



Canada Foundation for Innovation
Fondation canadienne pour l'innovation

Infrastructure Operating Fund Annual Report Instruction Manual

March 2009

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General information

This document is intended to help institutions complete the online *IOF Annual Report*. For more specific information on the Infrastructure Operating Fund itself, please refer to Sections 2.3 and 6.10 of the CFI Policy and Program Guide or visit the CFI website (www.innovation.ca) for:

- downloadable templates (under CFI Online> Download Reference Forms> IOF);
- IOF Frequently Asked Questions (under Programs> Funds>Infrastructure Operating Funds>Frequently Asked Questions).

The annual report is divided into five sections:

1. Annual report on actual expenditures
2. CFI contributions
3. Request for release of infrastructure operating funds
4. CFI instalments
5. Certification

The report must be completed online and submitted electronically to the CFI by June 15. It must be signed by the institution's Account Administrator and President/CEO (or designated representative, as per the Institutional Agreement), and sent to the CFI before disbursements can be made.

Annual report on actual expenditures

In this section, report the actual expenditures eligible for IOF for the past fiscal year. Institutions must break down this information by type of expenditure: personnel, supplies, maintenance and repairs, services, and "other."

This section also includes system-generated information on cumulative expenditures as of the end of the previous fiscal year and the percentage of total cumulative expenditures for each type of expenditure.

When completing this section, note the following:

- When reporting an amount under "other," please provide a description in the text box, where indicated. You will not be able to submit the report without a description.
- If the percentage of total cumulative expenditures for "supplies" exceeds 10 percent, you must get approval from your CFI Senior Programs Officer.

CFI contributions

This section is system-generated and shows the total CFI funding received and the CFI excess payment (shortfall).

The CFI excess payment is the difference between the expenditures incurred by the institution and the funding received from the CFI as of the reporting date. This amount affects the instalment schedule calculated in the “CFI instalments” section.

Request for release of infrastructure operating funds

In this section, indicate the forecasted eligible IOF expenditures for the current year by expenditure type. The system will calculate the percentage of total cumulative expenditures for each type of expenditure.

When completing this section, note the following:

- If an amount is reported under “other,” please provide a description in the text box, where indicated. You will not be able to submit the report without a description.
- If the percentage of total cumulative expenditures for “supplies” exceeds 10 percent, you must get approval from your CFI Senior Programs Officer.
- Sufficient funds must be available in the “unused available allocation” at the time of submission. If the total forecasted expenditures for the current fiscal year exceed the unused available allocation, you will not be able to submit the report.

CFI instalments

Based on the forecasted expenditures for the current year, the system will automatically generate an instalment schedule. Please note that the instalment will include an adjustment for any CFI excess payment, or shortfall, as calculated in the CFI contributions section. Please refer to Section 6.10.5 of the CFI Policy and Program Guide for more information on the establishment of the payment schedule.

Certification

This section is only accessible to the institution’s Account Administrator who must read the statements and check off the certification box. You must also fill in the names of the Account Administrator and President/CEO (or designated representative, as per the Institutional Agreement). Without filling in the names and checking off the certification box, you will not be able to submit the report.

Once you electronically submit the IOF Annual Report, the Account Administrator and President/CEO (or designated representative, as per the Institutional Agreement) must print and sign the PDF version of the report and then send it to the CFI.