**Intake form**

**Great possibilities begin here**

The Research Facilities Navigator was inspired by you and your drive to connect, create and change our world. An initiative of the Canada Foundation for Innovation (CFI), the Navigator is a directory of publicly funded research facilities interested in working with users in all sectors. It includes facilities with leading-edge research equipment and researchers with specific knowledge and expertise.

Your listing on the Navigator is a reflection of the calibre of the skills, services and research infrastructure you are prepared to offer to external users, and it opens possibilities for your research to head in new and exciting directions.

**Mutual commitment**

As part of ***our*** contribution to Canada’s innovation landscape, we are committed to providing you with ongoing support, including:

* Promoting the Navigator to private-, public- and non-profit-sector leaders;
* Offering advice on creating a high-impact, compelling profile;
* Providing copy editing and translation services;
* Ensuring on-demand and periodic updates to your profile;
* Maintaining the Navigator website.

As part of ***your*** contribution to Canada’s innovation landscape, we ask that you:

* Ensure your facility is operational and meets the [eligibility criteria](https://navigator.innovation.ca/en/create-or-edit-your-profile) (contact us if in doubt before completing the form);
* Undertake any required validation and approval from your institution’s research office, and copy them on your submission;
* Provide timely responses to inquiries you receive from Navigator users contacting you through the site, as well as from the CFI Navigator team;
* Periodically review your profile and notify us of any change needed to bring your content up to date;
* Help us promote the Navigator through related events and activities.

The Navigator website operates on a secure platform, with up-to-date security technology and safeguards from spam and other potential online abuse. However, the CFI does not pre-screen messages or their senders from a research security perspective. Be sure to perform your due diligence before engaging with external partners. For more information on safeguarding your research, please consult the resources available on the [Safeguarding Your Research](https://science.gc.ca/site/science/en/safeguarding-your-research) portal as well as any guidance provided by your institution.

**Creating your facility profile**

To help you create a high-impact and compelling profile, instructions, tips and sample entries have been included in the fields below.

We’re here to help! Contact us at navigator@innovation.ca if you have any questions.

|  |
| --- |
| **REFERENCE GUIDE** |
| \***Asterisk**: Indicates a required field. This information ensures users of the Navigator will be able to find your facility through our search engine, and gauge if your research equipment, services and expertise matches their needs. |
| **Yellow fields**: Includes examples of ideal content and format. |
| **White fields**: Complete with your content: this is where you provide information about your research facility. |
| **Blue fields**: Reserved for the French translation or equivalent (e.g. web page, logo). Provide content if available. If you do not have French translations or equivalents, leave these fields blank. |

|  |
| --- |
| **How did you learn about the opportunity to add your lab to the Research Facilities Navigator?\*** |
| [  ]  CFI List your lab email  | [  ]  CFI staff | [  ]  My institution |
| [  ]  CFI Update email | [  ]  Social media | [  ]  Friend or colleague |
| [  ]  CFI Innovation Now newsletter | [  ]  Conference or event | [  ]  Don’t recall |
| [  ]  Navigator website | [  ]  Other (please describe): |

|  |
| --- |
| **IDENTIFICATION** |
| **Institution** |
| Name**\***  |  |
| **Research facility** |
| Name**\***  |  |
|  |  |
| **Civic address of the research facility**This information helps us generate a Google map for your profile. |
| Street address**\*** |  |
|  |  |
| Building name |  |
|  |  |
| City**\*** |  |
| Province**\***  |  |
| Postal code**\*** |  |
| Custom Google Maps link (if available) |  |
| **CONTACTS** |
| To avoid delays and missed opportunities, please designate two individuals authorized to receive and respond to inquiries received through the Navigator site, and to communications from the CFI regarding your participation in the Navigator. Note that contact names and titles are published on the facility contact page. |
| **Contact 1** |
| First name**\*** |  |
| Last name**\*** |  |
| Title**\*** |  |
|  |  |
| Department/Office**\*** |  |
|  |  |
| Email**\*** |  |
| Telephone**\***  |  |
| Preferred language of correspondence**\*** | [ ] English [ ] French |
| **Contact 2** |
| First name**\*** |  |
| Last name**\***  |  |
| Title**\*** |  |
|  |  |
| Department/Office**\*** |  |
|  |  |
| Email**\*** |  |
| Telephone**\*** |  |
| Preferred language of correspondence**\*** | [ ] English [ ] French |

