Launched by the Canada Foundation for Innovation (CFI) in fall 2013, the Navigator is an online directory that makes it easier for businesses to connect with research facilities at universities, colleges and research hospitals across Canada. Making those connections is a first step towards establishing research partnerships, collaborations or service contracts to help businesses with their research and innovation needs. This directory includes research facilities that are funded by the CFI or use CFI-funded infrastructure, and that are interested in working with the private sector.

Because we encourage businesses to directly contact the facilities of interest to them, we count on the latter to provide timely responses to all enquiries and to keep their respective profiles current (at minimum, through updates that the CFI initiates every 12 to 18 months).

To list a facility in the Navigator, send your completed form to **industry-industrie@innovation.ca** and copy your institution’s research office.

Please consider the following tips when completing this form:

* Think of your profile as an online window to your facility with the potential to reach a diverse audience, including leaders in research, industry, academia and other public- and private-sector organizations.
* Help interested organizations find your facility by selecting only the sectors on your form that can benefit most from your research, and those within which you would like to form new partnerships and collaborations.
* Think in business terms and use plain language when describing what your facility does and the areas of expertise and research services. This will make your information more easily understood by a non-technical audience.
* Provide high-quality visuals and multimedia to create a comprehensive picture of the research expertise, services and infrastructure available at your facility.
* Keep your profile current. Refresh your profile with new content and keep us informed of changes and new information related to your facility.

(\* Indicates required fields. Your form cannot be processed unless all required fields have been properly completed. This ensures that users of the Navigator can find your facility through our search engine, gauge whether your research expertise and services match their needs, and contact you.)

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| Name of institution\*  |  |
| Name of research facility\*  |  |
| French name of research facility (if a translation exists) |  |
| **Full civic address of research facility\*** *This helps us generate a Google map for your profile.* |
| Building name (if applicable),number, street name\* |  |
| City\* |  |
| Province |  |
| Postal code\* |  |

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| **Facility website** |
| Website URL |  |
| URL of French version of website (if applicable) |  |

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| **Contacts** *Provide at least one contact below, preferably both.* |
| **General contact\*** *A specific person or an office.* |
| First name |  |
| Family name |  |
| Position |  |
| Department or office\* |  |
| Email\* |  |
| Telephone\* |  |
| **Research contact\***  *A specific person (e.g. researcher, facility manager, etc.) in the facility who is prepared to handle queries from business and other potential partners.* |
| First name\* |  |
| Family name\* |  |
| Position\* |  |
| Department or office\* |  |
| Email\* |  |
| Telephone\* |  |

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| **THIS FIELD FOR CFI-FUNDED INSTITUTIONS ONLY** **CFI project leader(s)\*** *Please identify at least one, and up to three, project leaders (or “principal investigators, PI”) whose CFI-funded infrastructure is being used by the facility featured in this profile. This helps us establish the links between that facility and CFI funding. This information will not appear in your facility profile online.**Only project leaders (as listed in CFI funding applications) should be* *included.*  |
| First name\* |  |
| Family name\* |  |
| Email\* |  |
| First name |  |
| Family name |  |
| Email |  |
| First name |  |
| Family name |  |
| Email |  |

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| *Use plain language when filling out the next three fields to make your technical information more easily understood by those who may not be familiar with your area of research.* |

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| **What the facility does\*** *Keep very brief, for example “materials science and engineering” or “research on sustainable design, technology and behaviour.”* ***(Maximum of 170 characters including spaces)*** |
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| **Area(s) of expertise\*** *Short* paragraph *that describes your facility; a concise overview of what you do, written in a way that will “sell” your facility, what makes it unique, etc.* ***(Maximum of 1,300 characters including spaces; please do not use bulleted lists in this field.)*** |
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| **Research services\*** *List of services, e.g. data processing, modelling, testing, prototyping, analytical services, etc. Please spell out acronyms and abbreviations, where this may be useful to users.* ***(Maximum of 600 characters including spaces)*** |
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| **Area(s) of research**\* *Select at least one, and up to two, from the following list.* |
| [ ] Engineering | [ ] Environment | [ ] Health |
| [ ] Science | [ ] Social Sciences and Humanities |  |

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| **Sectors of application\*** *Please identify the sectors (at least one) that can benefit the most from your research and with which you are collaborating or would like to collaborate. This field is used as one of the filters in the Navigator’s search engine to help users locate the expertise they need based on their sector(s) of interest.* |
| [ ] Aerospace and satellites | [ ] Education | [ ] Management and business related services |
| [ ] Agriculture, animal science and food | [ ] Energy (renewable and fossil) | [ ] 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) | [ ] Health care 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 |
| [ ] Defense and security industries |  |  |

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| **Private- and public-sector research partners** *List of companies, public-sector organizations, etc., with which you have had a* ***research*** *collaboration. Please include only those you wish to mention, and* ***ensure you have each one’s permission to list****. Spell out acronyms and abbreviations, where this may be useful to users.* ***(Maximum of 725 characters including spaces)*** |
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**Specialized facilities and equipment\***
*List your key facilities and/or key pieces of equipment in use, including name and a short description of function. Not all equipment listed needs to have been acquired or installed with CFI support, but each one should be in use. If your facility has several specialized facilities, you may want to list them individually and provide a list of equipment for each. To do so, simply specify the specialized facility for each piece of equipment. This content may be technical. Please describe one piece of infrastructure per row; add rows as required.* ***(Maximum of 20 rows and 120 characters per cell including spaces)***

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| --- | --- | --- |
| **Name of specialized facility** *(if applicable)* | **Name of equipment in use\*** | **Short description of function** |
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**Additional information**
*Website(s) or links to newspaper/magazine/web articles or videos showcasing your facility or its work. Broken links cannot be posted. Please add rows as required.* ***(Maximum of 12 items or rows)***

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| --- | --- |
| **Title** | **URL** |
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**Images and captions**

*Please attach image files separately from this form; do not embed within the form. Use .png or .jpg formats at 300dpi, 800-1000px wide, full colour, and horizontal layout if possible. For each image submitted, provide the file name, a brief caption and credit information in the chart below.* Please add rows as required **(maximum of 10 images or rows)**. ***By submitting images, you are granting the CFI permission to publish them on the Navigator and in any promotional material relevant to this directory.*** *Images not provided in one of the formats listed, and images missing the file name, caption or credit cannot be posted. If you experience difficulties sending image files to us because of their number and/or size, clearly marked folders (one per facility profile) can be submitted through Dropbox or a similar file sharing site.*

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| **File name\*** (each file name provided here should match the file name of each image submitted) | **Caption information\*** | **Credit information\*** |
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**Facility and/or institution logos***Please attach logo image file(s)* **(maximum of two logos)** *separately from this form; do not embed within the form. Provide in .png or .jpg full colour horizontal format. For each logo, provide the file name in the chart below. Logo images not provided in one of the formats listed, and logo images missing the file name cannot be posted.*

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| **File name\*** (each file name provided here should match the file name of each logo image submitted) |
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If you have questions or require assistance filling out this form, please do not hesitate to contact us at
**industry-industrie@innovation.ca**.

(October 2017)