

CFI Project Progress Reports 2011

Guide to Project Leaders for the Completion of Project Progress Reports

Overview

Annual Project Progress Reports are required by the Canada Foundation for Innovation (CFI) for every project that it funds, for five years following the finalization of the award. These reports help to demonstrate the results of investment in research infrastructure at Canadian institutions through such measures as the: attraction and retention of researchers; training of highly-qualified personnel; advancing and transforming research; partnerships and collaborations; and social and economic benefits. In addition, the reports provide information on issues such as the implementation status of various infrastructure projects, operations and maintenance, and the useful life of the infrastructure for evaluation and monitoring purposes.

Each year an analysis is published on the CFI web site. Previous years' reports may be viewed at <http://www.innovation.ca/en/evaluation/institutional-reports-and-analysis-of-investments-and>

Project Reports Required in June 2011

A Project Progress Report is required for each infrastructure project funded under any CFI program, as long as the award was finalized (i.e. the CFI issued an Award Agreement):

- after March 31, 2006, and
- before April 1, 2011

A Project Leader can determine whether a June 2011 report is due by viewing the list of annual reports required for the project on the "Projects Funded" screen within the Project Leader's own Portfolio page.

Submission Deadline

The deadline for the submission of a Project Progress Report is June 30, 2011. However, institutions have the ability to set an earlier 'internal deadline'. Both the CFI and institutional deadlines will be displayed in the on-line system.

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 Project Progress Report Forms

Project Progress Report forms are available on the CFI web-site. Project Leaders must use the web-based electronic forms for completing and submitting reports. To access the report form, please see <http://www.innovation.ca/en/cfi-online>

If you cannot find answers to your questions on the web page or require further technical assistance with the online forms, please contact the CFI help desk at help.aide@innovation.ca.

Note: If you are a Canada Research Chair (CRC), you can also access the CFI Project Progress Report form through the CRC site by using your user name and password.

What's New for Reporting in 2011

The few changes made to the form this year intend to highlight the increasing strategic importance for the CFI of the ways in which CFI-funded infrastructure and related research provide concrete benefits to Canadians. These changes include placing the "Benefits to Canada" section at the beginning of the report, clarifying how to report on the benefit(s), and expanding the character limit provided for the description. Space has also been added allowing for respondents to provide contact information if they are interested in the possibility of having their research profiled in CFI's communications materials.

Submitting the Project Progress Report On-line

Once all the information is entered and saved in the electronic form, the Project Leader returns to the Portfolio page to indicate that the report is completed by switching the "Report completed? – Yes/No" toggle to Yes. The Project Leader can reverse this by clicking on the "No" toggle.

After the Project Leader has completed the report, the institution may decide that revisions are needed, even though the internal deadline has passed. The institution may allow the Project Leader to access the report again by selecting "Yes" on the "Revisions" button.

Using the Institutional username and password, the authorized official for the institution may review the report, and if it is deemed ready, may electronically submit the report by clicking on the "submit to the CFI" toggle. At this point, no further changes can be made by either the Project Leader or the Institution, although both can view or print the report.