

Canada Research Chair (CRC) Letters of Intent (LOI) Faculty/School Review and Selection Process

Each Faculty/School will determine its own process for receiving and reviewing LOIs, and selecting the LOI that goes forward to the Vice-President (Academic & Provost), (VP (A&P)) and Manager of Research Services (MRS) by the deadline. Below are the steps to be considered when undertaking the Call for LOIs within the Faculty/School to ensure an open and fair process.

1. Office of the VP (A&P) sends out Official Call via email to the campus community that includes relevant information, links, deadlines and attachments, including:
 - a. Attachments (provided by the VP (A&P):
 - i. BU Procedures for Allocation and Renewal of CRCs,
 - ii. Major Stages of the CRC Process with accompanying timeline,
 - iii. BU Strategic Research Plan,
 - b. Deadlines:
 - i. Faculty/School Deadline,
 - ii. Office of the VP(A&P) Deadline,
 1. Deadline should allow enough time for submission of LOIs and the review and selection of the submitted LOIs,
 2. Deadline should be set in consultation with the Deans.
2. Dean starts process to populate Faculty/School Committee to review LOI submissions and select top LOI to forward to the VP (A&P)
 - a. Committee shall consist of
 - i. Dean, Chair of Committee, vote in case of tie,
 - ii. Four to six members, voting, and
 - iii. Administrative support, if required, non-voting;
 - b. Dean shall consult with the BU Diversity and Human Rights Advisor prior to undertaking the process of populating the Committee to discuss matters of equity, diversity, and inclusion, and appropriate Committee representation;
 - c. It is recommended that Committee members have a strong research program and, where possible, hold or have held Tri-Agency operating grants;
 - d. Committee shall meet with BU Diversity and Human Rights Advisor prior to undertaking review of LOIs to review matters of equity, diversity, and inclusion;
 - e. LOIs shall be assessed based on CRC and BU criteria outlined in the Call;
 - f. All LOIs shall be ranked; and
 - g. Minutes and records of Committee business and decisions shall be recorded and maintained for a period of seven years;
 - h. Dean notifies all individuals who submitted an LOI of the decision regarding their individual submission;
 - i. Dean notifies their respective Faculty/School of the LOI selected; and
 - j. Dean submits selected LOI electronically to the VP (A&P) and the Manager of Research Service (MRS) along with an accompanying Letter of Support by the stated deadline.