



Canada Foundation for Innovation
Fondation canadienne pour l'innovation

Project Amendments Instruction Manual

October 2009

Table of Contents

1. Accessing the amendments forms	1
2. Filling out the amendments forms	1
2.1 Amendment Request.....	2
2.2 Itemized List	2
2.3 Retroactive Data Entry of approved changes	3
2.4 Summary of Secured Contributions.....	3
2.5 Attachments	3
3. Validation.....	4
4. Submission.....	4
5. CFI Approval Process	4
6. Amendment Module Work Flow	6

This document provides additional information for the completion of online amendment forms. Institutions should consult the CFI Policy and Program Guide for complete information on requirements and guidelines.

1. Accessing the amendments forms

Amendment Module documents can be accessed online with appropriate login through the Institutions: Financial Access portal of the “CFI online” section of the CFI website (www.innovation.ca/en/cfi-online). If you need a username and password, please contact **help.aide@innovation.ca**.

The Amendment Module may only be accessed and submitted by the Lead institution of a given project.

It is at the Institution’s discretion to grant researchers access to this module; otherwise, institutional access to the module reflects that for the Itemized List and Summary of Secured Contributions.

To have access to the Amendment Module for a given project, the institution must:

- Not have created a final financial report
- Have created the Itemized List and Summary of Secured Contributions after November 5, 2006. Amendment requests for earlier projects must be done via email as per previous practices

Deleting an amendment

Deleting an amendment may only be done prior to its submission to the CFI. Doing so will revert the Itemized List and Summary of Secured Contributions back to the most recently validated version.

2. Filling out the amendments forms

Depending on the nature of the request, information may need to be provided in any or all of the four different sections:

- Amendment Request
- Itemized List
- Summary of Secured Contributions
- Attachments

2.1 Amendment Request

This section requests information on the proposed nature of the change(s).

1. Check all applicable boxes that reflect the nature of the change(s) to be included in this request.
2. To change the “Anticipated Project End Date” click on “Edit” (beside this field). Provide rationale for the new date in the text box provided.
3. To identify the item(s) affected by the proposed change(s), click on “Select Item(s) from Itemized List”.
 - If the change involves new items, you must first enter them in the Itemized List section. See section 2.2 of the manual. Once saved, you will be able to select these items from the drop down menu.
 - More than one item may be selected for any given change.
 - Use the text box to fully justify the proposed change as per the instructions.
 - Since more than one change can be included in the amendment request, clicking on “Add Additional Changes” will allow you to separate the changes.

2.2 Itemized List

This section is pre-populated with information from the current Award Agreement or the latest approved amendment.

- Only provide updated estimates for items affected by the Amendment Request. i.e. There is no need to enter information for items not impacted by the request.
- When providing updated estimates of the number of items and the eligible costs (by type of expenditure), consider the following for each item:
 - Updated estimates for eligible costs should include taxes (net of credits received), shipping and installation less all normal and educational discounts. Taxes must not be calculated and reported for the portion of the item constituting an in-kind contribution.
 - Special CFI discounts that are to be reported as in-kind contributions should be entered in the “Total eligible cost — In-kind” column.
 - Ensure that all dollar amounts are pro-rated to include only the research portion of the infrastructure. Exclude, for example, infrastructure for teaching and clinical care.
 - The full estimated cost of all eligible items must be presented in the Itemized List, even if it exceeds the cost reported in the proposal to the CFI. Reporting the partial estimated cost of an eligible item is not permitted.

- The cost of an item cannot be shared between several CFI-funded projects. It must be reported in only one project.
- Include updated estimates of zero (\$0) for any item that will not be purchased or submitted.
- You can enter new items or substitute an item (with description and estimated cost) using the “Add Item” feature.

2.3 Retroactive Data Entry of Approved Changes

This may be done for projects for which amendments were previously approved but are not currently reflected in the most recently validated Itemized List.

1. Enter the previously approved item by adding a New Item and value in the Itemized List section.
2. Select the “new item” from the drop-down list in the Amendment Request section and refer to the date of the approval in the explanation text box. E.g. “Approved by (Name of Senior Programs Officer) on (insert date)”. You may wish to attach the relevant piece of correspondence to the current request. See section 2.5 of the manual.

2.4 Summary of Secured Contributions

This section requests revised information on partner contributions to the project.

1. Select “Add Partner” in order to add partners to the project. This will lead to a screen where partners are listed. This list can be searched by name or type. If a partner is not listed, click “Submit Request for New Partner” and enter the required information. The new partner will be added to the list by the CFI within one or two business days.
2. Update the eligible contributions in “Summary of Secured Contributions” for each partner, as required. The total eligible contributions should be equal to the total eligible costs in the Itemized List.

2.5 Attachments

This section provides the opportunity for the institution to attach additional information which may be necessary to justify the proposed changes. Please keep in mind the following when preparing such information:

- A maximum of 3 files may be attached
- Attachments must be in pdf format
- The maximum file size for each attachment is 3MB
- The project number and the amendment request number must appear at the top of each page
- A File Label that will indicate the nature of the attachment must be entered

3. Validation

If an “error” message is received or if you are unable to submit the Amendment through the CFI website, please review the document and ensure that:

Amendment Request

- The appropriate proposed nature of the change has been checked off
- A justification for the proposed change has been provided

Itemized List

- An updated estimate for the number of items has been provided for each item where the updated estimate of the eligible cost is greater than zero
- An item description has been provided for each item

Summary of Secured Contributions

- The CFI funding requested does not exceed the amount approved by the CFI for this project as per the award agreement
- The proportion of CFI funding is not greater than the agreed CFI share of eligible costs as per the award agreement

Validation involving multiple sections

- Total eligible contributions in “Summary of Secured Contributions” are equal to total eligible costs in “Itemized List.”

