

CANADA FOUNDATION FOR INNOVATION

# Major Science Initiatives Fund 2023 competition

Guidelines for Multidisciplinary  
Assessment Committee members  
July 2021

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## List of acronyms used

CFI	Canada Foundation for Innovation
EC	Expert Committee
EDI	Equity, diversity and inclusion ( <a href="#">See "Equity, diversity and inclusion" on page 7.</a> )
IOF	The Canada Foundation for Innovation's <b>I</b> nfrastructure <b>O</b> perating <b>F</b> und program, a mechanism by which the CFI contributes to the operating costs associated with CFI-funded infrastructure
MAC	Multidisciplinary Assessment Committee
MSI Fund	Major Science Initiatives Fund
NOI	Notice of intent (to apply)
O&M	Operating and maintenance

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## Who are these guidelines for?

These guidelines are for members of Multidisciplinary Assessment Committees (MAC) assessing either notices of intent or proposals for the Canada Foundation for Innovation's 2023 Major Science Initiatives Fund competition.

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## An overview of the Major Science Initiatives Fund

In 2010, the Government of Canada mandated the Canada Foundation for Innovation to design a systematic approach to:

- Evaluate and address the operating and maintenance (O&M) needs and scientific performance of research facilities of national importance
- Oversee their governance and management policies and practices.

We launched the Major Science Initiatives (MSI) Fund with the inaugural competition in 2012. Our goal was to help stabilize the operations of the funded facilities by promoting governance and management practices of the highest standards including the development of business plans tailored to the Canadian funding model.

The 2023 MSI Fund competition is the fourth competition launched through this program. Across the previous three competitions, the program has expanded to include a greater range of facilities, both in size and complexity and across all research disciplines. In this competition, the CFI will invest up to \$660 million over six years (April 1, 2023 to March 31, 2029) to cover a portion of the total eligible O&M costs of funded facilities.

Funding provided by the CFI will complement existing O&M resources to address the operational needs of the successful facilities. For more details on the 2023 Major Science Initiatives Fund competition, refer to the [call for proposals](#) available on our website.



## How do we define a facility in the context of this fund?

A facility funded through the Major Science Initiatives Fund addresses the needs of a community of Canadian researchers representing a critical mass of users distributed across the country.

This is done by providing shared access to substantial and advanced specialized equipment, services, resources, and scientific and technical personnel.

Whether single-sited, distributed or virtual the facility:

- supports leading-edge research and technology development, and promotes the mobilization of knowledge and transfer of technology to society
- requires resource commitments well beyond the capacity of any one institution
- is specifically identified or recognized as serving pan-Canadian needs and its governance and management structures reflect this mandate.

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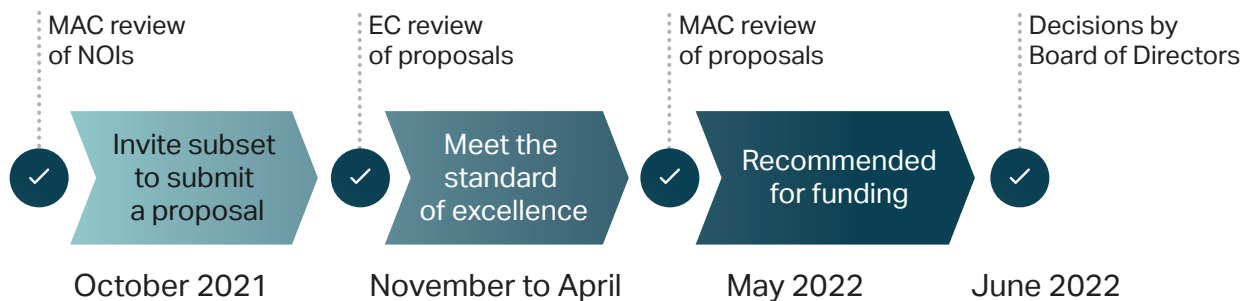
# The Major Science Initiatives Fund merit-review process

We have a rigorous merit-review process that relies on independent reviewers from across Canada and around the world to ensure that only the very best projects receive funding. This process ensures that proposals are reviewed in a fair, competitive, transparent and in-depth way. The reviewers' time and effort are invaluable to help the CFI's Board of Directors make funding decisions.

For Major Science Initiatives Fund competitions, we use a three-stage merit-review process.

