

**Award finalization form**

Institution  
 Project number  
 Project leader  
 Anticipated project end date

**Budget and forecasts**

An updated budget is normally not required at this stage. However, this may be needed in a small number of instances, if one or more of the following occur:

- the CFI has requested that an updated budget be submitted;
- there are changes to the infrastructure that require prior CFI approval. The institution must obtain prior CFI approval for:
  - any change having a negative impact on a project and its research objectives, regardless of the cost implications;
  - any new item (including increases in the quantity of an item) for which the cost exceeds \$50,000;
- one or more items need to be removed or amended as per the funding decision.

	Yes*	No
Is there a need for an updated budget for this project? <b>*If yes, please submit the updated budget online.</b>		
Will the infrastructure be located at an institution other than indicated in the proposal? <b>*If yes, please describe below.</b>		

If this project has a CFI contribution of \$1 million or more and will take longer than two (2) years from award finalization to complete, please provide a reasonable estimate of your forecasted expenditures by year.

Forecast period	Prior to 03-31-2015	04-01-2015 to 03-31-2016	04-01-2016 to 03-31-2017	04-01-2017 onwards	Total eligible costs
Total forecasted expenditures					

## Certification

I declare that the following statements are accurate and reflect the current status of this project:

- The budget submitted by the institution in the proposal or upon award finalization includes only eligible costs.
- Eligible costs reflect the fair market value. A formal competitive bid process, as per usual institutional tendering and purchasing policies and procedures, has taken or will take place prior to the purchase of items.
- All expenditures have or will be incurred after the applicable eligibility date, in accordance with section 4.10 of the Policy and program guide.
- In-kind contributions have or will be valued in accordance with section 6.5 of the Policy and program guide.
- The institution has secured the eligible partner contributions. If a contribution does not materialize, the institution will secure another contribution or will make that contribution itself.
- The institution will ensure that appropriate resources are provided for the operation and maintenance of the CFI-funded research infrastructure over its useful life (i.e., the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose, factoring in normal repairs and maintenance).

### Where applicable:

- The institution has met conditions imposed in the funding decision.
- The institution has removed items from the budget and decreased the amount requested from the CFI, in accordance with the funding decision.
- An inter-institutional agreement that is in compliance with section 6.2.6 of the Policy and program guide is in place and a copy has been sent to the CFI (including instances where the CFI funding is transferred entirely to an affiliated entity).
- Construction or renovation on every site will start within 18 months of the funding decision.

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President or authorized signatory

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Date

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Print name

*Please send a scan of this document by email to the Senior programs officer responsible for your institution.*