

## CFI Innovation Fund Internal Notice of Intent

**Completed, signed NOIs must be submitted to [irp@uwo.ca](mailto:irp@uwo.ca)  
by 5 p.m. December 15<sup>th</sup>, 2025**

This NOI will be used for information purposes only. It is mandatory but not binding and will not be used in the review and adjudication process.

To encourage collaboration and minimize equipment duplication, project team information and proposal summaries from submitted Notices of Intent will be shared with the Western community.

<b>Project Leader</b>	
Name:	Faculty:
Email:	Telephone:
<b>Project Title</b>	
<b>Anticipated Total Project Costs</b>	
\$	
<b>Team Members</b>	
<p>An equitable and inclusionary lens should inform team composition, including in leadership. Diversity of perspectives should be driven by relevance to the team and research. Teams are encouraged to consult the Office of Research Services EDI-D in Research Statement and the EDI-D and Indigenous Research resources available through our Inclusive Research Excellence and Impact team.</p>	
Name (please indicate the Project Co-Leader with an asterisk*, if applicable)	Department/Faculty (or institution if external to Western)

Note: Lists of team members are not binding and can be modified prior to submission of internal proposals. However, please inform Western Research ([irp@uwo.ca](mailto:irp@uwo.ca)) of any changes to the team member list as soon as possible, as **this information will be used in selecting members of internal review panels.**

**Proposal Summary**

Within the space provided, briefly describe the requested infrastructure and the innovative research it will enable.

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

☐ Yes      ☐ No

**Research Equipment & Space Needs**

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

☐ Yes      ☐ No

List the building(s) (and, if known, room number(s)) where the infrastructure is proposed to be housed. Describe any special infrastructure needs of the proposed equipment (e.g. ventilation, continuous cooling, heavy loading) or anticipated renovation needs, and indicate to which room(s)/building(s) these needs apply.

**Applicants must discuss the required space and facility needs of their proposed infrastructure with the relevant Faculty(ies) prior to completing and submitting this NOI.**

The information collected will not be distributed publicly but will be shared with Faculties and, as applicable, Facilities Management in order to assess the required space and identify potential renovation needs.

## Collaborating Institutions:

Multi-institutional proposals are strongly encouraged where appropriate for the proposed research and infrastructure. Multi-institutional proposals have a higher funding rate with the CFI, demonstrate regional or national collaboration and leadership, and leverage other institutional CFI envelopes to support project costs.

### **Project Leaders are strongly recommended to connect with collaborating institutions early for information on timelines and envelope request processes.**

Note: if you have team members from other institutions, but none of the proposed equipment will be housed at their institution and their institution is not making a contribution to the project from their CFI envelope, they are not considered to be a collaborating institution per CFI's guidelines.

Do you anticipate that institutions other than Western will contribute envelope to the proposal and/or host some of the requested infrastructure?

☐ Yes ☐ No

At a high level, describe the nature of the anticipated inter-institutional collaborations (for example, how many institutions, equipment locations, proportion of the budget, etc.).

## Signatures

A Dean's signature (or Dean's designate) is required from the lead faculty. By signing this form, the Faculty acknowledges that it has reviewed the submitted proposal including the described space and equipment needs.

Lead Faculty:

_____	_____	_____
Name & Title	Signature	Date

## Submission Instructions

Send the completed NOI to [irp@uwo.ca](mailto:irp@uwo.ca) no later than 5 p.m. on **Monday, December 5th 2025**.

Hard copies of NOIs are not required; electronic submissions will suffice. The completed signature page(s) may be submitted as a separate, scanned page if required.

## Questions

Please direct any questions regarding this NOI or the Innovation Fund to [irp@uwo.ca](mailto:irp@uwo.ca) or Katherine Laid, Senior Institutional Research Programs Officer ([klaid@uwo.ca](mailto:klaid@uwo.ca))