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**Figure 1: The Major Science Initiatives Fund merit-review process**



## Stage 1: Multidisciplinary Assessment Committee: Assessment of notices of intent

The Multidisciplinary Assessment Committee (MAC) will meet in late October to assess the notices of intent (NOIs) to determine which facilities meet the eligibility criteria for the competition and should therefore be invited to submit a proposal.

## Stage 2: Expert Committee: Assessment of proposals

Expert Committees assess each proposal against the assessment criteria for the competition. These committees will be tasked with recommending to the MAC those proposals that meet the standard of excellence for the competition and the amount that should be awarded to each proposal. Proposals not recommended for funding by the Expert Committees will not be considered by the MAC.

## Stage 3: Multidisciplinary Assessment Committee: Assessment of proposals

The third stage of review involves assessment by the MAC of the proposals deemed to have met the standard of excellence for the competition by the ECs.

From the proposals recommended by the Expert Committees, the Multidisciplinary Assessment Committee:

- Identifies proposals that best meet the three competition objectives relative to other competing requests
- Establishes the amount that should be awarded to each proposal, within the competition budget
- Reviews requests for transitional funding from facilities funded in the 2017 competition but which are not successful in the current competition at either the Expert Committee or MAC stage
- Provides the final funding recommendations and funding amounts to the CFI Board of Directors.

The CFI Board of Directors will make the final decision on funding for each proposal at its June 2022 meeting. After this meeting, applicants will receive the funding decisions and the Expert Committee and MAC reports, including the names of committee members.

These guidelines are for reviewers taking part in the Multidisciplinary Assessment Committees at the first and third stages of this process. Separate guidelines are provided for reviewers taking part in other stages of the process.

## Timeline and key activities

This table summarizes the key activities for MAC members and important dates for the 2023 competition.

**Table 1: Timeline and key activities for MAC members**

Dates	Activity	MAC member tasks
September 2021	MAC briefing session(s)	<ul style="list-style-type: none"> <li>• Attend briefing session (collectively or individually)</li> </ul>
September 27 to October 21, 2021	Assess NOIs	<ul style="list-style-type: none"> <li>• Download NOIs from the CFI Awards Management System (CAMS)</li> <li>• Notify the CFI of any potential conflict of interest</li> <li>• Review NOIs assigned to you against eligibility criteria</li> </ul>
October 21, 2021	Submit ratings in CAMS	<ul style="list-style-type: none"> <li>• Submit your ratings in CAMS for NOIs assigned to you</li> </ul>
October 28 and 29, 2021	MAC meeting to assess NOIs	<ul style="list-style-type: none"> <li>• Participate in MAC meeting</li> <li>• Collectively determine facilities to be invited to proposal stage</li> </ul>
December 2021 to early May 2022	Assess proposals	<ul style="list-style-type: none"> <li>• Review proposals assigned to you against the competition objectives</li> <li>• Review Expert Committee reports as they become available<sup>1</sup> and requests for transitional funding (if applicable)</li> </ul>
May 16, 2022	Submit ratings in CAMS	<ul style="list-style-type: none"> <li>• For proposals assigned to you, submit your ratings in CAMS</li> </ul>
Week of May 23, 2022	MAC meeting to assess proposals	<ul style="list-style-type: none"> <li>• Participate in MAC meeting</li> <li>• Collectively assess and make funding recommendations for all proposals</li> </ul>

<sup>1</sup> Proposals for facilities funded in the 2017 competition will be submitted on November 4, 2021. These will be assessed by Expert Committees between November 2021 and February 2022. Proposals for facilities invited following the October MAC meeting will be submitted on February 8, 2022 and assessed by Expert Committees in March and April 2022.

## The CFI Awards Management System

The CFI Awards Management System (CAMS) is a secure online portal that gives reviewers access, in a single location, to the information and documentation they need to fully participate in the review process. CFI staff will create a CAMS account for you once you have accepted to participate in the review process. We manage the access privileges for reviewers to ensure you have the necessary information and documentation to assess the proposals assigned to you. Reviewers who already have a CAMS account will have access to the review materials using their existing CAMS account.

CAMS is divided into dashboards for different types of users. The “Reviewer” dashboard is where you will access the review materials and conduct your preliminary assessments. To access the review materials for this MAC, click on the 2023 Major Science Initiatives Fund committee. This will bring you to the “Review and documentation” page, where you will find:

- Reference materials: quick reference guides to the eligibility criteria and competition objectives, these guidelines, etc.
- Meeting information: date, time and agenda
- Notices of intent and, at a later time, proposals and Expert Committee reports (under the “Project material” tab)
- Your review assignments and preliminary assessment forms.

