

Office of Director RCEME
National Defence Headquarters
Ottawa ON K1A 0K2



1349-1 (RCEME Corps Coord)

September 2023

Distribution List

**TERMS OF REFERENCE - MAJOR JESSICA ROSS
FAIL FORWARD INNOVATION FUND**

1. **Purpose.** The purpose of the Major Jessica Ross Fail Forward Innovation Fund (Maj J. Ross FFIF) is to support innovation efforts within The Corps of RCEME. The fund aims to encourage the development, education, training, or trial of new technologies, tools, processes, and systems to spur greater technical creativity and ingenuity within the Corps.
2. **Eligibility.** Eligible applicants are individuals or groups with at least one Corps member.
3. **Funding.** The Maj J. Ross FFIF will provide grant, up to \$7,000.00 annually, for the development of innovative projects. Funding will be provided on approval of a successful application and will only be for costs incurred after the approval date unless exception is made by the Director RCEME. Funds can be used for any of the following costs: materials, tools, training, and education. Receipts will be required at closure or semiannually, whichever is shortest. Unused funds at closure must be returned to the Maj J. Ross Foundation. Funding is not to be used for compensation for wages or time worked by military personnel and/or public servant. How funding will be provided to the applicants and on what schedule will be determined between the RCEME Corps Secretariat and the successful applicants.
4. **Application Process.**

Serial	OPI	Action
1	Applicants	Complete Application (Annex A) and submit to their Commanding Officer.
2	Unit Commanding Officer	Review submission - add recommendation, and submit to RCEME Regional Representative. For a list of Regional Representatives contact DND.RCEME-GEMRC.MDN@forces.gc.ca
3	RCEME Regional Representative	Review submission - add recommendation, and submit to the RCEME Corps Secretariat at DND.RCEME-GEMRC.MDN@forces.gc.ca
4	Corps Secretariat	Review submission - discuss with the RCEME Innovation Officer, add recommendation, and submit to Corps CWO.
5	Corps CWO	Review submission - add recommendation, and submit to D RCEME.
6	D RCEME	Review submission - approved/denied request, and if approved determine level of support to be provided.

5. **Review Process.** Applications will be assessed on the following criteria:
 - a. **Technical Merit.** What is the degree of technical innovation or advancement in the proposal?

- b. Technology. Will the proposal help establish new or evolving technologies in the Corps or the CAF?
 - c. Technical Competence. Will the project improve the Corps' technical competence in one or more areas?
 - d. Potential Impact. What is the potential impact on the military, its operations, or its performance?
 - e. Relevance. What is the relevance of the proposal to the Corps, the CAF, or the CF?
 - f. Compliance/Risks. What risks are there to safety and compliance to people, equipment, and policy? Projects with statutory risks (legal) will not be considered. Policy risks, depending on the individual application, may be considered.
6. Reporting Requirements. Approved proposals will be required to submit informal progress updates to the RCEME Corps Secretariat, as per the terms of the approval. Progress updates could include details such as work completed, expenses incurred, challenges encountered, and updated timeline. At closure, a final report will need to be submitted including purpose, results of work completed, cost breakdown, lessons learned, recommendations, and conclusion. The applicants and CoC will be asked to help develop a storyboard for this effort, a template can be found at Annex B.
7. Evaluation. This fund will be evaluated annually by the Corps Governance (D RCEME, Corps SM, and Col Cmdt) to determine the success of the grant and this Term of Reference (TOR). The evaluation will consider the number of applications received, the work completed, and satisfaction of fund recipients. Success of the specific innovation efforts are not evaluated to reward daring and curiosity. Substantive changes to this TOR may require concurrence from Maj J. Ross's family.
8. Ownership. Ownership of goods purchased or product produced is to be determined by the RCEME Corps Secretariate in communication with the applicants, their local CoC, their Regional Representative, and will be on a case-by-case basis.
9. Communication. The development of innovative projects will be widely communicated within The Corps of RCEME. Efforts, even if unsuccessful, will be celebrated. Activities supported will be communicated to Maj J. Ross's family on an annual basis.
10. Compliance. This fund and efforts supported will be compliant with all respective safety, security, and other applicable policies within DND and the Government of Canada.

Arte et Marte

A.B. Lapointe
Colonel
Director RCEME

A.G. Auger
Chief Warrant Officer
RCEME Corps Sergeant Major

Annexes and Distribution (next page)

Annexes

Annex A Application Form
Annex B Storyboard Template

Distribution List

RCEME Council
RCEME Seniors Regional Representatives
RCEME Corps Staff
RCEME Corps Secretariat