

# CFI College-Industry Innovation Fund (CIIF)

## Post-award workshop

*Sandra Zohar - Programs*

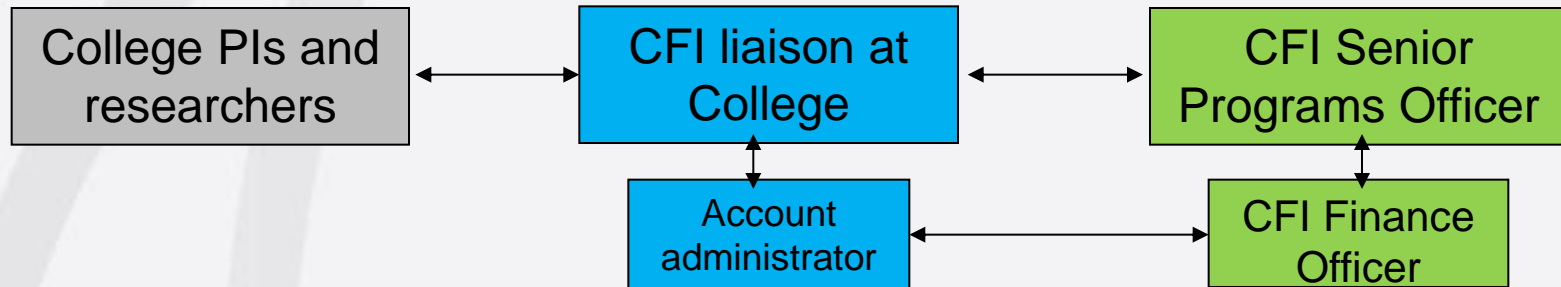
*Isabelle Henrie - Finance*

April 23, 2013

# Outline

- Introduction (SZ)
  - Funded institutions and CFI contacts
  - Timeline
- Finance (IH)
  - Award finalization process
  - Award agreement
  - Important CFI policies (purchasing & in-kinds)
  - Annual financial reporting
  - O&M and IOF
- Amendments (SZ)
- Progress Reports (SZ)
- Communications (SZ)