For more on this, please read [Getting started with CAMS: A guide for reviewers \(PDF\)](#).

## Meeting by videoconference

The MAC will convene virtually over multiple sessions:

- In late October 2021 to determine eligibility of facilities based on the notices of intent
- Again the week of May 23, 2022 to assess proposals and make funding recommendations to the CFI’s Board of Directors.

We will provide instructions for connecting to the videoconferencing platform in advance of the meetings.

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## Multidisciplinary Assessment Committee roles and responsibilities

The MAC is composed of a chair and approximately eight to ten members, depending on the number and breadth of notices of intent and proposals to be reviewed.

### Chair

The Chair is responsible for leading the Multidisciplinary Assessment Committee (MAC) meeting and ensuring that:

- It runs effectively
- All members’ views are considered
- All proposals are reviewed fairly, consistently and according to the guidelines in this document
- The committee achieves consensus
- The committee’s discussion is sufficiently detailed and the ratings are substantiated so CFI staff can prepare the committee reports.

## Members

We choose MAC members for their capacity to assess proposals based on the competition objectives and for their breadth of knowledge and experience in the governance, management and operation of research facilities of national importance. To ensure that there is consistency in the review process, the MAC will include members that participate in both the assessment of the NOIs and the assessment of the proposals.

In advance of the meetings, members will be assigned as lead reviewer to a subset of the NOIs and proposals. Members will submit their preliminary ratings to the CFI before each meeting. During the meetings, the members will share their preliminary assessments and present a brief overview of the strengths and weaknesses of the NOIs and proposals.

## CFI staff

At least two CFI staff members will attend each meeting to help the Chair, take notes and clarify CFI policies and processes. CFI staff will draft committee reports for each proposal. The Chair will review and approve these reports to ensure they accurately reflect the committee's discussion.

## Observers

CFI's senior management and other staff may attend the MAC meetings as observers.

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## Principles of merit-review

Our merit-review process is governed by the underlying principles of integrity and confidentiality. This is to ensure that we continue to have the trust and confidence of the research community, the government and the public. All members must follow our [Conflict of interest and confidentiality agreement](#).

### Integrity

We expect reviewers to maintain the highest standards of ethics and integrity. This means that personal interests must never influence, or be seen to influence, the outcome. You are appointed as an individual, not as an advocate or representative of your discipline(s) or organization. If you have a conflict of interest you should declare it to the CFI. We will determine if the conflict of interest is manageable or if we must withdraw your invitation to be a reviewer.

### Confidentiality

Our review process is confidential. When you agree to review for the CFI, you are bound by our confidentiality agreement. This means that everything we send you is confidential and must be treated as such at all times. You must not discuss or share proposals with anyone. If you do not think you have the expertise to provide a useful review without discussing it with a colleague, you should decline the invitation.

### Avoiding unconscious bias

Merit-review is subjective by nature. Bias can be unconscious and show up in several ways. It could be based on a school of thought or ideas about fundamental versus applied or translational research, areas of research, sub-disciplines or approaches (including emerging ones), size or reputation of a participating institution, or the age, language, identity factors or gender of the applicant. We strongly encourage you to refer to the [online training module](#) for

preventing unconscious bias in merit-review. This short module was developed by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council and the Social Sciences and Humanities Research Council. It promotes understanding of unconscious bias, how it can affect merit-review and ways to mitigate bias.

## Official languages

The CFI offers its services in both of Canada's official languages — French and English. Committees must ensure that all proposals in either official language receive a full and detailed review. If you have been assigned a proposal in a language that you cannot understand, contact us immediately and we will reassign the proposal to another reviewer. We normally conduct committee meetings in English.



## Equity, diversity and inclusion

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

**Equity:** We aim to ensure all CFI-eligible institutions have the opportunity to access and benefit from our programs and CFI-funded infrastructure through our well-established, fair and impartial practices.

**Diversity:** We value attributes that allow institutions and their researchers — from any background and from anywhere — to succeed. This includes individual attributes such as gender, language, culture and career stage;

institutional attributes such as size, type and location; and attributes that encompass the full spectrum of research, from basic to applied and across all disciplines.

**Inclusion:** Our culture encourages collaboration, partnership, contributions and engagement among diverse groups of people, institutions and areas of research to maximize the potential of Canada's research ecosystem.

We believe that nurturing an equitable, diverse and inclusive culture is the responsibility of every member of the research ecosystem, including funders, institutions, researchers, experts and reviewers.



