

August 2015

To: Canadian TRIUMF Research Community
From: R. Kruecken, Deputy Director, TRIUMF
Re: Request for Proposals for anticipated CFI Innovation Fund competition

In the 2015 federal budget, the Canada Foundation for Innovation received \$1.33B over six years, starting in 2017-18. One can anticipate an Innovation Fund competition sometime in 2017, with a proposal submission deadline in 2016.

In this context we would like to inform you that TRIUMF has changed its project management process (TSOP-15)¹. We now require that all major projects undergo a series of reviews **before submission of a CFI proposal** that relies on TRIUMF resources, expertise or facilities.

- **Project Initiation:** The Gate 0 review evaluates if the project is scientifically sufficiently motivated and is consistent with TRIUMF's mission and vision statements and the current five-year plan.
- **Project Definition:** The Gate 1 review evaluates the project's conceptual design as well as initial resource planning. Passing releases resources for the more detailed design and planning required for Gate 2.
- **Project Planning:** The Gate 2 review evaluates the initial technical design, resource loaded schedule and budget suitable for the CFI funding application.

This process will ensure that information on performance, design, budget and timelines is robust, reliable and consistent. It will strengthen CFI proposals in a substantial way. In order to allow for sufficient time to develop the initial technical design required for Gate 2, it is important that the process start early.

TRIUMF therefore requests submission of Project Initiation Sheets using the available template² by October 15, 2015.

TRIUMF's Policy and Planning Advisory Committee (PPAC) will meet in November 2015 to review, analyze, prioritize, and make recommendations to the TRIUMF director based on these submissions.

Please e-mail Project Initiation Sheets as well as any questions, and comments to reiner.kruecken@triumf.ca

Sincerely,

Reiner Kruecken
Deputy Director

¹ [https://documents.triumf.ca/docushare/dsweb/Get/Document-22889/TSOP-15 Project Management.pdf](https://documents.triumf.ca/docushare/dsweb/Get/Document-22889/TSOP-15%20Project%20Management.pdf)

² [https://documents.triumf.ca/docushare/dsweb/Get/Document-119917/Project Initiation Sheet.doc](https://documents.triumf.ca/docushare/dsweb/Get/Document-119917/Project%20Initiation%20Sheet.doc)