# Contact with the CFI

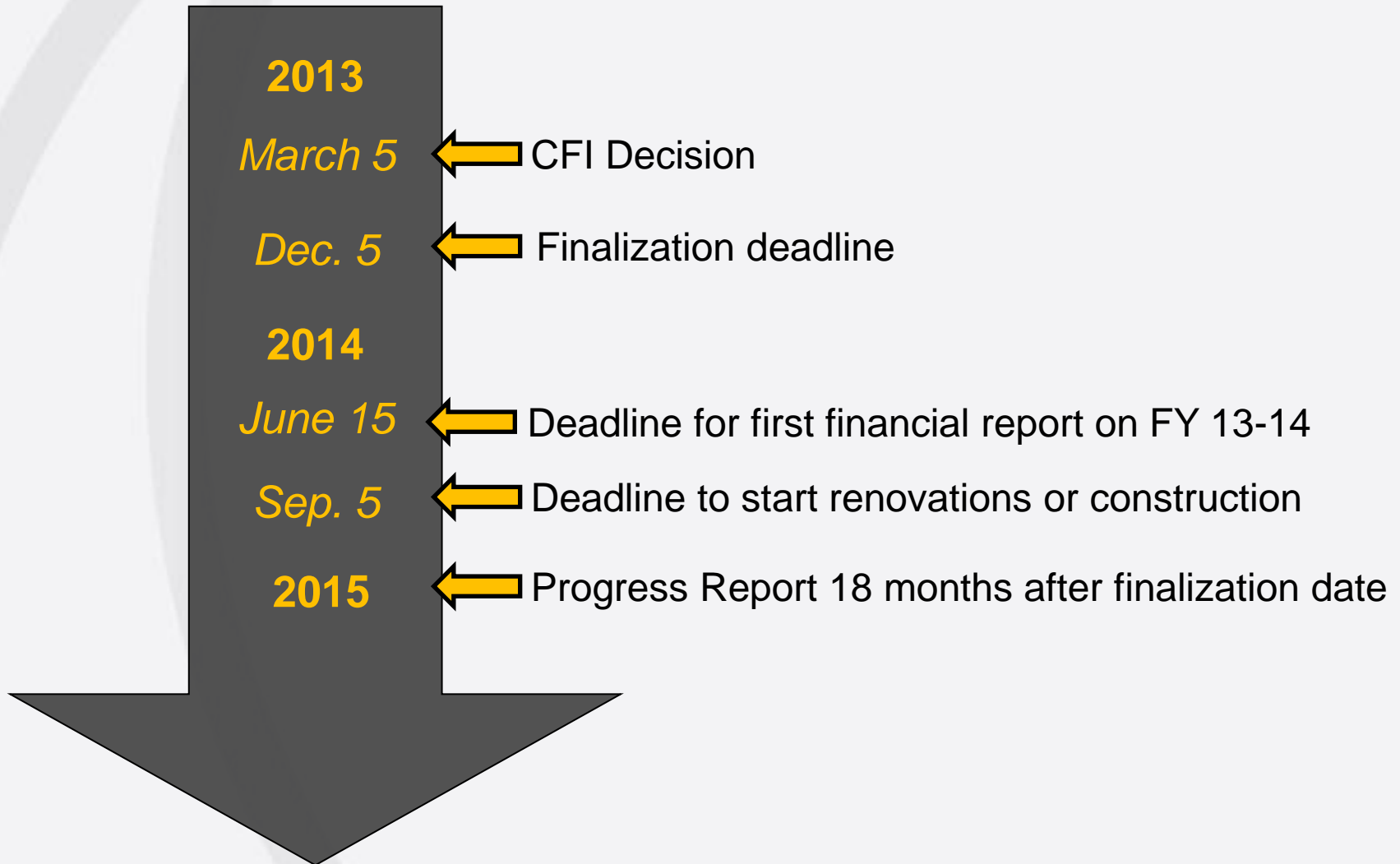


- Each college has a designated CFI Senior programs officer who:
  - Provides advice on all CFI guidelines
  - Ensures follow-up of funded projects
  - Ensures that all conditions are met and that finalization documents are in order
- SPO is the one-stop shop for all CFI matters
- Contact is done through the person designated as the college's CFI liaison on the Institutional Agreement

# Funded Colleges in Round 2

Institution	CFI Liaison	Account Administrator	CFI SPO
Algonquin College of Applied Arts and Technology	Mark Hoddenbagh	Duane McNair	Sandra Zohar
Cégep André-Laurendeau (stream 2)	Louise Ross	Pierre Masella	Sylvie Boucher
Cégep de Saint-Jérôme	François Adam	Francine Lauzon	Mireille Labrie
Cégep de Sainte-Foy	Christian Morin	Alain Brochier	Laurent Messier
Cégep de Trois-Rivières	Jean Des Lauriers	Marc Leblanc	Laurent Messier
Cégep de Victoriaville	Vincent Guay	François St-Cyr	Mireille Labrie
Collège Ahuntsic	Joël Findlay	Yvon Pépin	Laurent Messier
Collège de Maisonneuve	Bruno Ponsard	Fatima Harouroud	Olivier Gagnon
Collège Édouard Montpetit (stream 2)	Valérie Damourette	Stéphanie Paquette	Mireille Labrie
Collège Shawinigan	Marie-Pierre Pinard	Louise Villemure	Laurent Messier
George Brown College	Dawn Davidson	Ric Ho	Mireille Labrie
La Cité collégiale	Michel Caron	Marc Tassé	Laurent Messier
Mohawk College of Applied Arts and Technology	Ted Scott	David Graham	Sandra Zohar
Nova Scotia Community College	Anne Campbell	Maureen Gills	Sandra Zohar
SAIT Polytechnic	Priya Batchelor	Wayne King	Sandra Zohar
Sheridan College Institute of Technology and Advanced Learning	Darren Lawless	Michael Collins	Sandra Zohar
St. Lawrence College	Cam McEachern	Patricia Kerth	Sharyn Szick

# Post-Award **TIMELINE**



# Policy and Program Guide

[Home](#) / [Our Funds](#)

## OUR FUNDS

The CFI's funding architecture is designed to deliver on the CFI's mandate by meeting the current needs of the research community, its partners and stakeholders. The CFI funding architecture covers the full spectrum of infrastructure: projects to attract a leading researcher; team-led innovative projects that have a structuring effect for an institution or a region; and large-scale national projects.

