to the CFI mandated institutional envelopes – a limit on the cumulative project value each institution may submit. Western's envelope for the next round of Innovation Fund is expected to be approximately \$24-27M (based on projected CFI investment in this program for the coming round). This envelope represents the maximum amount to be requested from the CFI, which can be no more than 40% of total project costs.

This Internal Adjudication Form must be submitted for all CFI projects being led by Western or affiliated research hospitals.

Only applicants who have previously submitted an internal Notice of Intent form will be permitted to submit an internal application.

Review Process

Submitted applications will be assessed in a two-stage review process using a rubric designed against the CFI's Innovation Fund Assessment Criteria. Details can be found in the [Western Internal Innovation Fund Call for Proposals](#).

Submission Instructions

Submit complete application form with signature from the lead Faculty Dean (or designate), along with all required attachments, to irp@uwo.ca by **5p.m. on Tuesday April 28th, 2026**.

Where applicable, signatures from collaborating Faculties hosting requested infrastructure will be collected by Western Research following submission. Applicants must discuss the requested infrastructure and the associated space and facility needs with all Faculties who will host some or all of the requested infrastructure.

Questions

Any questions regarding this application form or the Innovation Fund can be directed to:

Katherine Laid
Senior Institutional Research Programs Officer
Western Research
klaid@uwo.ca

CFI Innovation Fund – Internal Application Form

Project Leader	
Name:	Faculty(ies):
Department(s):	
Email:	Telephone:
Project Title	
Team Members	
Name (please indicate the Project Co-Leader with an asterisk*, if applicable)	Department & Faculty (or institution if external to Western)

Project Summary (Maximum 1,500 characters)

Budget & Collaborating Institutions

Total Project Budget: \$

(Before tax, inflation, and in-kind, which will be calculated by Western Research)

Do you anticipate having collaborating institutions who will contribute CFI envelope to the project?

☐ Yes ☐ No

Note: Collaborating institutions are those that contribute some of their envelope to the proposal or house research infrastructure items requested in the proposal. If you have collaborators from other institutions, but their institution is not contributing envelope or housing infrastructure, they are not considered to be a participating institution and do not need to be listed below.

If the proposal has collaborating institutions, will equipment be housed at an institution other than Western?

☐ Yes ☐ No

If applicable, indicate the participating institution(s) and expected contribution from CFI envelope to the project, if known. Confirmation of any contributions from CFI envelopes of other institutions will be subject to internal review and approval processes of the participating institution. **Project Leaders are strongly recommended to connect with inter-institutional collaborators early for information on timelines and processes at their institutions.**

Institution	Expected CFI envelope contribution (40% of costs)
	\$
	\$
	\$
	\$
	\$
	\$

For proposals with more than 6 participating institutions, contact Western Research.

Equipment Location(s)

Please list the spaces at Western and/or affiliated research hospitals that are proposed to house the requested must be submitted for each space (building) that will house infrastructure. Complete the [Research Equipment & Space Needs Assessment Form \(Part D\)](#) for each space (building) that is proposed to house the requested infrastructure. For equipment housed at other institutions, teams should consult their collaborators regarding equipment needs and any internal processes required by the collaborating institution.

Locations proposed to house the infrastructure:	
Location (building and room number)	Part D form attached
	☐
	☐
	☐
	☐
	☐

Project Information

Field of Research

Is the primary field of research in the Social Sciences, Humanities, or the Arts?

☐ Yes ☐ No

Core Facilities

Will any of the proposed infrastructure be housed in an Institutional or Faculty Core Research Facility as defined in [MAPP 7.17](#)?

☐ Yes ☐ No

If yes, or if the proposed infrastructure would establish a new Core Research Facility, please specify:

According to the CFI's definition, a core facility provides access to the following, which are generally too expensive, complex, or specialized for researchers to cost-effectively provide and sustain themselves:

- State-of-the-art research services and analyses
- Instruments and technology
- Expertise
- Training and education

A core facility also:

- Is broadly available to many researchers to conduct their research activities, irrespective of their administrative affiliation and with no requirement for collaboration or co-authorship
- Has dedicated equipment and space serving one or more institutions
- Is recognized and supported by the research institution where it is located
- Has a clearly defined governance and management structure and a sound management plan reflective of its mandate, breadth and complexity
- Has dedicated management involving individual(s) with the technical and subject matter expertise necessary to oversee all aspects of the facility.

CFI Resubmissions

Is this a resubmission to the CFI Innovation Fund or a new project stemming from a past unsuccessful submission?

☐ Yes* ☐ No

**If yes, please complete Part A-1*

Certifications

If this project will require any of the following types of certification approvals, please check the appropriate box below.

Human Ethics ☐ Animal Ethics ☐ Biohazards ☐

Support for the development of ethics protocols (human and/or animal) is available for applicants through the [Research Ethics and Compliance Office \(RECO\)](#). We highly recommend all parties requiring ethics oversight for their projects contact RECO (either human research ethics or animal research ethics) for a brief consultation prior to proposal submission to ensure ethical and public health issues are feasible. If you are unsure if your project requires ethics oversight it is recommended you contact RECO for determination.

Indigenous Research

Does this project include Indigenous Research?

☐ Yes ☐ No

For additional information and resources related to Indigenous Research, we encourage you to consult Western Research's website for [Indigenous Research](#).

ATTACHMENTS

Part A: Project description (Maximum 6 pages)

Attachments must be formatted according to CFI guidelines: margins at least 1" (2.5 cm), 12 point font (Times New Roman), no more than 6 lines per inch.

