



## Canada-California Strategic Innovation Partnership (CCSIP) Letter of Intent (LOI) Submission Instructions

The Canada-California Strategic Innovation Partnership (CCSIP, [www.ccsip.org](http://www.ccsip.org)), a catalyst for collaborative Research, Development and Delivery (RD&D) between two innovation-intensive jurisdictions, together with the University of California Office of the President (UCOP) and ISTPCanada is pleased to provide **applicant instructions for submission of a Letter of Intent** to the university-led *Call for Proposals for Collaborative Initiatives between Canada and California* announced on December 24, 2008.

Submission and approval of a Letter of Intent (LOI) is required to submit a full proposal to this CCSIP CFP, however LOIs are non-binding. Once the LOI is approved, applicants will be invited to submit a full proposal.

Letters of Intent must be submitted **by Friday, February 27, 2009 before 2 p.m. Pacific Time/ 5 p.m. Eastern Time**. We encourage early submission of LOIs. Please note: LOIs will not be accepted after the deadline.

### Online LOI Submission Process:

The Letter of Intent must be submitted using the online system, proposalCENTRAL (pC) at <https://proposalCENTRAL.altum.com/>.

The Canada-California Strategic Innovation Partnership (CCSIP) grant opportunity will be listed on proposalCENTRAL on Friday, January 23, 2009. Applicants may submit LOIs to this system after this date. The online LOI form will include fields for data entry, and enable upload of a one-page LOI document.

### Step 1: 'Applicant PI' Designation

Although CCSIP will allocate awards to bilateral teams that include one designated Principal Investigator (PI) from a University of California campus, and one PI from a participating Canadian university, for the purpose of online application through proposalCENTRAL, one of the investigators must serve as 'Applicant Principal Investigator'. The Applicant Principal Investigator (Applicant PI) should submit the LOI on behalf of the team. The other PI will be designated as the 'Collaborating PI'.

### Step 2: Applicant Registration with proposalCENTRAL

Applicant PIs must register as users of proposalCENTRAL to submit an LOI or complete proposal.

**Registered Users:** Applicants who are **already registered** proposalCENTRAL users should enter their user name and password under **Applicant Login** and click the **Login** button on the pC homepage.

**New users: Applicants who are not registered users of proposalCENTRAL** should click the **Register** button under **First Time Users** and follow the instructions to register as a proposalCENTRAL user. Applicants must first select their institution. Many institutions already have a profile in pC. For example, all University of California campuses have pC profiles under "Regents of the University of California" at the designated campus. Click the **Search Registered Institutions** tab to locate your institution on the pC system. (For example: If you are searching for "University of California, Los Angeles", then you can enter "Los Angeles" or you can use UCLA).

All Canadian universities confirmed to participate in this CFP (as of January 21, 2009) have profiles in pC. If your institution is not listed, please click the red **Create New Institution** button and follow the prompts to create a new profile. Completion of personal data is **not required**.

### **Step 3: LOI Submission**

To submit an LOI, select the "Grant Opportunities" tab, and scroll down to "**The Canada-California Strategic Innovation Partnership**". On the right, click the "Apply Now" button to begin the LOI submission process and follow the instructions. Requirements for the LOI, or other CFP terms and conditions, can always be obtained by accessing the Call for Proposals document at: [www.ccsip.org](http://www.ccsip.org) (CFP).

The CFP is also available by clicking on "Program Guidelines" near the bottom of the left sidebar. As this CCSIP CFP aims to stimulate and support novel models of collaboration that build on the complementary strengths of Canada and California (such as the establishment of bilateral collaborations, R&D consortia, the structuring of Canada-California Centres of Excellence and/or the creation of new working relations between university systems), proposals must focus on **partnership development activities** to be eligible for this program. Collaborative initiatives that engage multiple partners from academia, industry, research labs or centres and other innovation agencies are particularly encouraged. Please note: 'Business as usual', single researcher to single researcher collaborations are not eligible for funding under this CFP

Should you require technical assistance when using the online submission system, please contact proposalCENTRAL from Canada or the U.S. at 1-800-875-2562 from 5:30 a.m. to 2:00 p.m. Pacific Time/ 8:30 a.m. to 5:00 p.m. Eastern Time, Monday through Friday, or by e-mail at [pcsupport@altum.com](mailto:pcsupport@altum.com).