## How to assess the notices of intent

CFI staff will do a preliminary review of the NOIs to eliminate those facilities that are defined as ineligible under “Eligibility restrictions” in the call for proposals or which do not meet these three criteria:

- Substantial annual O&M costs
- Fully operational status
- Ownership by one or more CFI-eligible institutions.

The MAC will then assess the NOIs and identify the facilities that best meet the remaining five eligibility criteria for the competition (see tables 2 and 3) and should therefore be invited to the proposal stage.

Facilities funded in the 2017 competition are automatically eligible to apply to this competition and therefore the MAC will not assess those NOIs. We will provide MAC members with information on the facilities funded in the 2017 competition to inform your decisions on the eligibility of facilities new to the program.

**Table 2: Eligibility criteria assessed by the MAC**

Criterion	Requirements
Highly specialized capabilities	<p>The facility provides highly specialized equipment, services, resources, or scientific and technical personnel that:</p> <ul style="list-style-type: none"> <li>• Are not readily available at most institutions</li> <li>• Serve both basic and applied research in multiple fields or offer discipline-specific infrastructure with specialized capabilities not offered elsewhere in Canada</li> <li>• Would represent a serious setback for Canada if they were lost.</li> </ul>
User community	<p>There is a demonstrated demand for the facility's equipment, services, resources and scientific and technical personnel from a research community that:</p> <ul style="list-style-type: none"> <li>• Represents a critical mass of researchers in an area of research strength for Canada and reflects the diversity of the country's research community</li> <li>• Is typically pan-Canadian and multidisciplinary</li> <li>• Can be multi-sectoral, including the private sector, and international in scope.</li> </ul>
Appropriate governance model	<p>The facility has as an established governance model appropriate to its size and complexity, with a clearly defined national mandate, and a structure and procedures to address:</p> <ul style="list-style-type: none"> <li>• Accountability, legal duties and responsibilities</li> <li>• Financial controls</li> <li>• Policy formulation and strategic planning, including stakeholder communications</li> <li>• Oversight of facility performance.</li> </ul>
Appropriate management structure and practices	<p>The facility has a management structure and practices appropriate to its size and complexity to address:</p> <ul style="list-style-type: none"> <li>• Operation and maintenance of the facility</li> <li>• Human resources and succession planning</li> <li>• Risks and risk mitigation</li> <li>• Monitoring of performance</li> <li>• Cybersecurity</li> <li>• Data management.</li> </ul>

Criterion	Requirements
Established access policy	<p>Any interested user can request access to the facility through a publicly available user access policy. Access to limited resources is only granted following an appropriate selection process.</p> <p>Additional supporting evidence:</p> <ul style="list-style-type: none"> <li>• Access to limited resources is based on an open competition; the scientific excellence of the proposals is evaluated through independent merit review</li> <li>• A defined fee schedule is publicly available</li> <li>• Access to facility data is available to any interested researcher at no cost.</li> </ul>

**Table 3: Eligibility criteria assessed by the CFI staff**

Criterion	Requirements
Substantial annual O&M costs	The facility has demonstrated annual eligible O&M costs exceeding \$1 million to support human and operational resources beyond what is typically available in Canadian research institutions.
Fully operational status	The facility is fully operational.
Ownership	The facility is owned by one or more CFI-eligible institutions.

## Determining facility eligibility

To determine the eligibility of facilities not currently funded through the 2017 competition to apply to this competition, you are expected to:

### 1. Attend a briefing session

CFI staff will schedule a quick briefing session with you to go over the review material and discuss the review process in advance of the meeting. The session may be conducted individually or with all members at once, depending on members' availability.

### 2. Read the NOIs

You are expected to read all the NOIs and will be assigned approximately half of them for an in-depth review. Everything you need to conduct your review is available in [CAMS](#). A minimum of three members will be assigned to each NOI to ensure a diversity of perspectives are considered in the assessment. Please note that it is likely that some NOIs will be outside of your area of general expertise.

### 3. Complete and submit your preliminary assessments in CAMS

In advance of the October MAC meeting, you should complete your assessment of the NOIs assigned to you. For these NOI, you must determine whether each of the five eligibility criteria (Table 2) is satisfied or not, and enter these ratings in CAMS no later than October 21, 2021. The list of NOIs assigned to you can be found in the "Your review" tab of your "Reviewer dashboard".

While no written notes are required in advance of the meeting, each member should be ready to discuss the NOIs assigned to them with respect to the five eligibility criteria assessed by the MAC.

