

CFI-Funded Construction and Renovation Facilities Charges Infrastructure Operating Fund (IOF)

Please read the following information carefully before completing this form:

- The constructed or renovated space must have been a CFI-funded cost as part of a CFI-funded infrastructure project eligible to receive IOF. All CFI projects approved after July 1, 2001, are eligible to receive IOF, with the exception of projects funded under the Canada Research Chairs Infrastructure Fund, the Leaders Opportunity Fund (when the candidate is a Canada Research Chair holder), and the International Fund.
- The CFI-funded infrastructure project must have passed the stage of award finalization, the CFI-funded space (constructed or renovated) must be operational and still used for research purposes during the period claimed.
- All documentation must be retained on file at the institution, for audit purposes, and provided to the CFI upon request. Supporting documents must be maintained for a minimum period of five years following the submission of the IOF Annual Report.

Project number: _____ **Title:** _____

Period: _____

Description of CFI-funded constructed or renovated space (location, size, nature, brief description of function or use of space):

Calculation of Facilities Charges:

Nature of space ¹ (e.g. wet lab, dry lab, etc.)	Size ¹ (square foot or square metre) (A)	Annual cost ² (per square foot or square metre) (B)	Total ³ (A*B)
Total			

Notes:

1. *Attach the final floor plans for the construction or renovation and clearly highlight the CFI-funded area(s). The scale of the plans should allow for confirmation of the size of the space (square feet or square metres). Alternatively, confirmation from an architect can be provided to this effect. If the construction or renovation of common areas was also funded by the CFI, attach support for this space.*

2. *The institution may either use a detailed method or a simple method to establish this cost. If the institution uses a detailed method, it must establish an appropriate method to calculate its actual cost per square foot (or square metre) and maintain supporting documentation for all elements. If the institution uses the simple method, it need not calculate its actual facilities costs, but must use the provincial rate prescribed by the CFI. Rates are updated annually and include (for the space and built-in equipment): electricity, heating, cooling, water, sewer, custodial, security, built-in equipment repairs, as well as maintenance and repairs for the space. When using the simple method, the institution must ensure that it does not report any of these costs separately to the CFI as they are already included in the rate (e.g. do not report maintenance and repairs costs, the cost of electricity for built-in equipment, or security costs separately since these costs are already included in the rate). Costs related to non-built-in equipment are not included in the rate and should be calculated and reported separately.*
3. *Total facilities charges should be reported under the “Services” category of the IOF Annual Report. The total annual cost should be prorated to reflect the eligible portion if any of the following took place during the year: award finalization, space became, or ceased to be, operational or used for research purposes.*