

## CFI Institutional Reports 2008

# ***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/evaluation/index.cfm>

### **Institutional Reports Required in July 2008**

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 2008," in the *Guide to Project Leaders for the Completion of Project Progress Reports*.)

### **Revised Deadline (July 31, 2008)**

For 2008, the deadline for the submission of an Institutional Report Form has been changed to July 31, to allow more time for institutions to compile the information. (Also see "What's New for Reporting in 2008," below.)

### **Late Submissions (After July 31, 2008)**

When an institution is late in submitting required annual reports, the CFI intends to temporarily suspend **all** further instalments of funding to the institution, until the reports are provided. Institutions will be notified about overdue reports and given a limited time to comply with the requirements before funding for the institution is put on hold.

### **Institutional Management of the Reports**

Using their institutional username and password, institutions may access the "Project and Institution Reports" screen. From this screen, the institution can complete and submit the Institutional Report Form, set an internal deadline to allow time for verification of Project Reports, and submit Project Progress Reports to the CFI.

For the current reporting year, a list of all projects for which a report is due is provided and the completion/submitted status of each is shown. A total of the reports submitted versus the number due is given.

The institution may access a Project Progress Report that has been completed by the Project Leader and, once approved, can submit it to the CFI. Project Progress Reports which are not yet submitted can be accessed and edited by the institution. Reports that have already been submitted to the CFI can be viewed and printed.

### **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.

The Institutional Report Form includes sections that require simple responses using check boxes and spaces for numbers. There are also text boxes for the inclusion of written responses. For each text box, guidelines provide the maximum number of characters allowed and the estimated page length. A pop-up notification message will appear when the character limit is reached, and no additional entry of text will be allowed.

The information that the institution is asked to provide should cover the year April 2007 to March 2008.

### **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.

### **What's New for Reporting in 2008**

The Institutional Report Form for 2008 is identical to last year's. However, the submission date has been extended to July 31, as noted earlier. Also new for 2008, the CFI will return institution-specific project data to the CFI Liaison as an Excel worksheet. It is anticipated that data submitted by June 30 will be returned to the institution by July 15. The extension of the submission date will therefore enable institutions to use the CFI-collated project data to prepare their Institutional Reports.