## 4. Participate in the October 2021 MAC meeting

Based on the MAC members' initial assessments of the NOIs, the CFI will assign each NOI to one of three categories:

- NOIs for which there is consensus that the facility meets the eligibility criteria and should be invited to submit a full proposal
- NOIs for which there is consensus that the facility has failed to demonstrate that it meets one or more of the eligibility criteria and should not be invited to submit a proposal
- NOIs for which there is divergence amongst the initial assessments.

The first two categories of NOIs will be discussed briefly by the committee to ensure that all members agree. If there are dissenting views, the NOI will be placed in the third category for further discussion. Subsequently, the committee will focus its discussion on those NOIs in the third category. For each of these NOIs, the committee will have to make a clear recommendation (i.e., to invite the facility to submit a proposal or not) and justify its position in terms of the eligibility criteria.

### Determining the final slate of facilities to invite

Should the total funding requested for the subset of NOIs deemed eligible by the MAC and for facilities currently funded in the 2017 competition (automatically eligible) exceed \$1 billion, the MAC may be asked to rank notices of intent according to the degree to which they fit the eligibility criteria and competition objectives overall and to identify those facilities for which the loss or absence of support would represent the most serious setback for Canada.

## Invitations to submit proposals for eligible facilities

The CFI will issue invitations to submit proposals for eligible facilities shortly after the October MAC meeting. For facilities deemed ineligible, CFI staff will draft a brief report summarizing the committee's consensus ratings and comments. The chair will review the reports and confirm that they accurately reflect the committee's discussions.

## Expert Committee review

Following the October MAC meeting, the CFI will invite institutions to submit proposals for eligible facilities. Proposals will be reviewed by an Expert Committee typically composed of five to eight individuals. Expert Committee reviewers are selected for their scientific leadership and expertise in operating and managing comparable facilities in Canada and internationally. Expert Committees will assess the strengths and weaknesses of proposals in relation to the assessment criteria for this competition.

For facilities funded through the 2017 competition, Expert Committees will also assess how well each facility was able to maximize its scientific and technological capabilities as a result of the funding awarded through the MSI Fund since the 2019 midterm review, and whether it satisfactorily addressed any concerns and areas for improvement identified by the midterm review committees. The CFI will provide the 2019 midterm review reports to the Expert Committees.

These committees will recommend to the MAC those proposals that meet the standard of excellence for the competition. They will also recommend the amount to be awarded to each facility and any conditions that should be imposed on the funding. Proposals not recommended by the Expert Committees will not be considered by the MAC; however, the MAC will review requests for transitional funding from facilities funded in the 2017 competition that are not successful in this competition at either the Expert Committee or MAC stage.

## How to assess the proposals

Following the Expert Committee meetings, the next stage of review involves assessment by the MAC of the proposals deemed by the Expert Committees to have met the standard of excellence for the competition.

### Competition objectives

The MAC will evaluate proposals using the three competition objectives that are informed by six assessment criteria reviewed by the Expert Committee. Each objective has a standard against which proposals are assessed (Table 4). In the call for proposals, we asked applicants to clearly present how their project meets each assessment criterion and competition objective and to provide enough information for you to evaluate the facility’s merits.

**Table 4: Relationship between competition objectives and assessment criteria**

Competition objectives (reviewed by the MAC)	Assessment criteria (reviewed by an Expert Committee)	Assessment criteria standards
Enable pan-Canadian research communities to undertake world-class research and technology development that lead to social, health, economic or environmental benefits for Canadians	Scientific excellence	The facility is used by researchers of the highest calibre and enables innovative and leading-edge research that leads to social, health, economic or environmental benefits to Canadians. The research directions proposed in the facility’s strategic plan are forward-looking and reflect the state-of-the-art in the supported fields.
	International competitiveness	The facility’s highly specialized equipment, services, resources, and scientific and technical personnel are internationally competitive and a high priority for the user community. The loss of these capabilities would be a setback to Canada.
Enable facilities to operate at an optimal level to ensure the best use of their specialized equipment, services, resources, and technical and scientific personnel	Need for CFI funding	The requested funding is necessary to allow the facility to fully exploit its scientific and technical capabilities and to operate at an optimal level to address the needs of the user community.
	Operations and user access	The facility is effectively and efficiently operated and has established mechanisms to ensure optimal use by the user community. Access to limited resources is only granted following an appropriate selection process.

