



# Research and Knowledge Initiative

Applicant Guide



Infrastructure  
Canada

Canada

This publication is available upon request in accessible formats.

**Contact: Communications Branch**

Infrastructure Canada

180 Kent Street, Suite 1100

Ottawa, Ontario K1P 0B6

National information line on infrastructure: 613-948-1148

Toll free number: 1-877-250-7154

TTY: 1-800-465-7735

Email: [infc.info.infc@canada.ca](mailto:infc.info.infc@canada.ca)

This publication is available at <https://www.infrastructure.gc.ca/rki-irc/index-eng.html>.

**Permission to Reproduce**

Except as otherwise specifically noted, the information in this publication may be reproduced, in part or in whole and by any means, without charge or further permission from Infrastructure Canada, provided that due diligence is exercised in ensuring the accuracy of the information reproduced; that Infrastructure Canada is identified as the source institution; and that the reproduction is not represented as an official version of the information reproduced, nor as having been made in affiliation with, or with the endorsement of, Infrastructure Canada.

For permission to reproduce the information in this publication for commercial redistribution, please email [infc.info.infc@canada.ca](mailto:infc.info.infc@canada.ca).

© Her Majesty the Queen in Right of Canada, as represented by the Minister of the Office of Infrastructure of Canada, 2021.

Cat. No. T94-32/2021E-PDF

ISBN 978-0-660-39938-6

Aussi disponible en français sous le titre : Guide du demandeur à l'Initiative de recherche et de connaissances.

---

# Research and Knowledge Initiative Applicant Guide

---

2021 Call for Proposals

**Cultivating Community Data and Research to Inform  
Public Infrastructure Decision-making**

Contents

- The Research and Knowledge Initiative** ..... 1
  - This Call for Proposals: Cultivating community data and research to inform public infrastructure decision-making..... 1
- Requirements** ..... 2
  - Who can apply? ..... 2
  - Eligible activities ..... 2
  - Available funding ..... 2
  - Eligible costs..... 3
  - Maximum contribution, stacking and cost-sharing..... 3
- Process** ..... 4
  - Submitting an application ..... 4
  - Deadline for submission of applications ..... 4
  - Assessment of applications ..... 4
- Roles and responsibilities** ..... 4
- Privacy**..... 5
- Contact information**..... 5
- Table 1: Application Assessment Criteria** ..... 6

## The Research and Knowledge Initiative

With the many public infrastructure investments being made across Canada, robust evidence is essential to helping to ensure that these investments effectively address the challenges of today and tomorrow. The **Research and Knowledge Initiative** is a national, competitive and merit-based contribution funding program that supports data and research on issues related to public infrastructure and communities, with the purpose of advancing understanding of public infrastructure needs, challenges, and opportunities relevant to Canadians. It aims to strengthen the evidence base on public infrastructure and communities in Canada, facilitate collaboration and partnership among key public infrastructure actors and stakeholders, and support data, research, and knowledge-sharing activities.

### [This Call for Proposals: Cultivating community data and research to inform public infrastructure decision-making](#)

Public infrastructure plays an important national role, strengthening Canada's economic growth, connecting communities, and supporting a greener future. At the same time, public infrastructure is by nature local, and what works in one community may or may not work in another community, depending on local needs and context. Improving our understanding of these local realities—both the differences and the similarities—can help to improve national, regional and local public infrastructure decision-making and governance. More and better data and research on cities and communities can also facilitate innovation, empower citizens, and enhance service delivery.

This competition invites projects that strengthen the development and use of community-level data and research related to public infrastructure in cities, rural and remote areas, and Indigenous communities across Canada.

Projects should address a current or emerging public infrastructure issue of broad relevance from a local or place-based perspective, engage a wide range of stakeholders, share knowledge in broad and lasting ways, and be designed to deliver intended results and ensure strong stewardship of resources. For example, project results could help:

- inform public and active transportation programming by informing investment decisions and tracking community benefits;
- reduce carbon emissions in the built environment, including by supporting life-cycle analysis for low-carbon materials and tracking the use of low-carbon materials and design requirements within communities; or
- improve community resilience, by refining and producing new data and research on the confluence of climate vulnerabilities (or vulnerabilities to other natural disaster) and asset condition.