|  |
| --- |
| **CFI-FUNDED FACILITIES** |
| * List the relevant CFI project numbers (recent and historical) for CFI-funded infrastructure your facility uses.
* If the project number(s) is unavailable, list a project leader (or “principal investigator/PI”) named in CFI funding applications to help us trace the project information.
* This information will not display publicly.
* By listing your facility on the Navigator, you accept and agree that CFI-funded infrastructure will not be used to support routine testing of samples or products or technical consulting services offered by private-sector firms.
 |
| **CFI project number(s)\*** |  |
| Project leader’s first name |  |
| Project leader’s last name |  |
| Project leader’s email |  |

|  |
| --- |
| **Fields of research\*** |
| Select the main field of research that best reflects the work at the facility.**Maximum of one selection** |
| [ ] Agricultural and veterinary sciences  | [ ] Engineering and technology | [ ] Humanities and the arts  |
| [ ] Medical, health and life sciences | [ ] Natural sciences | [ ] Social sciences |

|  |
| --- |
| **Sectors of application\*** |
| Select at least one, and up to five, sectors that can benefit the most from your research and with which you are collaborating or would like to collaborate. This information is linked to one of the filters in the Navigator’s search engine and it helps users locate the expertise they need based on their sectors of interest. **Maximum of five selections** |
| [ ] Aerospace and satellites | [ ] Education | [ ] Management and business related services |
| [ ] Agriculture, animal science and food | [ ] Energy | [ ] Manufacturing and processing |
| [ ] Arts and cultural industries | [ ] Environmental technologies and related services | [ ] Mining, minerals and metals |
| [ ] Automotive | [ ] Financial services and insurance | [ ] Ocean industries |
| [ ] Chemical industries | [ ] Fisheries and aquaculture | [ ] Policy and governance |
| [ ] Clean technology | [ ] Forestry and forest-based industries | [ ] Professional and technical services (including legal services, architecture, engineering) |
| [ ] Construction (including building, civil engineering, specialty trades) | [ ] Healthcare and social services | [ ] Tourism and hospitality |
| [ ] Consumer durables | [ ] Information and communication technologies and media | [ ] Transportation |
| [ ] Consumer non-durables | [ ] Life sciences, pharmaceuticals and medical equipment | [ ] Utilities |
| [ ] Defence and security industries |  |  |

|  |
| --- |
| **DESCRIPTION OF YOUR FACILITY** * Use clear language and avoid acronyms and abbreviations in your descriptions. This information must be easily understandable by a non-technical audience.
* The content should focus on the facility as a whole and not on a specific researcher.
 |
| **What the facility does\*** Provide a brief, high-level description of what the facility does (one line, typically between five and 15 words). Focus on *what* the research is about instead of *how* it is performed. This text displays in search results and helps direct users to your profile. It should help users identify at a glance if the facility matches what they’re looking for. **Maximum of 160 characters including spaces (25 words).** |
| Example: Research on the impact of temperature and solar radiation on nestling birds. |
|  |
|  |
| **Areas of expertise\***Provide a concise overview of the expertise available at your facility. Write it in a way that will “sell” your lab, highlighting the unique expertise that sets it apart. **Maximum of 1,300 characters including spaces (200 words)** |
|  |
|  |
| **Research services\*** List the services your facility offers to users in private, public and non-profit sectors. This content can be provided in either paragraph form or as a bulleted list. |
|  |
|  |

|  |
| --- |
| **DESCRIPTION OF RESEARCH INFRASTRUCTURE** |
| **Specialized labs and equipment\**** List key pieces of equipment at your facility, including the manufacturer’s name, brand, and model number when available.
* List only research infrastructure that is operational. The profile can be updated at a later date to include expected infrastructure after it becomes operational.
* You can include scientific and/or technical content in this section; define any acronyms under the “function” column.
* List one piece of infrastructure per row, adding rows as needed.

**Maximum of 20 items; maximum of 120 characters per cell including spaces (20 words).** |
| **Specialized lab name**If the facility is made up of several labs | **#** | **Equipment and collaborative space\***  For equipment, include manufacturer’s name, brand, and model number, when available. | **Function** Describe the function of the equipment or collaborative space, and spell out equipment acronyms. |
|  | Example1 | SP Scientific Freeze Dryer, Model 36DX84 | Vacuum freeze dryer suitable for dehydrating organic material (e.g. wood and leather). |
|  | E2 | Sciex QTRAP 5500 LC-MS/MS System | Liquid chromatography with tandem mass spectrometry (LC-MS/MS). Accurate MRM (Multiple Reaction Monitoring) quantitation. |
|  | E3 | JEOL AccuTOF™-DART® 4G mass spectrometer | Interchangeable atmospheric and ambient ionization sources. |
| TestHUB | E4 | Pull Testing Apparatus (custom-built) | Determine static properties of ground support elements in configurations imitating mine boreholes. |
|  | E5 | Research meeting rooms (3) | Collaborative space for interviews and focus group sessions. Room capacity: 4, 12, and 40.  |
|  | 1 |  |  |
|  |  |  |  |
|  | 2 |  |  |
|  |  |  |  |
|  | 3 |  |  |
|  |  |  |  |
|  | 4 |  |  |
|  |  |  |  |
|  | 5 |  |  |
|  |  |  |  |
|  | 6 |  |  |
|  |  |  |  |
|  | 7 |  |  |
|  |  |  |  |
|  | 8 |  |  |
|  |  |  |  |
|  | 9 |  |  |
|  |  |  |  |
|  | 10 |  |  |
|  |  |  |  |

