

Proposed procedure for LOI submission for internal CERC competition.

General guidelines:

UBC must submit Phase 1 applications to CERC by May 28. If we allow 6 weeks for proposal preparation (using the SPARC office for support), and assume it will take 3 weeks for the internal decision making process needed to reduce the six possible areas to three, that sets the internal deadline as March 23.

The Phase 1 application form is on the CERC website, and our internal LOI's should be based on this form. The CERC application consists of two cover pages, a budget, and 12 pages of text on six criteria, plus a single page on the recruitment strategy. The six criteria that must be addressed are:

Criterion 1 - The institution's research strengths in the proposed field, assessed against global standards of excellence

Criterion 2 - The promise of the proposed field of research for the Chair, measured in the context of leading global research in this field; and the likelihood that the work associated with the proposed Chair will be recognized as relevant and will advance the frontiers of research in the field globally.

Criterion 3 - The extent to which the proposal fits in one or more of the priority and sub-priorities areas identified or will address issues that will be of benefit to Canada

Criterion 4 - The ability of the university to sustain the research advantage created by the proposed CERC after the seven year term of the Chair expires

Criterion 5 - The ability of the institution to leverage additional resources that, together with the CERC program, will enable the university to adequately support the direct and indirect costs associated with a world class program of research

Criterion 6 - The potential to apply the research results from the CERC to advance public policy and/or to commercialize research discoveries from the Chair.

For the internal selection process, the most important criteria will be the first two. It is hard to judge the importance of the third criterion to the CERC selection process, as there is a choice that can be made to either fit into one or more of the specified areas, or make the case for the benefit of a new area that is not on the list. There is also a relationship between the third and sixth criteria. For criteria 4 and 5, the overall package will include contributions from UBC "central", fundraising, and academic units. For the internal competition, what matters are the resources being committed by the academic units involved in the proposed CERC appointment.

Timeline

The internal LOI's are due March 23. To allow us to prepare for an internal review, we would like the cover pages (see below) submitted by March 16. We will take up

to three weeks to decide on the final three proposals, so on or before April 13, we will inform the six teams of the results. After that, the SPARC office will assist in the preparation of the final proposals, based on the CERC requirements. As we would like to try to do some sort of internal review of the three proposals, draft proposals will need to be completed by May 11 (give or take), so that there is enough time to improve proposals before the May 28 deadline.

Specific instructions for LOI

Based on all this, the LOI should be prepared as described below. Please abide by the CERC formatting: 12 point type, maximum of six lines per inch. Any additional pages beyond the limits given will be deleted before proposals are read. No additional material should be submitted. Please refer to the CERC website for details about the Phase 1 applications. The cover pages for the LOI's should be the first two pages of the Phase 1 application form.

Criterion 1 - The institution's research strengths in the proposed field, assessed against global standards of excellence (up to 3 pages)

Outline existing institutional strengths in the research field, including the following:

- Key researchers involved in the research field; identify their most important research contributions
- Current involvement in national and international collaborations in this research field, including role of key researchers and institutions
- Comparative citation data on institutional publications in the research field area where bibliometrics are appropriate (not all research fields)
- Data on research trainees enrolled and graduated p.a. for 5 years (split by masters, PhD, PDF's) in the research field, including information on student scholarships and awards
- Quality and suitability of current research facilities

Provide information and insights on your comparative strength

- List those international institutions/centres that are comparable and/or key competitors in the research field
- Indicate what comparative advantages and disadvantages your institution has in this research field in relation to global competitors (provide evidence to back up statements)
- Outline the significant research issues in this field where researchers at your institution have provided insights and advances in the last 5 years, situating your comments in a global context

Criterion 2 - The promise of the proposed field of research for the Chair, measured in the context of leading global research in this field; and the likelihood that the work associated with the proposed Chair will be recognized

as relevant and will advance the frontiers of research in the field globally. (up to 2 pages)

Outline the future research directions that will be enabled by the recruitment of a CERC to your institution:

- Describe the research field your institution is proposing and how this Chair has the prospect of *leading transformative or paradigm shifting research activities*.
- Outline why the recruitment of a Chair in this particular research field is critical at this time to the development of Canadian research in this area, in the context of international knowledge and activity

Describe the specific institutional expectations of impact and ongoing commitments that accompany appointment of this CERC:

- The role of the Chair within the institution, group, and/or centre in relation to existing faculty within the institution
- The role of the Chair nationally and internationally
- The expectations of the Chair in the training of graduate students (consider competencies and demand for highly qualified personnel in this research field)
- How the institution will facilitate linkages with users of the research outputs and outcomes
- How your institution will seek to position itself in a stronger leadership position in this research field (within a time horizon of 5-7 years)

Identify, as much as possible, the measurable research outcomes and impacts on which you would report after the initial 7 years of the Chair

Criteria 4 and 5: University and other resources devoted to the CERC (up to 2 pages)

- 1) The space, infrastructure, research facilities and other support that will be provided:
 - Space available, relevant infrastructure available
 - Start-up budget being provided by the unit(s)
 - Commitment to full salary plus benefits of the CERC
 - Number of additional new positions (faculty and staff) being dedicated to this area over the next seven years from faculty resources
- 2) *Past success* in leverage of funds in this research field:
 - Externally sponsored research – provide data on sponsored research revenue for the past 5 years
 - External partner funding for the capital costs of CFI projects acquired over the past 5 years
 - Other external support (philanthropy, etc.) obtained in this area over the past five years.

Criteria 3 and 6: Fit with identified priority and sub-priority areas, benefits to Canada (1 page)

Based on the instructions on the CERC application form, identify and justify which priority and sub-priority areas this proposal aligns with, or explain how the research would be of benefit to Canada. Briefly discuss plans for commercialization and/or policy impact.