Please note that only eligible institutions — and not individual researchers — may submit a proposal to the CFI. We encourage researchers to contact their institutional research office to learn more about internal application processes.

### [Leading Edge and New Initiatives Funds](#)

Eligible institutions may now submit proposals until April 26, 2012.

### [Leaders Opportunity Fund](#)

This ongoing program accepts proposals from eligible institutions at specific times throughout the year.

### [Infrastructure Operating Fund](#)

Eligible institutions may submit a claim once a year by June 15.



### [Major Science Initiatives Fund](#)

The CFI Board of Directors will make the decisions in March 2012.

### [College-Industry Innovation Fund](#)

Eligible institutions may submit stream 1 letters of intent until June 8, 2012 and stream 2 proposals until April 20, 2012.

## POLICIES



- ▾  [Policy and program guide](#)
  - ▾ [Archived guides](#)
- ▾  [Sharing of good practices](#)
- ▾ [Complementary information](#)

## INSTITUTIONAL DOCUMENTS

- ▾  [Institutional agreement](#)
- ▾  [Institutional agreement \(Québec\)](#)
- ▾  [Strategic research plan summary](#)

## MANAGING CFI AWARDS



### Award finalization

- ▾  [Instruction manual](#)
- ▾  [Award conditions](#)

### Amendment module

- ▾  [Instruction manual](#)

### Financial reports

- ▾  [Instruction manual](#)
- ▾  [Personnel costs – Record of time and activities performed](#)

### Project progress reports

- ▾  [2012 template](#)

# Award Finalization **Process**

Eligible recipients must provide the CFI with:


- The *Itemized list and summary of secured contributions*;
- The *Award Finalization Form*;
- If applicable, responses to conditions included in CFI funding decision




# On-line CFI FINALIZATION

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**Did you know?**   
Research builds better business

March 29, 2012





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**CFI ONLINE**

CFI Online

## CFI ONLINE

- [▶ Researchers](#)
- [▶ Reviewers](#)
- [▶ Institutions: liaison](#)
- [▶ Institutions: finance](#)
- [▶ Getting Started with CAMS](#)

## ADDITIONAL HELP

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## CFI ONLINE

### CFI Online

The CFI Awards Management System (CAMS) allows you to apply for CFI funding, upload supporting documents, and view the progress of and decisions on the awards.

#### Current Opportunities

Leading Edge and New Initiatives Funds

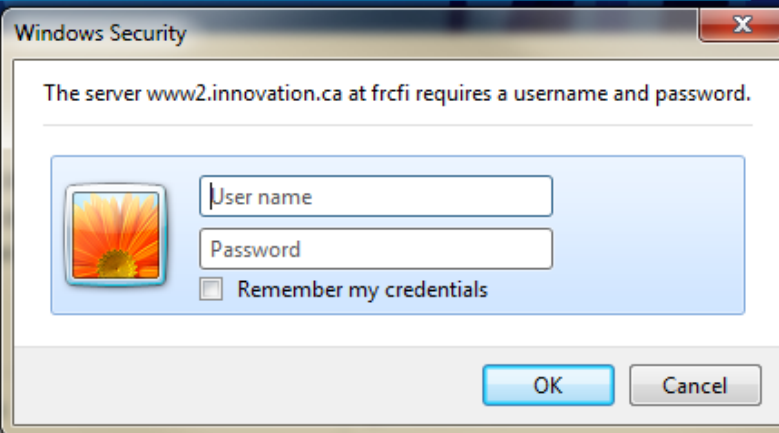
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- ▶ [Reviewers](#)
- ▶ [Institutions: liaison](#)
- ▶ [Institutions: finance](#)
- ▶ [Getting Started with CAMS](#)

#### ADDITIONAL HELP

If you cannot find answers on the above web page or require further technical help with the online forms, please contact the CFI help desk at [help.aide@innovation.ca](mailto:help.aide@innovation.ca).

The CFI responds to all queries as quickly as possible (typically within one business day).