4. Submission

Once validated by the system, only the designated CFI Liaison (as per the Institutional Agreement) may submit the Amendment Request, using the CFI Liaison access (E\$). The CFI Senior Programs Officer and Programs Officer assigned to the institution will then be automatically notified of the submission.

5. CFI Approval Process

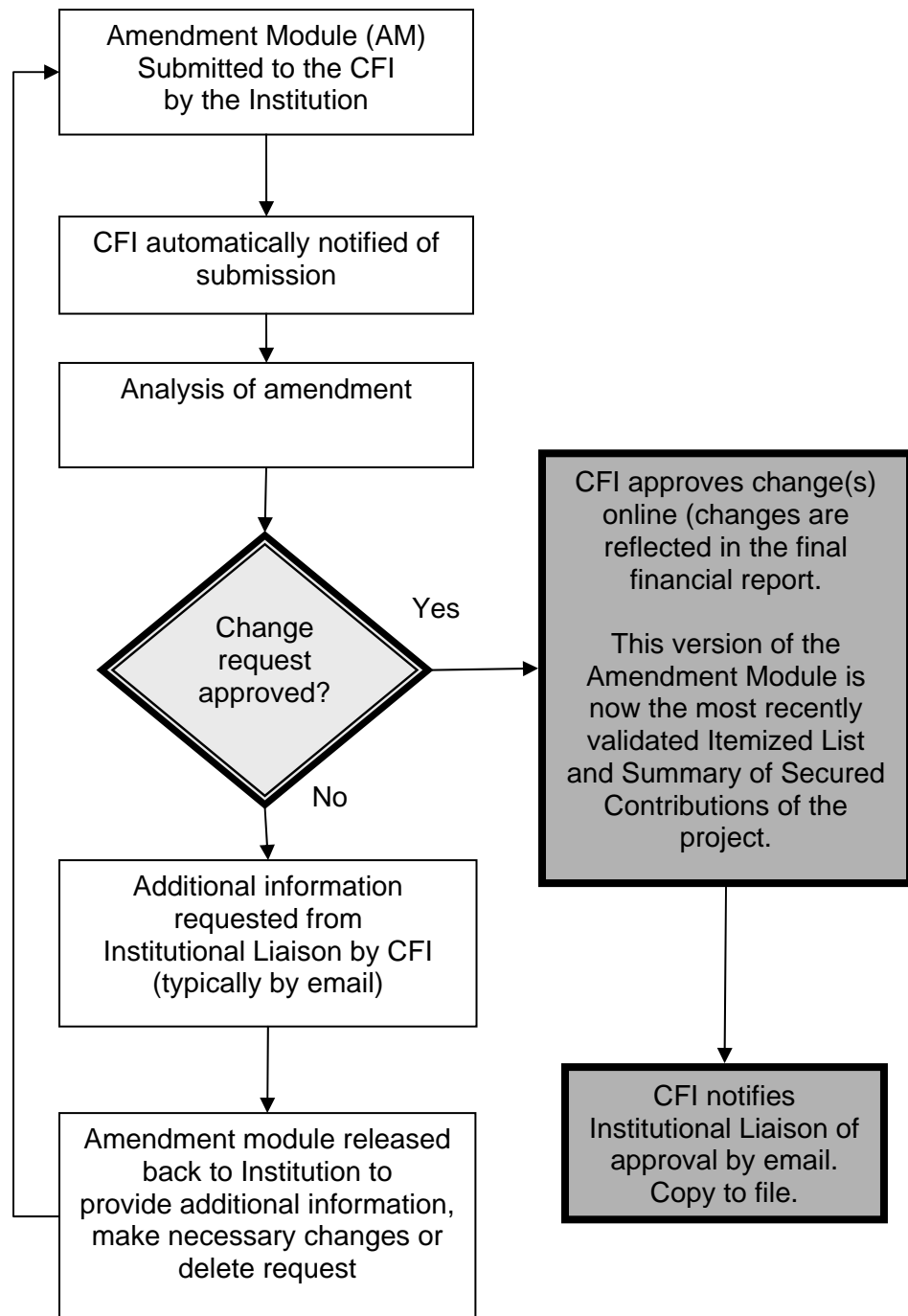
The CFI will contact the Institutional CFI Liaison via email or will post a comment on the portal should further clarification be required. The CFI may release the module back to the institution should revisions to the module be required (e.g. removal of items deemed ineligible or not approved). Only approved changes will be reflected in the validated document. The institution is therefore encouraged to keep any correspondence on file regarding disallowances.

If approved by the CFI, the Senior Programs Officer or Programs Officer will validate the amendment request online and forward a confirmation email to that effect.

A record of all pending and approved amendments will be made available in the “History of Amendments” tab.

For tracking purposes, a project, for which an amendment was validated by the CFI, will be also flagged in the Award Finalization section of the portal next to the originally finalized Itemized List and Summary of Secured Contributions.

6. Amendment Module Work Flow



Note: CFI = Senior Programs Officer and/or Programs Officer