

**Proposal for TRIUMF Commitment**

**in the 2020-2025 Five Year Plan**

Date:

TITLE:

**For existing commitment, provide commitment number:**

**(See detailed instructions in the back)**

###  PROPONENT: TRIUMF CONTACT:

### PRINCIPAL COLLABORATORS:

### 1. PROJECT/COMMITMENT DESCRIPTION:

2. JUSTIFICATION:

3. CANADIAN AND INTERNATIONAL CONTEXT:

### 4. BROADER IMPACTS:

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| MAJOR MILESTONES:

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| Description | Date |
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| RESOURCE REQUIRMENTS:

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| CASH FLOW REQUIREMENTS |
|  \YEARSOURCE \ | ONE (FY2020/21) | TWO(FY2021/22)  | THREE(FY2022/23) | FOUR (FY2023/24) | FIVE (FY2024/25) | TOTAL |
|  TRIUMF |  |  |  |  |  |  |
|  EXTERNAL |  |  |  |  |  |  |
|  TOTAL |  |  |  |  |  |  |
| TRIUMF NON-CASH RESOURCES [FTE MONTHS] |
|                    \YEARRESOURCE\ | ONE  | TWO  | THREE | FOUR  | FIVE  | TOTAL |
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| EXTERNAL FUNDING INFORMATION: |
| ONGOING OPERATIONAL REQUIREMENTS: |
| DECOMMISSIONING REQUIREMENTS: |

Instructions for

Five Year Plan Proposal Template

**Length of the Proposal:** The length of the submission depends on the size of the proposed commitment. For commitments requesting from TRIUMF less than $1M cash contribution and/or less than 10 FTE-years, sections 1-4 shall not be longer than 2 pages. For projects above this limit, sections 1-4 shall not be longer than 4 pages.

**What Makes a Good Proposal?**

When developing your proposal, it is most important to communicate how your commitment will advance science and support TRIUMF’s Vision and Mission. With that, a strong proposal will be written concise but in sufficient detail to allow reviewers to readily understand:

* **Project/Commitment Description:** What does the activity hope to accomplish and how does it plan to achieve that?
* **Justification:** How does the activity support TRIUMF’s Vision and Mission? What scientific, technical or other goals are being pursued? Why is it timely? How does this activity draw upon or expand TRIUMF’s core capabilities?
* **Canadian and International Context:** How does the activity fit into the broader Canadian university research program and any related strategic plans? How does it integrate or distinguish itself from related international activities?
* **Broader Impacts:** What broader impacts would this activity have? Describe potential social and economic benefits of the activity, including training, knowledge mobilization, as well as potential technology transfer and commercialization. Please also consider interdisciplinary connections or opportunities that could be made possible by this proposal.

**Here are some additional instructions for the Proposal Template**

**Please adhere to the length limits outlined above.**

**Date:** Date the form was submitted to TRIUMF.

**Title:** The title the commitment will be known by. Provide commitment number for existing commitment

**Proponent:** Name of the spokesperson or principle investigator for the proposal.

**TRIUMF Contact:** Name of a person located at TRIUMF who can act as a liaison person between TRIUMF and the project if different than the Proponent.

**Principal Collaborators:** A list of the principal faculty and professional collaborators (both TRIUMF and external). The list should only include collaborators who will devote more than 20% of time to the commitment or who will make a major contribution.

**Major Milestones:** As applicable, a list of the major milestones for the activity including the delivery date for each major deliverable. The degree of uncertainty in the dates should be indicated. This should also include proposal deadlines and external funding agency decision dates. For existing commitments that have completed Gate 1 Review, please include milestones already reached.

**Cash Flow Requirements:** The cash flow for the project broken down by year. Please identify the uncertainty in the estimates (e.g. ± 30%).

 **From TRIUMF:** This should include all cash contributions required from TRIUMF but should not include salaries that are captured on the bottom part of the table.

 **External:** The total cash contribution from non-TRIUMF sources. This includes NSERC, CIHR, CFI and foreign contributions.

 **Total:** Total cash flow for the commitment. For the last column, the total should include funding for all years not just those years in the table.

**TRIUMF Non-Cash Resources:** Indicate the TRIUMF resources required by type and year. For labour, the resource name should be taken from the [Skill List](http://www.triumf.ca/project-management/skill-listing) and used in the form: Administration.Communications for example. In most cases, the appropriate unit will be FTE-month. If different units are used, please indicate. Where appropriate also include none-labour resources such as beam time. For projects, the **TOTAL** should include all years not just those in the table.

**External Funding Information:** List the amount of all external funds and their source. Indicate the current status of the funding requests: funded, requested, or application planned. If the external funds are yet to be awarded, indicated the expected date of the funding decision.

**Ongoing Operational Requirements:** If the project involves building a device or bringing one to TRIUMF, what operational requirements will it place on TRIUMF after it is commissioned? For ongoing commitments what are the steady state resource requirements?

**Decommissioning Requirements:** If the project involves building a device or bringing one to TRIUMF, what are the resources required to decommission the device after its useful lifetime?