# On-line CFI FINALIZATION



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## Institutional Financial Portal

CFI Institution No.: 910    Institution: Tset inst alt

- > [Award Finalization](#)
- > [Financial Reports](#)
- > [Amendments](#)
- > [Infrastructure Operating Fund \(IOF\)](#)

For more information please e-mail [help.aide@innovation.ca](mailto:help.aide@innovation.ca)

# On-line CFI FINALIZATION



[Main Menu](#) [Close](#)

## Award Finalization

CFI Institution No.: 910    Institution: Tset inst alt

- [Itemized List and Summary of Secured Contributions](#)
- [Award Conditions](#)
- [Researchers access to Itemized List and Summary of Secured Contributions](#)

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For more information please e-mail [help.aide@innovation.ca](mailto:help.aide@innovation.ca)

# On-line CFI FINALIZATION



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## Infrastructure Projects Itemized List and Summary of Secured Contributions

[Important Instructions](#)

CFI Institution No.: 910 Institution: Tset inst alt

Choose from list:

Not yet submitted  
Not yet submitted  
Previously submitted

[Continue...](#)

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For more information please e-mail [help.aide@innovation.ca](mailto:help.aide@innovation.ca)


# On-line CFI FINALIZATION



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for Innovation

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## Infrastructure Projects Itemized List and Summary of Secured Contributions

 [Important Instructions](#)

CFI Institution No.: **910** Institution: **Tset inst alt**

Choose from list:  [Continue...](#) [New Submission](#)

Click on "New Submission" to create the Itemized List and Summary of Secured Contributions for a new project.

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For more information please e-mail [help.aide@innovation.ca](mailto:help.aide@innovation.ca)

# On-line CFI FINALIZATION



[List of submissions](#) [Award Finalization](#) [Main Menu](#) [Close](#)

## Infrastructure Projects Itemized List and Summary of Secured Contributions

 [Important Instructions](#)

CFI Institution No.: **910** Institution: **Tset inst alt**

Project No.  [List](#)

Project Start Date  /  ? (MM/YYYY)

Anticipated Project End Date  /  ? (MM/YYYY)

[Create](#)

Both project start date and anticipated end date are required in order to create a new submission.

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For more information please e-mail [help.aide@innovation.ca](mailto:help.aide@innovation.ca)

# Itemized List & Summary of Secured Contributions

## **Institutions must provide:**

- Updated cost estimates
- Timeline for the acquisition of the infrastructure (disbursements)
- Explanation for variances
- Additional information as required
- Updated partner contributions (summary of secured contributions)

**New items that were not included in the proposal may not be added to the *Itemized list***

*Refer to section 6.2 of the PPG and the Award Finalization Instruction Manual*



# Award finalization form

## **This document confirms, among other things, that:**

- Only eligible costs have been included and that they reflect the fair market value (applies to in-kind contributions as well)
- All partner contributions are secured
- The institution will ensure that appropriate resources are provided for the operation and maintenance of the CFI-funded research infrastructure over its useful life

**It must be signed by President or authorized signatory and sent to the CFI**





# Award Agreement

## **An Award Agreement is prepared for each CFI-funded project**

- It must be signed by Account Administrator and President or authorized signatory and sent back to the CFI
- It indicates the agreed share of eligible costs, the maximum CFI amount, the instalment schedule and the financial reporting requirements for the project

*Refer to section 6.3 of the PPG for additional information on the Award Agreement and the instalment schedule*

# Important CFI Policies

## *Purchasing*

- All purchases must follow usual institutional tendering and purchasing policies and procedures
- At a minimum, these must comply with Annex 502.4 of the Agreement on Internal Trade
- Institutions must make careful use of the sole source exemptions



# Important CFI Policies

## *Account Administration*

- Institutions must maintain adequate financial records and separate project accounts for each CFI-funded project
- Institutions must be prepared to provide supporting documentation for expenditures and contributions related to each eligible item reported in a CFI-funded project
- List of required supporting documentation is provided in the Policy and Program Guide

*Refer to section 6.4 of the PPG for additional information on Account Administration*

