



Canada Foundation for Innovation  
Fondation canadienne pour l'innovation

# Award Finalization Instruction Manual

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

## 1. Accessing the award finalization forms

You can access all award finalization documents online, with appropriate login, through the “CFI online” section of the CFI website ([www.innovation.ca/en/cfi-online](http://www.innovation.ca/en/cfi-online)). If you need a username and password, please contact [help.aide@innovation.ca](mailto:help.aide@innovation.ca).

## 2. Filling out the award finalization forms

You must provide information in five different sections:

- Itemized List — Eligible costs
- Itemized List — Disbursements
- Itemized List — Variance
- Additional information
- Summary of Secured Contributions — Updated estimates

Ideally, the sections should be completed in order since some information carries over to subsequent sections.

### 2.1 Itemized List — Eligible costs

This section offers information on the number of items and the updated estimates of the eligible costs of all items. On the online form, click “show details” to access the Itemized List by expenditure type.

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. Deduct all normal and educational discounts.
- Special CFI discounts that are to be reported as in-kind contributions should be entered in the “Total eligible cost — In-kind” column.
- Taxes associated with the cash portion of an item involving an in-kind contribution, net of any rebate received, can be included in the eligible cost reported to the CFI. Taxes must not be calculated and reported for the portion of the item constituting an in-kind contribution.
- 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 was not recommended for funding.
- Ensure that non-eligible costs are removed upon award finalization by entering updated estimates of zero (\$0) for these items.

Please note that new items not included in the proposal cannot normally be added to the Itemized List. Changes to the list may be accepted only with strong justification. You can enter new items or substitute an item (with description and estimated cost) using the “add item” feature. The estimated cost of a substituted item should be entered as zero (\$0).

## **2.2 Itemized List – Disbursements**

Information on the forecasted disbursements for individual items and the timing of the CFI funding requested will be used to establish the instalment schedule for the project.

### ***Forecasted disbursements for individual items***

On the online form, click “show details” to access the Itemized List by expenditure type. For *each item*, enter the forecast of when the disbursements will occur and the expected date the item will be received. The total forecasted disbursements must equal the updated eligible cost estimates entered in the “Itemized List — Eligible costs” section.

When completing this section, consider the following:

- If disbursements for an item are expected to take place over a period of time, split the disbursements over the expected timeline.
- Ensure that the timing of planned disbursements reflects the most current estimates at the time of award finalization and takes into consideration possible delays in the project (e.g. construction delays).

### ***Timing of CFI funding requested***

Indicate the timing of the CFI funding that you are requesting. The total CFI funding requested in this section *must* equal the CFI funding requested in the Summary of Secured Contributions (see section 2.5).

Note that the cumulative funding requested as a percentage of the cumulative costs for each period must *not* exceed the CFI’s agreed share of the costs as calculated in the Summary of Secured Contributions.

## 2.3 Itemized List — Variance

This section provides information on the variances between the proposal and award finalization. Where applicable, provide an explanation for the variances. On the online form, click “show details” to access the Itemized List by expenditure type.

## 2.4 Additional information

The CFI requests additional information for multi-institutional projects and in-kind contributions.

### *Multi-institutional projects*

Add all participating institutions — including your own — and their dollar share of the total eligible costs. The total eligible costs here must equal the total eligible costs provided in the “Itemized List — Eligible costs” section.

### *In-kind contributions*

Enter a description of the methodology used for assigning values to items involving any in-kind contributions, as well as documentation that has been, or will be, kept to support their value.

## 2.5 Summary of Secured Contributions — Updated estimates

In this section, enter the partner contributions to the project. To view the summary of secured contributions submitted in the proposal, click “view proposal data” on the online form.

Select the “add partner” button to add partners to the project. This will lead you 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.

## 3. Conditions

In addition to the electronic submission of the Itemized List and Summary of Secured Contributions, institutions are required to submit a signed copy of the “Award Conditions” document for each project, providing confirmation that the conditions have been met. The form must be signed by the President/CEO or designated representative of the institution (per the Institutional Agreement). The form is available through the “CFI online” section of the CFI website (<http://www.innovation.ca/en/cfi-online/download-reference-forms>). *Do not* attach hard copies of the Itemized List or Summary of Secured Contributions to this form.

Institutions must respond to any specific conditions raised in the CFI funding decision and document how they will be, or have been, addressed. Such conditions must be addressed in writing by the President/CEO or designated representative of the institution (per the Institutional Agreement), and be approved by the CFI before any funds will be released.

## 4. Validation

If you get an “error” message or are unable to submit the Itemized List and Summary of Secured Contributions through the CFI website, please review the document and ensure that:

### ***Itemized List — Eligible costs***

- An updated estimate for the eligible cost has been provided for each item.
- 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. This is mandatory for expenditure category 13 (equipment) and 16 (components).
- An item description has been provided for each item.

### ***Itemized List — Disbursements***

- The total disbursement(s) for an item is equal to the total eligible cost of that item.
- A date or receipt has been entered for all items with an updated eligible cost greater than zero.

### ***Summary of Secured Contributions — Updated estimates***

- The CFI funding requested does not exceed the amount approved by the CFI for this project.
- The proportion of CFI funding is not greater than 40 percent of the total project costs. This would apply to all projects except for those where funding greater than 40 percent has been approved.

### ***Validation involving multiple sections***

- Total eligible contributions in “Summary of Secured Contributions — Updated estimates” are equal to total eligible costs in “Itemized List — Eligible costs.”
- Total disbursements in “Itemized List — Disbursements” are equal to total eligible costs in “Itemized List — Eligible costs.”
- Total CFI funding requested in the “Itemized List — Disbursements” is equal to CFI funding requested in “Summary of Secured Contributions — Updated estimates.”
- The cumulative CFI funding requested as a percentage of cumulative costs for each period as indicated in “Itemized List — Disbursements” does not exceed the CFI funding percentage indicated in “Summary of Secured Contributions — Updated Estimates.”

NOTE: Institutions should consult the Award Finalization main menu for confirmation that the documents have been validated by the CFI and to review any comments, where applicable.