Public infrastructure, for the purposes of the Research and Knowledge Initiative, is defined as tangible capital assets for public use and/or benefit.

## Requirements

### Who can apply?

Applications are welcome from:

- Legal entities validly incorporated or registered in Canada such as:
  - Canadian academic institutions;
  - Industry, research, and professional associations;
  - Indigenous organizations;
  - Community and regional organizations;
  - Other non-profit or for-profit organizations;
- Provincial, territorial, regional, municipal or Indigenous governments;
- International not-for-profit legal entities validly incorporated or registered abroad; and
- Individuals not affiliated with an organization.

Multiple organizations that come together to advance a project must identify a clear lead and explain the roles of each partner.

### Eligible activities

Contributions under this call for proposals will be provided in support of the following activities:

- Data collection, standardization, analytics and visualization (e.g., community-level mapping, benchmarking of communities);
- Development of research or data-driven papers, reports or other products (e.g., local public infrastructure needs assessments, “smart” solutions to improve understanding of community infrastructure needs or trends);
- Translation of research findings / outcomes into policy-relevant analysis and recommendations (e.g., identification of best practices, analysis of case studies).
- Development of platforms, tools, techniques and guides that promote the use of research and knowledge (e.g., open data portals and hubs, apps, virtual communities);
- Conferences, workshops, seminars, hackathons, or other similar activities that support the project’s objectives, including the sharing of findings and results with key decision-makers, stakeholders, and the general public.

### Available funding

Infrastructure Canada has allocated a maximum of \$6 million in total contributions for this call for proposals under the Research and Knowledge Initiative, to fund projects to begin as early as January 1, 2022 and to conclude by March 31, 2024.

## Eligible costs

Total proposed costs for Research and Knowledge Initiative funding should be a minimum of \$250,000 across the full period of the proposed project to be considered under this call for proposals.

The following costs are eligible:

- Costs considered by Infrastructure Canada to be direct and necessary for the successful implementation of the project, including salaries and benefits, professional and contracting services, materials, supplies and equipment, as well as travel and hospitality as per the Treasury Board's Directive on Travel, Hospitality, Conference and Event Expenditures.
- Costs incurred after project approval and before the project end date.

Capital expenses and ongoing operational expenses, as well as any goods and services that are received by the applicant through donation or in-kind, are not eligible under this program. Eligible expenditures will be specified in individual projects' funding agreements.

## Maximum contribution, stacking and cost-sharing

The maximum amount of Research and Knowledge Initiative funding that can be provided to a recipient in one fiscal year is \$600,000.

The maximum level of total government funding (municipal, provincial, territorial, regional and federal) to be provided under the Initiative will not exceed 100% of eligible expenditures.

The maximum level of total federal funding for any eligible activity shall not exceed 70% of total eligible expenditures. For projects led by Indigenous organizations and/or the Yukon, Northwest Territories and Nunavut governments, the maximum level of federal government funding may be up to 100% of total eligible expenditures.

In-kind contributions by the applicant are considered real contributions to the total expenditures of the proposed project but are not reimbursable. To be considered under the Research and Knowledge Initiative, in-kind contributions must be:

- provided by the applicant and not a third party;
- essential to the project's success;
- eligible and would otherwise have to be purchased or paid for by the applicant; and
- able to be measured using an established costing methodology.

Confirmation of all anticipated sources of funding for the proposed project will be required to be presented before funding agreements are finalized with INFC.

## Process

### Submitting an application

**An application portal on the [Infrastructure Canada website](#) will go live on September 1, 2021.** Applicants are invited to visit the application portal, on or after September 1, 2021 to access the online application form and applicant support services to fill in an online application.

Note: For certain recipients in the Province of Québec (e.g., provincial departments, municipalities) provincial consent will be required, if applicable, with respect to the program's implementation in the province given the *Loi sur le ministère du Conseil Exécutif, Chapitre M-30*.

### Deadline for submission of applications

The submission deadline is October 25, 2021.

### Assessment of applications

Applications will first go through an eligibility check to ensure that they contain all the information required in the application form, and meet the requirements outlined above, under 'Who can apply', and 'Eligible Activities'. Applications that are incomplete or fail to meet the eligibility criteria will not be given further consideration.