# Important CFI Policies

## *In-Kind Contributions*

- Non-monetary resources that partners provide toward eligible costs for projects, e.g.:
  - Equipment donations
  - Supplier discounts in excess of what would normally be provided
- Items must be reported at fair market value
- In-kinds are **voluntary**
- Institution's responsibility to ensure in-kind contributions are real and properly valued
- **In case of doubt about in-kinds, contact the CFI**

*Refer to section 6.5 of the PPG for additional information on in-kind contributions*

# On-line



Close



## Institutional Financial Portal

CFI Institution No.: 910    Institution: Tset inst alt

- > [Award Finalization](#)
- > [Financial Reports](#)
- > [Amendments](#)
- > [Infrastructure Operating Fund \(IOF\)](#)

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For more information please e-mail [help.aide@innovation.ca](mailto:help.aide@innovation.ca)

# Annual financial reporting



- Annual financial reports due by June 15 every year after award finalization
- If final financial report will be submitted by September 30, annual financial report is not required by June 15
- Reports are submitted electronically
- Final financial report must also be printed and signed by Account Administrator and authorized signatory

*Refer to section 6.7 of the PPG for additional information on financial reporting*

# O&M and IOF

- Institutions' responsibility to provide sufficient funds for the operation and maintenance of CFI-funded infrastructure
- IOF helps institutions partially fulfil that requirement
- 30% of the CFI contribution is allocated in addition to the capital investment
- IOF covers a portion of the O & M costs to ensure optimal use of the infrastructure
  - IOF can be claimed over period where infrastructure is still being used for research
  - Eligible costs for the IOF: Salaries of technicians, services (electricity, security, cleaning), replacement parts, etc.

*Refer to sections 4.6 and 6.10 of the PPG for additional information on IOF*



# Project **Amendments**

## **Changes requiring prior approval from your CFI SPO**

- To the infrastructure (e.g. item not purchased, cost increase)
- In the nature or amount of constructed or renovated space
- Significant delay in the project
- Location of a major infrastructure item

Requests made through the Amendment module in the — Institutions: Financial Access section of the CFI website

