



CARIF

Centre for Applied Research Internal Fund

Letter of Intent (LOI)

BE READY.



THIS DOCUMENT IS FOR REFERENCE ONLY. THE WEBFORM VERSION MUST BE USED FOR ALL SUBMISSIONS.



Instructions

The purpose of the Letter of Intent (LOI) is to streamline approvals prior to the start of an application; to assist Deans and Associate Deans with course release planning; and to alert CARIE to the number of expected applications and budget requests.

As you prepare your LOI, please consider the following:

- Applicants should carefully read the [CARIF Guidelines](#) as this LOI must be prepared in accordance.
- The LOI must be approved by the respective: (a) Associate Dean, (b) Centre Dean or Leader and (c) Financial Analyst (or equivalent) for the Centre.
- Approval of an LOI does not mean the full application will be approved by the CARIF Review Panel.
- The completed LOI must be received by CARIE by **4:00 PM on the SECOND Monday in January.**

Applicant information

Name of Applicant			
School or Unit			
Will the project include a co-applicant? If YES, please complete the following:		<input type="radio"/> YES	<input type="radio"/> NO
Name of Co-Applicant			
School or Unit			

Project information

Project Title	
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Project Overview: *Provide a brief description of your project including any expected outcomes and deliverables. Briefly state how it aligns with the goals of your Centre (or area) and how it contributes to a long-term vision and plan for research.*

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Are you planning to coordinate this project with an application for SSHRC Exchange or SSHRC Explore?	<input type="radio"/> YES	<input type="radio"/> NO
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Are you planning to request course release as part of your budget?	<input type="radio"/> YES	<input type="radio"/> NO
Course release request for applicant (enter the number per semester)	<input type="radio"/> Fall	<input type="radio"/> Winter
Course release request for co-applicant (enter the number per semester)	<input type="radio"/> Fall	<input type="radio"/> Winter

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Provide a brief description of the project's expected expenses in addition to course release

Total estimated budget request	
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Ethics and hazards

Will this proposed project involve human subjects?	<input type="radio"/> YES	<input type="radio"/> NO
Will animals be used in the proposed project?	<input type="radio"/> YES	<input type="radio"/> NO
Will animals be used in the proposed project at any other location?	<input type="radio"/> YES	<input type="radio"/> NO
Will radioactive, biological, hazardous material or lasers be used?	<input type="radio"/> YES	<input type="radio"/> NO

Suggested reviewers

Please provide the name and contact information for up to two potential reviewers for your application. **Reviewers may be faculty or staff, or they may be external to the College; however, they must not be used as a resource or consulted during the application process.** Their expertise and value as a reviewer for this application must also be stated. It is at the CARIF Review Panel's discretion to use any reviewers suggested by the applicant.

Name of Reviewer #1	
Title and Organization	
Contact Information	
Rationale For Use as a Reviewer	

Name of Reviewer #2	
Title and Organization	
Contact Information	
Rationale For Use as a Reviewer	

Approvals

Applicant's Associate Dean	Co-Applicant's Associate Dean
Date:	Date:
Name:	Name:
Signature	Signature

Applicant's Centre Dean (or Leader)	Co-Applicant's Centre Dean (or Leader)
Date:	Date:
Name:	Name:
Signature	Signature

Applicant's Financial Analyst	Co-Applicant's Financial Analyst
Date:	Date:
Name:	Name:
Signature	Signature

Applicant acknowledgement

☐ I hereby accept the terms and conditions as outlined in the [CARIF Guidelines](#).

Applicant #1:	Co-Applicant:
Date:	Date:
Signature:	Signature: