**Okanagan College Letter of Intent Instructions (internal use only)**
**College and Community Social Innovation Fund**

**Deadline:**

November 19, 2026

**Purpose and scope:**

The College and Community Social Innovation Fund (CCSIF) is an NSERC funding opportunity under the College and Community Innovation program (CCI). The funding opportunity is open once per year, typically launching mid-late November with a typical due date of mid-late February. All applications to this funding opportunity are institutional: the college is the applicant, and names a primary investigator who will provide the research direction for the project. Colleges are limited to 5 total applications that can be submitted to each competition. *As a result of both this limitation and the institutional categorization of the CCSIF, Okanagan College has an internal letter of intent (LOI) process to determine which applications will go forward.* The intention of the LOI is to ensure that applications forwarded to the CCSIF program from Okanagan College are competitive at a national level. **Note: this is an internal process, not formally part of the NSERC CCSIF application.**

**How to submit:**

Potential applicants should familiarize themselves with the CCSIF funding opportunity and evaluation criteria, and prepare a summary of their proposed CCSIF project (max 2 pages, single spaced, 12pt font). The summary should address the following:

- The proposed project and the community or social need it addresses
- The partner organization(s) involved, including their role and the nature of their commitment to the project (see the Note on Partnerships below)
- The connection between the proposed project and an OC program, department, or strategic priority
- The training opportunities that will be available to OC students
- The composition and relevant experience of the project team

A clearly identified community or partner organization – with at least a tentative commitment to the project – is essential at the LOI stage. It will be an asset if project teams have already engaged Applied Research staff in their planning and preparation.

Applicants should also submit an updated CV for the proposed primary investigator (PI), prepared using the headings set out in NSERC's Contributions instructions. CVs may be up to 5 pages, but should be at least 2 pages; applicants who are new to applied research, or new to CCSIF, will not be penalized for submitting a shorter CV.

The summary and CV should be submitted to ocappliedresearch@okanagan.bc.ca by 5pm on November 19, 2026. Questions should be directed to Samantha Sandhu (ssandhu@okanagan.bc.ca).

**Assessment:**

LOIs will receive a pre-assessment review by Applied Research staff and will be assessed by Provost's Council using the matrix below. Applicants will be notified by November 26, 2026, whether their project has been selected to move forward to a full CCSIF application. **Note on Partnerships:** Projects without established or clearly identified potential partners may not be moved forward, regardless of overall score.

## Assessment Matrix

| Criteria | Scoring Guidance | Score |
|---|---|---|
| **1. Community Partnership** | **1 —** No partner is named, or only a vague sense of who might partner is offered.<br>**3 —** A likely partner is named, but their role or commitment to the project is unclear or informal.<br>**5 —** A specific partner organization is named, with a clear description of their role and a stated (or documented) commitment to the project. | **/ 5** |
| **2. Alignment with OC Priorities & Program Connection** | **1 —** Little or no clear connection to an OC program, department, or strategic priority.<br>**2 —** A connection to OC is mentioned but not well explained.<br>**3 —** A clear, well-articulated connection to a specific OC program and to institutional strategic priorities. | **/ 3** |
| **3. Clarity, Quality & Community Relevance of the Project** | **1 —** The project idea is vague or underdeveloped, or the community need it addresses is unclear.<br>**2 —** The project is understandable and addresses a real need, but lacks some detail or feasibility.<br>**3 —** The project is clearly described, addresses a well-articulated community/social innovation need, and appears feasible. | **/ 3** |
| **4. Student Applied Research Training** | **1 —** Student involvement is not mentioned, or is only a passing reference.<br>**2 —** Student roles are mentioned, but the training value or skills gained are unclear.<br>**3 —** Specific, meaningful applied research training opportunities for OC students are clearly identified, including the skills/experience students will gain. | **/ 3** |
| **5. PI & Team Capacity** | **1 —** Materials demonstrate significant gaps in applicant's ability to lead this project and produce a competitive application.<br>**2 —** The PI/team appear capable, but with some gaps (e.g., limited experience with community partners, first-time applicant).<br>**3 —** The CV/LOI show strong, relevant experience (research, project management and/or partner engagement) suggesting the team can deliver a competitive application. | **/ 3** |
| **Reviewer Subtotal** | *Sum of scores for criteria 1–5.* | **/ 17** |
| **Applied Research Office: Completeness & Eligibility Review** | **1 —** Submission is incomplete (missing summary or CV) or raises eligibility concerns (e.g., PI eligibility, curriculum-only focus, exceeds page limit).<br>**2 —** Submission meets basic requirements, with minor gaps or clarifications needed.<br>**3 —** Submission is complete, meets CCSIF eligibility requirements, and is ready to move into full-application development if selected. | **/ 3** |
| **Applied Research Office: Prior Engagement with Applied Research** | **0 —** Applicant did not consult or work with Applied Research prior to submitting this LOI.<br>**3 —** Applicant has worked with Applied Research in the past, or consulted with Applied Research prior to submitting this LOI. | **/ 3** |
| **Applied Research Office Subtotal** | *Sum of both Applied Research Office scores.* | **/ 6** |