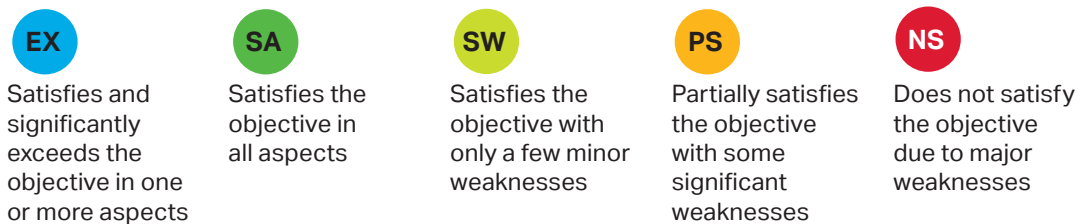
Promote responsible stewardship through the adoption of best practices in governance and management.	Excellence in governance	The facility adopts best practices in governance, including long-term strategic planning, as appropriate to its size and complexity. Its needs are defined over the life of the facility in consultation with the user community.
	Excellence in management	The facility adopts best practices in the management of its operations and risk mitigation (including cybersecurity) and of its financial, data, and human resources, including equity, diversity and inclusion. The management team has the core competencies required.

## Rating scale

The CFI uses a five-point rating scale with statements about the degree to which a proposal meets a competition objective (Figure 2). We encourage you to use the full range of ratings, as appropriate, to assess proposals. Your ratings should be based on the proposal's strengths and weaknesses that you and the Expert Committee have identified.

**Figure 2: The CFI rating scale**

The proposal:



## How to conduct your review

### Before the meeting

#### 1. Access review materials

As with the previous stages of the review process, everything you need to conduct your review is available in [CAMS](#). While we are aware that you will spend more time on your assigned proposals, each MAC member is expected to read all of the proposals and Expert Committee reports under your committee's purview to allow you to fully engage in all discussions.

#### 2. Conduct your preliminary assessment

The MAC is responsible for the review of all proposals deemed to have met the standard of excellence for the competition by the Expert Committees. For each of the proposals, three committee members will be designated as lead reviewers and will be required to conduct a more in-depth review. You will be assigned approximately 10 proposals in this capacity, some of which will be outside of your general area of expertise as this encourages diverse points of view.

Proposals assigned to you as a lead reviewers are identified on the "Your review" tab on the "Review and documentation" page in CAMS. You will be required to enter in CAMS your ratings only for those proposals assigned to you.

The 2023 Major Science Initiatives Fund competition objectives are aligned with one or more review criteria as illustrated in Table 4. Information provided for each criterion, in the proposals and Expert Committee reports, will enable you to evaluate the competition objectives.

Using the CFI rating scale (Figure 2), you will rate the degree to which each proposal meets the competition objectives. In CAMS, you will select your rating for each competition objective from a drop-down menu. You are not required to provide written comments before the meeting. However, you should keep your notes for discussion at the meeting.

Please complete your preliminary assessments and submit your ratings in CAMS **no later than May 16, 2022**. Preliminary assessments will not be provided to applicants and will only be used to help us identify areas for discussion at the meeting.

## At the meeting

### 3. Discuss proposals

The committee will discuss each proposal for 20 to 30 minutes. The three MAC members assigned as lead reviewers to the proposal will share their preliminary assessments of the proposal. For each proposal that has been assigned to you for review, be prepared to present a brief overview of its strengths and weaknesses based on the objectives.

### 4. Reach consensus

A general discussion will follow, focusing on the objectives where there are significant discrepancies among the assigned members' assessments. Ultimately, the committee must reach a consensus on the objective ratings — the degree to which the proposal satisfies each of the three competition objectives — as well as formulate an overall opinion of the strengths and weaknesses of the facility. Where there are discrepancies between the MAC's assessment and comments in the Expert Committee report, a substantive explanation will be required.

The MAC must also determine whether the proposal is of sufficient quality to merit funding, what level of funding would be most appropriate and any conditions to be imposed on the funding. Given the high standard expected of proposals and in light of the intense competition, the CFI expects the MAC to be very selective at this stage of the process.

### 5. Recommend a portfolio of investments to the CFI

Having identified a pool of meritorious projects, the MAC must:

- Recommend to the CFI Board of Directors the subset of proposals that most effectively meet the objectives of the competition
- In the event that facilities currently receiving more than \$2 million annually from the CFI are not recommended for funding in this competition, the MAC may recommend that the CFI provide transitional funding for up to two years to assist these facilities going forward.

The total amount recommended may not exceed the competition budget of \$660 million over the six-year funding period (April 1, 2023 to March 31, 2029).

