

DALHOUSIE UNIVERSITY  
**Operations & Maintenance Response Fund  
for Canada Foundation for Innovation (CFI) Projects**

*Vice-President Research & Innovation  
prepared by Institutional Programs, Office of Research Services*

*N.B. These guidelines apply exclusively to the 2024 O&MRF competition.*

**Purpose**

Dalhousie recognizes that exceptional Operations and Maintenance (O & M) challenges may arise from time to time for Canada Foundation for Innovation (CFI) and other research projects. The Vice-President Research & Innovation has established the O & M Response Fund to respond to these O & M difficulties.

Dalhousie University is guided by the principles of equity, diversity, inclusion and accessibility (EDIA) and is committed to managing O&MRF funds according to these principles.

**Eligibility and Assessment Criteria:** To support funding requests for \$1,000 - 10,000 over a maximum of 1 year, with priority given to CFI-funded equipment, equipment located within a Core facility, and Faculties who have committed or exhausted their current IOF allocation, as outlined below.

The O & M Response Fund will:

- be available to Faculties with CFI projects. A Faculty eligible for O&MRF will have committed or exhausted its current IOF allocation and have no other means to support the O & M expense;
- support expenses that are IOF eligible;
- give priority to “emergency” O & M issues, e.g., equipment breakage. Other external funds should be sought to address ongoing O & M costs;
- give priority to projects in the active five-year research phase;
- will consider eligible O&M expenses incurred and paid for in the 2022-23 and 2023-24 fiscal years. Appropriate backup documentation will be required.

**Process:**

- Deans will prepare and submit one single application to the Office of Research Services that addresses the current needs of the Faculty;
- the Vice-President Research & Innovation will form a small committee to review and approve applications.
- Successful award funding will be transferred to Deans’ IOF accounts. The Faculty will monitor the use of these funds according to internal Faculty procedures and IOF expense eligibility criteria.

Please note, funds will be awarded based on relevance to Dalhousie’s Strategic Research Clusters, merit, and the operations and maintenance needs as presented in the application.

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**Review Committee**  
Terms of Reference

**Role**

The Operations & Maintenance Response Fund Review Committee is organized by the Associate Vice-President Research (AVPR) and is responsible for reviewing applications to the Operations & Maintenance Response Fund and selecting applications for funding. Recommendations of the committee are subject to approval by the Vice-President, Research and Innovation (VPRI).

**Composition**

- Associate Vice-President Research (Chair)
- Assistant Vice-President, Research Services
- Assistant Vice-President, Industry Relations
- Director, Strategic Initiatives and Programs
- Office of Research Services' representative(s) to serve as a resource(s)

**Function**

1. The Committee will review applications to the Operations & Maintenance Response Fund based on the Eligibility and Assessment Criteria (see page 1).
2. The Committee will approve applications for funding that meet the Eligibility and Assessment Criteria and that have the highest priority/merit.
3. The Committee will also prioritize their funding recommendations and recommend partial funding if warranted.

**Reporting**

The Committee reports to the Vice-President, Research and Innovation.