Infrastructure Canada will then evaluate eligible applications based on the selection criteria found in **Table 1**. Projects should:

- **Address a current or emerging public infrastructure issue** of broad relevance from a local or place-based perspective;
- **Engage public infrastructure stakeholders** in shared learning and partnership;
- **Share knowledge** in broad and lasting ways; and
- **Deliver results** and demonstrate sound stewardship of resources.

All applicants will be notified of the outcome of their application assessment.

## Roles and responsibilities

Applicants are responsible for submitting applications containing accurate and reliable information based on professional knowledge. Inaccurate and/or false information may result in the application being disqualified from the assessment process.

The successful applicant will be responsible for delivering the required activities in accordance with a signed contribution agreement between the applicant and Infrastructure Canada.



INFC may propose that applicants with similar projects and complementary goals collaborate and share knowledge related to delivering project activities.

## Privacy

The personal information applicants provide as part of this funding process is collected under the authority of [Order in Council P.C. 2004-0325](#) for the purpose of administering this funding program. It may be used to evaluate, select, and review applications under the Research and Knowledge Initiative with respective federal departments, provincial and/or municipal counterparts/partners. Information may be shared with other federal government institutions for the purpose of assisting Infrastructure Canada with project review and evaluation, determining eligibility under other federal government programs, and confirming past federal funding sought by an applicant. General information about approved projects, including the names of applicants, the purpose of the funding, and total funding approved are included in public records and published in accordance with the Government of Canada's proactive disclosure requirements.

Furthermore, for all eligible projects, including those that are not ultimately selected, specific and limited 'project summary' information provided in the application form may be publicly reported by Infrastructure Canada without associated personal or organizational information.

## Contact information

Applicants are encouraged to contact Infrastructure Canada at [RKI-IRC@infcc.gc.ca](mailto:RKI-IRC@infcc.gc.ca) with any questions related to this call for proposals.

For more information on the Research and Knowledge Initiative, visit the Infrastructure Canada [Research and Knowledge Initiative page](#)

For more information about Infrastructure Canada and its other programs, visit the Infrastructure Canada website (<http://www.infrastructure.gc.ca>).

Table 1: Application Assessment Criteria

Requirements	Assessment Criteria	Weight
<b>Relevance</b>	<ul style="list-style-type: none"> <li>Identifies and addresses a current or emerging public infrastructure issue of broad relevance from a local or place-based perspective</li> <li>Aligns with Infrastructure Canada’s mandate and priorities, including fostering knowledge about public infrastructure in Canada and helping to address complex challenges that Canadians face every day—ranging from the rapid growth of our cities, to climate change, and environmental threats to our water and land</li> <li>Makes a new or innovative contribution to knowledge or the use of knowledge (e.g., supports decision-making) related to public infrastructure in cities, rural and remote areas, or Indigenous communities</li> <li>Is supported by existing data and evidence</li> </ul>	30%
<b>Engagement</b>	<ul style="list-style-type: none"> <li>Facilitates partnerships and shared learning among public infrastructure actors, such as community members, public infrastructure decision-makers, thought-leaders, technical experts, non-profits and industry</li> <li>Demonstrates an ability to produce high-quality, relevant analysis, outreach and events that are able to convene key public infrastructure actors</li> <li>Demonstrates other credible funding sources and their respective amounts or the ability to raise funds from sources other than Infrastructure Canada</li> </ul>	20%
<b>Knowledge-Sharing</b>	<ul style="list-style-type: none"> <li>Outlines an effective strategy for sharing generated knowledge and project results publicly and with key stakeholders (e.g., infrastructure decision-makers)</li> <li>Supports longer-term knowledge-sharing and knowledge-use beyond the timelines of the proposed project (e.g., by building data and research capacity at the community level)</li> </ul>	20%
<b>Delivery</b>	<ul style="list-style-type: none"> <li>Provides a plan that is detailed and complete, including a clear description of roles, responsibilities and expertise of project participants, major activities, methodology, deliverables and timelines</li> <li>Demonstrates the proposed plan is feasible and will meet the key project objectives</li> <li>Has appropriate tools, systems, processes and technologies in place, or a procurement plan in place to acquire them</li> <li>Demonstrates the existence and effective use of financial controls and risk mitigation</li> <li>Provides a detailed and complete budget that appears appropriate to the scope and objectives of the project</li> </ul>	30%