While the preferred CFI approach is to provide applicants with the full funding requested (when fully justified) rather than implement across the board cuts to the budgets, there may be cases where partial funding is deemed appropriate. The MAC may consider factors such as the justification for any significant increases in O&M costs over current funding levels and the withdrawal or reduction of existing partner funding. Funding through this competition is intended to complement existing O&M resources and not displace support provided by current O&M funders.

## **After the meeting**

### **6. The CFI drafts committee reports**

MAC members are not required to draft committee reports. CFI staff will draft a report for each proposal reviewed by the MAC that summarizes the committee's consensus ratings and comments. The Chair will review the reports and confirm that they accurately reflect the committee's discussions.

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## **Funding decisions**

The CFI Board of Directors will make the final decision on funding for each proposal in June 2022. Shortly thereafter, applicant institutions will be informed of the funding decisions and will receive the review materials for their proposals as well as the names and affiliations of the members of the Expert Committees and MAC.

## **Thank You**

Your time and invaluable contribution to the 2023 Major Science Initiatives Fund is sincerely appreciated!



# Appendix 1: MAC quick reference guide: assessment of the notices of intent

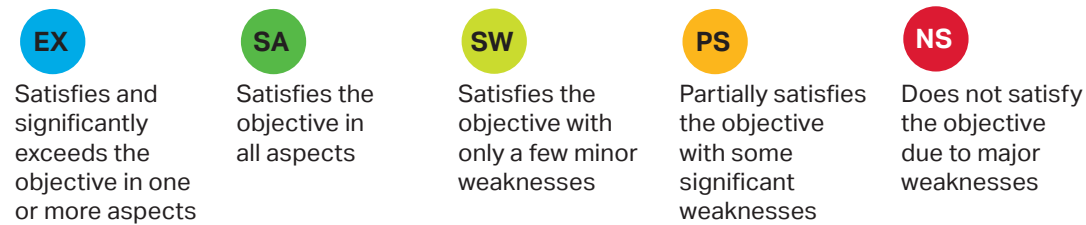
Rating scale: Satisfied/Not satisfied

Criterion	Requirements
Highly specialized capabilities	<p>The facility provides highly specialized equipment, services, resources, or scientific and technical personnel that:</p> <ul style="list-style-type: none"> <li>• Are not readily available at most institutions</li> <li>• Serve both basic and applied research in multiple fields or offer discipline-specific infrastructure with specialized capabilities not offered elsewhere in Canada</li> <li>• Would represent a serious setback for Canada if they were lost.</li> </ul>
User community	<p>There is a demonstrated demand for the facility's equipment, services, resources and scientific and technical personnel from a research community that:</p> <ul style="list-style-type: none"> <li>• Represents a critical mass of researchers in an area of research strength for Canada and reflects the diversity of the country's research community</li> <li>• Is typically pan-Canadian and multidisciplinary</li> <li>• Can be multi-sectoral, including the private sector, and international in scope.</li> </ul>
Appropriate governance model	<p>The facility has as an established governance model appropriate to its size and complexity, with a clearly defined national mandate, and a structure and procedures to address:</p> <ul style="list-style-type: none"> <li>• Accountability, legal duties and responsibilities</li> <li>• Financial controls</li> <li>• Policy formulation and strategic planning, including stakeholder communications</li> <li>• Oversight of facility performance.</li> </ul>
Appropriate management structure and practices	<p>The facility has a management structure and practices appropriate to its size and complexity to address:</p> <ul style="list-style-type: none"> <li>• Operation and maintenance of the facility</li> <li>• Human resources and succession planning</li> <li>• Risks and risk mitigation</li> <li>• Monitoring of performance</li> <li>• Cybersecurity</li> <li>• Data management.</li> </ul>
Established access policy	<p>Any interested user can request access to the facility through a publicly available user access policy. Access to limited resources is only granted following an appropriate selection process.</p> <p>Additional supporting evidence:</p> <ul style="list-style-type: none"> <li>• Access to limited resources is based on an open competition; the scientific excellence of the proposals is evaluated through independent merit review</li> <li>• A defined fee schedule is publicly available</li> <li>• Access to facility data is available to any interested researcher at no cost.</li> </ul>