|  |
| --- |
| **PRIVATE- AND PUBLIC-SECTOR RESEARCH PARTNERS** |
| * List specific companies and public-sector organizations with which you have had a research collaboration (exclude funding partners).
* Ensure you have permission to share partner names online.
* Spell out partner names in full, avoiding abbreviations and acronyms, except when brand names are widely recognized by the public (e.g. IBM, AT&T, NASA).
* Do not include general descriptions of partners or details of the partnerships.

**Include one research partner per bullet; add bullets as needed.** |
|  |
|  |

|  |
| --- |
| **ONLINE PRESENCE** |
| **Facility website** |
| Website URL |  |
| French website URL (if available) |  |
| **Additional information** Provide links to articles, web pages or multimedia that showcase your facility, its researchers and their work. These can include success stories, newspaper and magazine articles, video tours of the lab, etc.**Maximum of 12 items; add rows as needed.** |
| **#** | **Title** | **URL/Hyperlink** |
| 1 |  |  |
|  |  |  |
| 2 |  |  |
|  |  |  |
| 3 |  |  |
|  |  |  |

|  |
| --- |
| **Social media platforms** |
| Include your social media platforms to promote your online presence. This information can be useful for driving visitors to engage with you and in communicating, collaborating and enhancing your visibility.**Maximum of one link per platform.** |
| **Platform** | **URL/Hyperlink** |
| Twitter |  |
| Facebook |  |
| LinkedIn |  |
| YouTube |  |
| Instagram |  |
| Flickr  |  |

|  |
| --- |
| **LOGOS** |
| * **You can include logos of the facility, institution and/or department.**
* **Submit logo image files as email attachments; do not embed them within the form.**
* **Provide files in .png or .jpg format.**
* **For the best image display, provide files in full colour and horizontal format where possible.**
* **For logos available in English and French, provide each version separately. Bilingual logos are also accepted.**

**Maximum of three logos.** |
| **Logo** | **File name**  |
| 1 |  |
|  |  |
| 2 |  |
|  |  |
| 3 |  |
|  |  |

|  |
| --- |
| **IMAGES** High-quality images help create a comprehensive picture of the research expertise, services and infrastructure available at your facility. Images make your facility stand out and attract visitors to your profile. They also help us promote your facility on social media and in promotional campaigns. |
| * Provide image files in **.png** or **.jpg** format.
* **For the best image display, provide files in full colour and horizontal format where possible.**
* Submit image files as **email attachments**; do not embed them within the form. Use **Microsoft OneDrive** to submit large media files to ensure that your content is safeguarded. We can provide a OneDrive link to upload your files upon request.
* For each image, provide the file name, a brief caption and credit information in the chart below.

By submitting images, you grant the CFI permission to publish them on the Navigator and in any promotional material relevant to the Navigator. **Maximum of 10 images; add rows as needed; maximum of 120 characters per cell including spaces (20 words).** |
| **#** | **File name\*** These should match the file names on submitted images. | **Caption\***Descriptive text to accompany the image. Each caption should be unique. | **Photo credit\*****Source of the image.** |
| **Example1** | **ColdFieldTest23.jpg** | **Firefighter cold weather field simulation.** | **Jane Smith** |
| **E2** | **CorrosionRate.jpg** | **A researcher measures the corrosion rate of steel in concrete in the Corrosion Lab.** | **University of Victoria** |
| **E3** | **A381.png** | **The Nuclear Magnetic Resonance (NMR) spectrometer can analyze semi-solid samples of biological tissues.** | **Analytical Technologies Facilities** |
| **1** |  |  |  |
|  |  |  |  |
| **2** |  |  |  |
|  |  |  |  |
| **3** |  |  |  |
|  |  |  |  |

Submit the completed form and any attachments to **navigator@innovation.ca**.

We look forward to adding your research facility to the Navigator!

Note: The CFI is responsible for final decisions regarding the posting of online profiles and reserves the right to edit content for brevity, clarity and consistency of style.

|  |
| --- |
| **Reserved for internal use** v. November 2023NID |