### **Details on LOI Submission: Key Sections (each section is a separate screen)**

Please find below additional details on each section of the online LOI submission form. Please note: the numbered sections below directly correspond to the numbered LOI Sections/hyperlinks in the left hand column of the LOI page on the proposalCENTRAL web site. To view the LOI page, please select "Apply Now", or, if you have already started the LOI submission process and would like to make changes or complete submission, you may select "Edit" under the 'Manage Proposals' tab.

All parts of the application can be edited before submission. Sections 1, 3, 4, 5 and 6 require online entry of information.

#### **Section 1: Title Page**

This section must be completed first. Upon completion of section 1, the remaining sections listed below (2-6) may be completed in any order, and do not need to be completed in one session; however, please be sure to **save your work after each entry**.

**This section includes the proposed budget of the initiative. Only the estimated total award requested under this CFP is required for the LOI (not a full budget).** Please indicate only the financial award you are requesting under the CCSIP CFP, not the total cost of the project. The available award amounts are itemized on page 3 of the CFP. Submit budget figures in US dollars (USD). Apply the exchange rate 1 USD = 1.25 CAD to convert the total amount to USD. Please note: for the purpose of the LOI, only a budgetary estimate is required for planning purposes. Applicants may adjust the total budget requested at the proposal application stage, provided it does not exceed amounts set forth in the CFP (page 3).

#### **Section 3: Designate Access**

This section allows applicants to designate others, for example the Collaborating PI, to access and modify the application.

#### **Section 4: Applicant PI**

This section requires the identification of the Applicant PI; this PI can be from either of the lead collaborating institutions.

## **Section 5: Applicant Institution**

## **Section 6: Identification of Collaborating PI and co-investigators**

This section requires identification of the collaborating PI for the proposed Canada-California initiative.

Additional Co-Investigators(s) should also be identified in this section. Please note: Applicants should list only one co-investigator per institution as part of this LOI submission.

Please note, as outlined in the eligibility criteria on page 4 of the CFP:

California investigators (PI) must have PI status at a University of California campus. Investigators from the UC-managed national laboratories may participate as sub-investigators collaborating with a UC PI.

Canadian investigators (PI) must come from a university that is confirmed to participate in the CCSIP CFP and must have approval from the Vice Presidents, Research of their university. Co-investigators from non-participating universities or non-academic organizations must have explicit support from their Vice President, Research or equivalent to participate, and must secure appropriate funding from their university or an alternate investor to cover their expenses in the project. Applicants/co-applicants must secure the required approval, but do not need to provide documentation as part of the LOI submission. Approvals will be confirmed separately.

## **Section 7: Upload of the CFP document**

Applicants are required to prepare a one-page LOI in accordance with the outline on pp 6 and 11 of the CFP. The LOI should not exceed one page in length. This document may be uploaded to proposalCENTRAL in Word (.doc) or Adobe file (pdf) format and should include the following:

(1) Proposal Title (2) Applicant and Collaborating Investigators and their Institutional Affiliations (An eligible PI is required from each jurisdiction) (3) Expected length of the project, type of award (see CFP) (4), A brief abstract that describes the proposed initiative and total funding requested.

## **Section 8: Verification of LOI Submission**

Section 8 enables applicants to verify successful submission of an LOI to proposalCENTRAL. The system will notify applicants of any outstanding information required to complete the submission process.

## **Section 9: Submission of the LOI**

Following the submission of an LOI to proposalCENTRAL, applicants will receive an e-mail message confirming receipt of the application. If you do not receive this confirmation within 2 hours, please contact pC tech support. **Do not wait until the LOI deadline to submit, or you may be logged out of the system. Plan to submit at least 2 hours before the deadline to ensure successful submission.**

**Additional Information:** For additional information about the CCSIP CFP, please refer to <http://www.ccsip.org/> or <http://www.ucop.edu/ccsip/>

Technical questions regarding proposalCentral submission should be directed to [pcsupport@altum.com](mailto:pcsupport@altum.com)

Should you have any questions regarding the content or eligibility of proposals for the CFP, please contact:

- Kathleen Erwin, Director, Research Program Application & Review Center, UC Office of the President : [PARC@ucop.edu](mailto:PARC@ucop.edu) (for University of California PIs)
- Dominic Jean, Secretary, CCSIP Steering Committee at [Dominic.Jean@international.gc.ca](mailto:Dominic.Jean@international.gc.ca) (for Canadian PIs)
- Sonya Shorey, Communications Strategist, CCSIP at [sonyashorey@rogers.com](mailto:sonyashorey@rogers.com)