

## CFI Institutional Reports 2009

# ***Guide to Institutions for the Completion of Annual Institutional Reports***

### **Overview**

Institutional Reports address the impact of CFI investments on the institution's ability to implement its strategic research plans in areas such as building innovation capacity, promoting partnerships and generating benefits for Canada. In addition, the Communication Activities section of the Institutional Report communicates the achievement of these strategic objectives. Institutional Reports will become increasingly useful, in the coming years, for overall outcome assessment of infrastructure investments at given Canadian institutions. The communications section of the reports will also be used more extensively in the future to identify opportunities for collaboration and supporting institutions in their efforts to showcase the importance and benefits of research to their respective communities and beyond.

Each year, an analysis of the Communications Activities at reporting institutions is posted as a publicly available document on CFI's web site, along with institutions' progress in achieving the objectives of their respective strategic research plans. Previous years' reports may be viewed at [http://www.innovation.ca/docs/forms/institution\\_report\\_EN.pdf](http://www.innovation.ca/docs/forms/institution_report_EN.pdf)

### **Institutional Reports Required in July 2009**

Each institution that is required to submit one or more annual Project Report(s)\* must also submit an annual Institutional Report Form. (\* See "Project Reports Required in June 2009," in the *Guide to Project Leaders for the Completion of Project Progress Reports*.)

### **Submission Deadline**

The deadline for the submission of an Institutional Report is July 31, 2009, which is one month after the deadline for submission of Project Progress Reports. Institution-specific project data submitted by June 30 will be collated by the CFI and returned to the respective CFI Liaison as an Excel worksheet by July 15. This will enable institutions to use the data to prepare their Institutional Reports.

### **Late Submissions**

Please be advised that future installments for all CFI-funded projects to your institution (including new awards to be finalized, if any) will be held back unless all reports from your institution are received in a timely manner. Institutions will be notified of overdue reports and given a limited time to comply with the requirements before funding for the institution is put on hold. Installments will resume once all reports have been submitted.

## **Completing the Institutional Report Form**

The Institutional Report Form is available on the CFI web-site. Institutions must use the web-based electronic form for completing and submitting their respective reports.

Using their institutional username and password, institutions may access the “Project and Institution Reports” screen. From this screen, the institution can complete the Institutional Report Form.

## **What’s New for Reporting in 2009**

As part of the CFI’s accountability responsibilities, the communications component of the Institutional Report will continue to request quantitative (numeric) data on the past year’s communication activities highlighting CFI-funded research infrastructure. This will help the Communications team to document and-analyze partner institutions’ overall efforts in this regard.

With respect to institutions’ communication activities for the coming year, the CFI will cease to collect numeric data. We will focus instead on the more meaningful qualitative information provided in other parts of the form, concerning specific CFI-supported projects to be featured in the coming year. In particular, this will serve to identify opportunities for communication collaborations between the CFI and institutions.

## **Submitting the Institutional Report On-line**

When completed, the report can be submitted to the CFI by selecting “Yes” in the “Submit Report” column, on the “Project and Institution Reports” screen. No further changes can be made to the report once submitted, although it can be viewed and printed at any time.