A Notice of Intent (NOI) for the Ontario Research Fund (ORF) – Large Infrastructure Fund must be submitted by May 17, 2016. Submitted NOIs will be assessed by an Ontario Strategic Value Panel.

The Notice of Intent allows the Ministry to provide institutions with feedback on the Strategic Value of proposals. Feedback on the NOIs will be provided to applicants prior to the Ministry’s and Canada Foundation for Innovation’s (CFI) full application deadline. The Ministry is not using the NOI stage to determine priority projects. All submitted NOI proposals are allowed to apply at the application stage. The NOI strategic review is an opportunity for institutions to receive early feedback on the strategic value of the project and use this information as they develop their proposal.

The NOI is not mandatory or binding. After the NOI deadline, institutions may choose to submit alternate applications, however, these applicants will not benefit from a strategic value review prior to the application deadline and these applicants will not have their NOIs posted on the ORF-RI website. The NOI includes a one paragraph (3500 characters) project overview that will be posted on the ORF-RI website to help institutions and potential partners identify opportunities for meaningful collaboration. Institutions must ensure that the total value of the NOIs being submitted is no higher than twenty percent (20%) above its total CFI Envelope.

The full application package will be posted in April/May 2016.

NOTICE OF INTENT COPIES

- Submit one original, complete paper copy of the completed Notice of Intent Form. The original must be signed by the Vice-President of Research or any other officer of the institution with the authority to bind the institution.

- The original should not be bound or stapled.

- The following electronic documents must be submitted:
  - The complete NOI (including all attachments)

- Electronic documents may be submitted on a CD-ROM, a data DVD, a USB key or via email (if the total file size does not exceed 10 MB).

- If you have any questions please contact:
  - Lesley Cunningham 416-314-0633
SUBMITTING A NOTICE OF INTENT
All completed Notices of Intent must be received by the Ministry and/or postmarked no later than May 17, 2016. Late and incomplete submissions will not be accepted.

- Electronic NOIs will not be accepted as placeholders for late or pending original paper NOIs.
- Faxes and/or email attachments will not be accepted in place of the originals.
- NOIs and supporting documents (including the institutional letter of support for the NOI) must be addressed and sent to:

  Allison Barr, Director, Research Branch
  Ontario Research Fund – Research Infrastructure NOIs
  Ministry of Research and Innovation
  Research Branch
  56 Wellesley Street West, 11th Floor
  Toronto, Ontario M7A 2E7
  Email: ORFInfrastructure.Mailbox@ontario.ca

GENERAL FORMAT
The NOI should be printed, single sided, on 8 ½” by 11” white paper.

Attachments
- Text must be in black and of letter quality.
- Type size must be no smaller than 10 pts.
- Condensed type is not acceptable.
- Please ensure that all pages are numbered.

PREPARING A NOTICE OF INTENT
- Use the templates provided to prepare the NOI.
- Please adhere to the restrictions on the amount of information provided in the relevant instructions for the NOI Form.
- Please avoid technical jargon in abstracts and milestones.
- Avoid long descriptive narrative. Use bullet points or summary tables where possible and appropriate.

NOI FORM
Numbered instructions below correspond to specific sections of the NOI form. Please note that not all sections of the NOI have corresponding instructions.

1. PROPOSAL TITLE
In no more than 200 characters, enter the name of your proposal. Please be concise.
2. CFI FILE NUMBER
Enter the corresponding CFI file number. If you have not obtained a CFI file number please leave this section blank.

3. TYPE OF PROJECT
Please indicate if your project is one of following:
- Institutional: will involve only one Ontario research institution
- Regional: will involve more than one Ontario research institution
- National: will involve research institutes outside of Ontario, but within Canada

4. FUNDS REQUESTED FROM THE ORF
Please describe the funding requests from the Ministry, CFI and the total for projects within Ontario. National Projects: Please enter the estimated value of the Total Project Cost in the box below if the project involves research institutions outside of Ontario.

5. LEAD INSTITUTION
Name the lead institution taking legal responsibility for the project. If multiple institutions submit a joint NOI, one institution must be assigned as the Lead Applicant.

6. PRINCIPAL INVESTIGATOR
Identify the Principal Investigator (PI).

7. COLLABORATING INSTITUTIONS
If applicable, identify the collaborating institutions that would receive part of the infrastructure requested.

8. RESEARCH FOCUS OF PROJECT
Check only the most applicable area of focus or, if not applicable, specify the focus of your research.

9. RESEARCH DISCIPLINE CODE:
Please list codes for your research discipline, as per the list included in the NOI materials.

10. AREA OF APPLICATION CODE
Please list codes for your area of application, as per the list included in the NOI materials.

11. KEY WORDS
List up to 10 key words that specifically describe the project

PROJECT OVERVIEW

12. INFRASTRUCTURE PROJECT BRIEF
Using simple, concise sentences describe in no more than 300 characters the objective and key elements of this proposal.