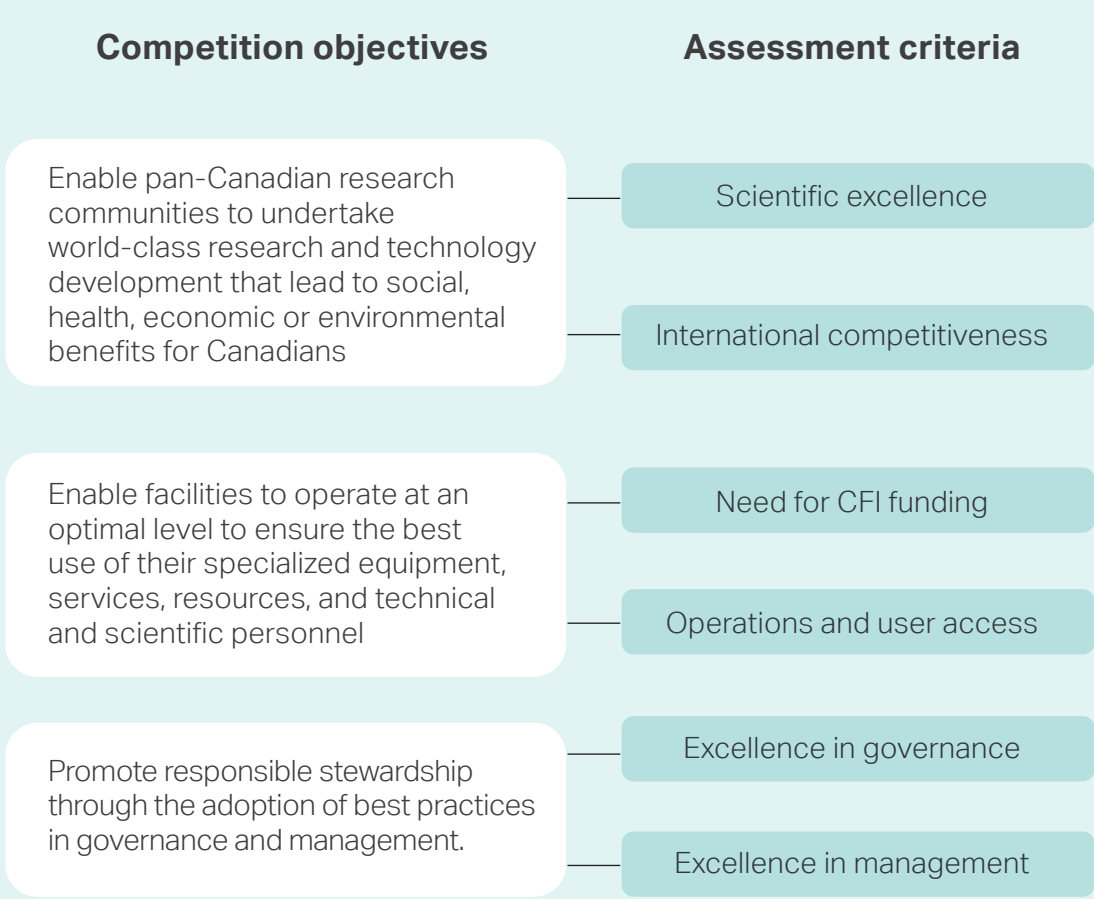
## Appendix 2: MAC Quick reference guide: assessment of the proposal

Your assessment should be based on the information given by the applicants in their proposals and the Expert Committee reports. Use the following scale to evaluate the proposal for how well it meets each competition objective:

The proposal:



The following table indicates where in the proposal you can find the information that is most relevant for each of the three competition objectives.



## Criteria to be assessed by Expert Committees

**Scientific excellence** — The facility is used by researchers of the highest calibre and enables innovative and leading-edge research that leads to social, health, economic or environmental benefits to Canadians. The research directions proposed in the facility's strategic plan are forward-looking and reflect the state-of-the-art in the supported fields.

**International competitiveness** — The facility's highly specialized equipment, services, resources, and scientific and technical personnel are internationally competitive and a high priority for the user community. The loss of these capabilities would be a setback to Canada.

**Need for CFI funding** — The requested funding is necessary to allow the facility to fully exploit its scientific and technical capabilities and to operate at an optimal level to address the needs of the user community.

**Operations and user access** — The facility is effectively and efficiently operated and has established mechanisms to ensure optimal use by the user community. Access to limited resources is only granted following an appropriate selection process.

**Excellence in governance** — The facility adopts best practices in governance, including long-term strategic planning, as appropriate to its size and complexity. Its needs are defined over the life of the facility in consultation with the user community.

**Excellence in management** — The facility adopts best practices in the management of its operations and risk mitigation (including cybersecurity) and of its financial, data, and human resources, including equity, diversity and inclusion. The management team has the core competencies required.