

CFI JELF CAP REQUEST FORM

Please use this form for the following requests: **All CFI JELF allocation as part of faculty retention package**; increased CFI JELF attraction cap (>\$150K); any other special requests. Please email completed forms to ipo.admin@ubc.ca.

DEAN/ADR CONTACT INFORMATION			
Dean/ADR Requesting:		Email:	
Lead Faculty:		Date:	
Secondary Faculty:			

CANDIDATE'S INFORMATION			
Candidate's Name:		Email:	
Faculty:		Department:	
Select appropriate box(es):	Increased JELF cap _____ Faculty retention _____ Other – please describe: _____		
Requested CFI Amount:	\$ _____		

PROJECT DETAILS

1. Summarize the infrastructure being requested, the critical need and fit with Faculty/UBC strategic priorities.

2. Summarize the excellence of the proposed research and the candidate.



3. Describe Departmental/Faculty contributions and any other contributions (e.g. other partners, industry) to support the recruitment start-up or retention (excluding personal issues such as salary, moving expenses or housing benefits).

4. Describe any other relevant issues, including ensuring an equitable and inclusive research environment for the candidate and other special considerations such as competing offers, resources needed.

VPRI AND IPO APPROVAL

Approved CFI amount: \$_____

Institutional Programs Office (IPO) Approval
Date: _____

VP Research & Innovation (VPRI) Approval
Date: _____