13. INFRASTRUCTURE PROJECT OVERVIEW
In no more than 3,500 characters and in non-scientific terms, describe the research/technology development to be carried out, the major equipment to be purchased, and how the facility and the research/technology development will benefit Ontario.

Please note: This project overview will be posted on the ORF – Research Infrastructure website to enable institutions to identify opportunities for collaboration.

14. PRINCIPAL USERS
Up to ten individuals (including the principal investigator) who will be the principal users of the requested infrastructure may be included.

15. PROJECT DESCRIPTION
In no more than 4,000 characters, describe additional details about the infrastructure, principal area(s) of research to be enabled by the infrastructure and the area of application of the research.

16. LINKAGES TO OTHER AWARDS
Where applicable and no more than 4,000 characters, describe how this initiative builds on or complements research or technology development funded through previous Ontario investments (such as Ontario Research Fund – Research Infrastructure or Research Excellence awards, Ontario Innovation Trust awards, Ontario Research Development Challenge Fund awards, etc.).

STRATEGIC VALUE

Please attach your Strategic Value response (17, 18 and 19) to Section 20.

NOIs are required to describe the potential Research Impact and anticipated value of their research in each of two categories: economic benefits and societal benefits.

In addition, NOIs must address the Research Translation steps that are being taken to maximize the likelihood of realizing these benefits. To that end, applicants are strongly encouraged to begin engagement with partners as early as possible.

A total of no more than 17,000 characters are permitted for the Strategic Value section. Each of the two benefit types—economic benefits and societal benefits—must be addressed, but applicants may allocate page counts as appropriate to the proposed project. In all cases, impacts may be short- or long-term.

It is strongly recommended that applicants consult their institution's industry liaison office, knowledge mobilization unit, or equivalent as well as their external partners in the completion of this section. Demonstrate this engagement where appropriate.

ECONOMIC BENEFITS

17. ECONOMIC IMPACTS
Describe the economic potential of your research and when it could be achieved. Describe how your research will contribute to economic outcomes.

If applicable, describe the commercialization potential of your research and when it could be achieved.
The examples of each type of value are illustrative, not exhaustive. Applicants are encouraged to document all benefits associated with their proposal.

- **Economic Benefits**
  - Improvements to Ontario’s productivity and competitiveness
  - Recruitment, retention and training of highly qualified personnel (HQP)
  - Creation of jobs
  - Sustainable use of natural resources
  - Promotion of trade
  - Improving efficiency in private and/or public sector
  - Regional economic development
  - Ontario’s global reputation as an innovation hub
  - Expanding access to valuable data assets
  - If applicable:
    - Commercialization potential
    - Ability to produce spin-off products and/or firms
    - Likelihood of patent and licensing opportunities
    - Knowledge transfer to industry

### SOCIETAL BENEFITS

18. **SOCIETAL IMPACTS**
Describe the potential of your research to achieve societal benefits and when they could be achieved. Describe how your research will contribute to societal outcomes.

This section should provide supporting analysis of the societal areas being discussed, including sources of information. Please note that your analysis can be qualitative, but quantitative information would strengthen the NOI. The examples of each type of value are illustrative, not exhaustive. Applicants are encouraged to document all benefits associated with their proposal.

- Improvements to health and well-being of Ontarians
- Preservation of environmental quality
- Reducing poverty
- Engagement and mentorship with youth
- Improving public policy
- Effecting a profound shift in the understanding of a given discipline

### RESEARCH TRANSLATION AND END-USER ENGAGEMENT

19. **PLAN FOR ACHIEVING IMPACT AND END-USER ENGAGEMENT**
Describe the strategy for realizing the potential of the research and providing practical application and benefit to industry, the economy, and to well-being in Ontario in the short- and long-term.

As appropriate, identify the roles and responsibilities of members of the project team involved in realizing the Research Impacts. Describe the previous experience of the project team in appropriate types of knowledge transfer. Explain the roles
of your industry and community partners, institutional liaison offices or other experienced advisors involved in the translation of your research.

Describe the engagement that you will and/or have already undertaken with potential recipients of your research. This may include, but is not limited to, private sector partners, industry associations, consortia, governments, other researchers, the broader public sector, non-profit groups, communities, and philanthropic organizations. Describe the strategic alliances, partnerships, or licensing agreements you have, or plan to have, in place with these recipients.

**ATTACHMENTS**

20. ATTACHMENTS

- Please attach your Strategic Value response (17, 18 and 19) here.
- Support letters can be included as attachments, but are not mandatory.
- Figures, tables and references are not included in the character limit.

Please ensure you adhere to the general format guidelines outlined at the beginning of this document.

**CONTACT INFORMATION**

If you have any questions please contact:

Lesley Cunningham
lesley.cunningham@ontario.ca, 416-314-0633