

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

*prepared by Institutional Strategic Initiatives, Dalhousie Research Services
updated December 2014*

Purpose

Dalhousie recognizes that exceptional Operations and Maintenance (O & M) challenges may arise from time to time for Canada Foundation for Innovation (CFI) projects. Dalhousie has established, therefore, an O & M Response Fund to respond to these O & M difficulties.

Eligibility and Assessment Criteria

The O & M Response Fund will:

- be available to all CFI projects. A CFI project eligible for IOF will have committed or exhausted its 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 phase.

Process

- all CFI projects will be eligible to apply to the O & M Response Fund;
- applications to the O & M Response Fund may be made in the Fall and/or Spring of each year (to be announced by Institutional Strategic Initiatives, Dalhousie Research Services);
- researchers will submit applications to the Dean and/or hospital VPR who will prioritize the Faculty’s and/or hospital’s applications and submit them to the Dalhousie Vice-President Research office;
- the Dalhousie Vice-President Research office will form a small committee to review and approve applications.

It is expected that the O & M Response Fund will support approximately 10 - 15 awards per year.

Dalhousie reserves the right to allocate funds to CFI projects according to the highest priority/merit.

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Review Committee
Terms of Reference

Role

The Operations & Maintenance Response Fund Review Committee is organized by the Vice-President Research office and is responsible for reviewing applications to the Operations & Maintenance Response Fund and recommending applications for funding to the Vice-President Research.

Composition

- Associate Vice-President Research (Chair)
- Two Associate Deans Research (Faculties of Medicine, Science and Engineering rotating)
- Dalhousie Research Services' representative

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 recommend to the Vice-President Research funding for those applications 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.

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APPLICATION

PLEASE NOTE:

- CFI Project Leader/major user must complete this Application (as a Word document) and submit to Dean.
- Projects:
 - must have committed or exhausted their IOF allocation, and have no other means of support;
 - must have eligible expenses under the CFI Infrastructure Operating Fund;
 - will have priority if they have encountered emergency issues, e.g., equipment breakage;
 - will have priority if they are in the first 5 years of operation.
- Application requests are expected to be between \$1,000 - \$5,000 (total) over a 1 to 3 year timeframe.

1. Please provide the following information on the original CFI award:

CFI project number:

CFI funding program, e.g., LOF, LEF, NIF, etc.:

CFI project title:

Name CFI Project Leader/major user completing this application:

2. Please provide the following information on the CFI equipment requiring operations and maintenance support:

CFI item number (from itemized list):

Name of equipment (from itemized list):

Date equipment received:

3. In one short paragraph, describe the research project/research program that this equipment will support.

4. In one short paragraph, state why you require funding from the Operations & Maintenance Response Fund at this time, e.g., impact on research and/or highly qualified personnel, etc.

5. Explain how you will address long-term O & M costs for this equipment.

6. Indicate the budget request on the table below.

Eligible Costs:	Year 1	Year 2	Year 3
Personnel/technician			
Supplies			
Maintenance & repairs			
Services			
Other (specify)			

Explanation of Costs (provide details of costs and explain how costs were determined – attach quote from supplier if applicable):

7. Provide any other information that would be useful for the Dean and/or the Review Committee to know (½ page maximum).