Please address the following aspects, using the headings below:

i) Research or technology development (*Suggested length: 2 pages*)

- Describe the proposed research or technology development program
- For core facilities stream: provide a high-level description of the types of projects the infrastructure will enable and a representative sample of the projects to be conducted
- Demonstrate that the research is innovative, feasible, has the breakthrough potential of the proposed activities within the national and international context
- Describe how the overall field of research will be changed or impacted based on this research (e.g. new methodologies, notable "firsts", or significantly advancing knowledge in the field).
- The approach, methodology and key challenges as well as how the team will overcome them
- How principles of equity, diversity and inclusion have been considered in the design of the research or technology development program
- For core facilities: the network of users and collaborators in academia, communities, public or private sector

ii) Team (*Suggested length: 1.5 pages*)

- Describe the expertise needed to conduct the proposed activities and use the requested infrastructure
- Describe the experience and output of each team member as it relates to their career stage and role in the team
- Include evidence-based actions taken to enable full participation from individuals from underrepresented groups and early career researchers

iii) Infrastructure (*Suggested length: 1.0 page*)

- Describe the major pieces of requested infrastructure and justify their need to conduct the proposed activities. Infrastructure suites described should align with the budget module (Part B).
- Explain how the requested infrastructure complements the existing infrastructure capacity at Western and at your partners' institutions(s)

iv) Strategic Priorities and Areas of Strength (*Suggested length: 0.5 page*)

- Briefly describe how the research or technology development is in an area where Western (and partner institutions, if applicable) has demonstrated national and/or international leadership
- Describe how the proposal builds on past internal and external investments in the research area
- Describe how the proposal builds on a critical mass of expertise/facilities and provide evidence of a clear competitive advantage for Western in this area, or how it is likely to contribute to growing areas of strength and advance strategic priorities in the future (such as industry partners or faculty recruitment)

v) Tri-Council Funding (*Suggested length: 0.5 page*)

- Address your team's record of securing Tri-council funding over the past 5 years, relative to career stage and discipline
- Briefly discuss how the proposed infrastructure is likely to generate future Tri-council funding success at Western

vi) Sustainability (*Suggested length: 1.0 page*)

- Describe how the infrastructure will be operated and maintained
- Applicants may wish to consult [Western's Guidelines for the Operation & Maintenance of CFI-Funded Infrastructure](#).
- Describe how the infrastructure will be optimally used (eg. User access, level of use, plan to maximize usage)
- Evidence-based actions taken to ensure equitable and inclusive access
- How data will be securely and ethically managed

vii) Benefits to Canada (*Suggested length: 0.5 page*)

- Briefly describe the anticipated benefits of the proposed research or technology development activities and their impact, including training of highly qualified personnel.
- Briefly describe the potential pathways to transfer results to end users and partners and other planned knowledge mobilization activities
- How the principles of diversity and equity have been integrated in the training and mentorship programs

viii) References

- References may be submitted in addition to the 6 allowable pages

Part A-1: Resubmission (Maximum 1 page, if applicable)

Briefly describe the changes made to the research or technology development and/or requested infrastructure as well as how the previous CFI feedback is being addressed.

Part B: Budget (Excel Template)

Attach the completed [Excel Budget Template](#). Budgets can be developed based on vendor quotations, estimates, or a combination of both. While cost estimates in place of quotations will be accepted, projects will be approved and allocated a portion of Western's anticipated CFI envelope based on the submitted budget. Future cost escalations will be subject to institutional review and approval and funding capacity within the institution's CFI envelope. We strongly recommend that vendor quotations be obtained for major items (>\$500,000) or for custom items. A [Request For Quotation](#) (RFQ) form is available that provides information on CFI to vendors and requests quotations in CFI format. It is not necessary to obtain multiple quotations for a given item.

Procurement Services has developed a [suite of resources](#) for developing research equipment budgets. The [Research Budget Considerations](#) document may be specifically helpful in developing your Innovation Fund budget.

Renovations: Facilities Management will not be undertaking full renovation estimates at this stage. However, applicants can request a high-level consultation and feedback on their proposed renovations and estimated budget by contacting Greg Ackland (gackland@uwo.ca).

For details on CFI eligible costs, see [Section 4.6 of the CFI Policy and Program Guide](#).

Part C: CVs

Attach CVs for the Project Leader(s) and all Team Members. CFI CVs (available through the online [CAMS portal](#)) are preferred, but any standard format (e.g. NSERC Form 100, CCV*) will be accepted.

** Note regarding CCV – if you choose to use a CCV, please do not use the CFI format of CCV as it excludes publications*

Part D: Research Equipment & Space Needs Assessment Form

Complete the [Research Equipment & Space Needs Assessment Form \(Part D\)](#) for each space (building) that is proposed to house the requested infrastructure.

Part E: Signatures

A Dean's signature (or designate) is required from the lead faculty. Applicants must discuss the requested infrastructure and the associated space and facility needs with all Faculties who will host some or all of the requested infrastructure.

By signing this form, the lead Faculty acknowledges that it has reviewed the submitted proposal including the described space and equipment needs. Should the proposal be funded by the CFI, the Faculty agrees to ensure that the necessary space, support, and services are in place to ensure sustainability and successful [operation and maintenance](#) of the infrastructure.

Lead Faculty:

Name & Title

Signature

Date

Collaborating Faculties:

Where applicable, signatures from collaborating Faculties hosting requested infrastructure **will be collected by Western Research** following submission.

Project Leader	
Name:	Lead Faculty(ies):
Department(s):	
Email:	Telephone:
Project Title	

By signing this form, the collaborating Faculty acknowledges that it has reviewed the submitted proposal including the described space and equipment needs. Should the proposal be funded by the CFI, the Faculty agrees to ensure that the necessary space, support, and services are in place to ensure sustainability and successful [operation and maintenance](#) of the infrastructure.

Dean's Signature (Or Designate) from collaborating Faculty:

_____	_____	_____
Name & Title	Signature	Date