*See PPG, section 6.6*

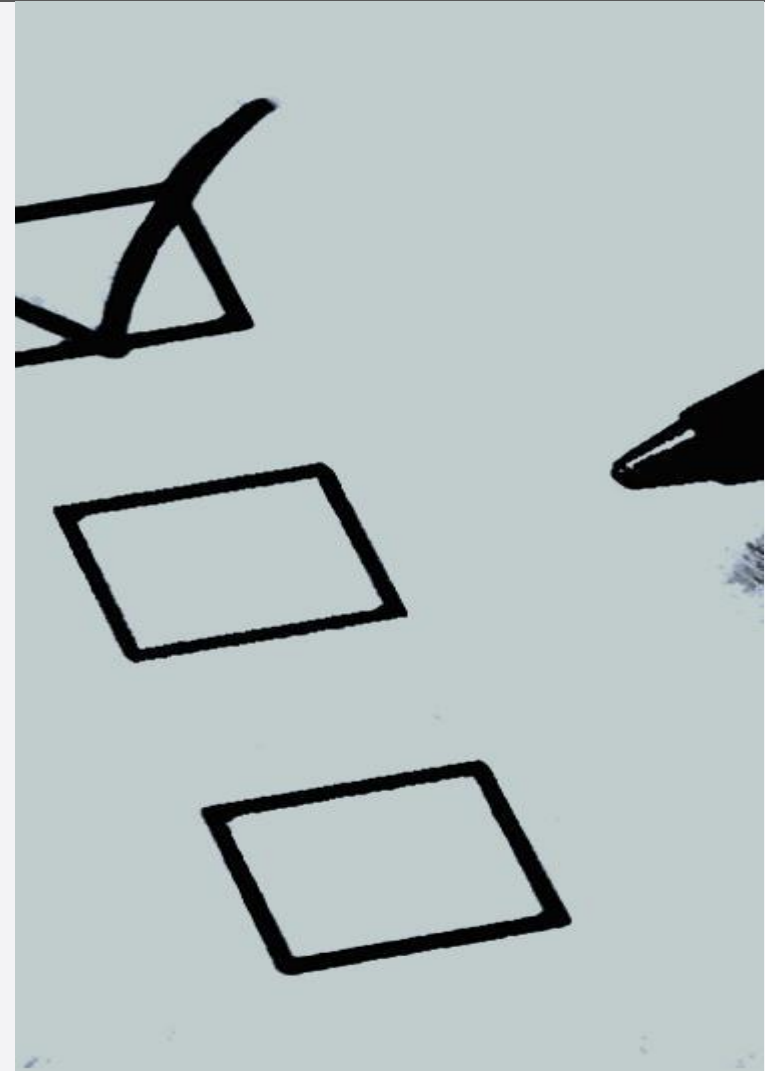


# Reporting on **PROGRESS**

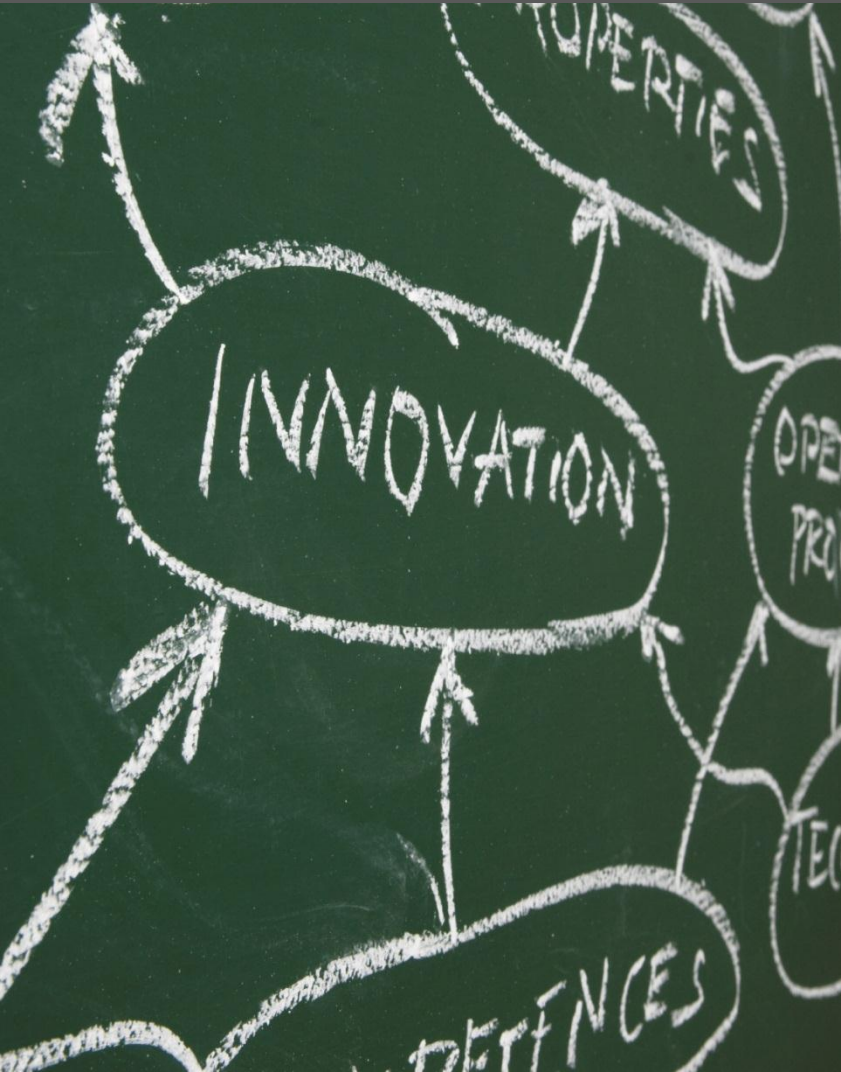
Two components of progress reporting:

## 1. **Performance indicators**

- related to the use of infrastructure
- 18, 36, and 60 months after award finalization
- Excel spreadsheet provided by CFI



# Reporting on **PROGRESS**



## 2. Interviews

To supplement the performance indicator information, the CFI will contact you (also at 18, 36 and 60 mo) to discuss:

- implementation activities
- use of the infrastructure
- capacity to support business innovation and conduct research
- nature and type of partnerships
- technology and knowledge transfer activities
- challenges and mitigation strategies

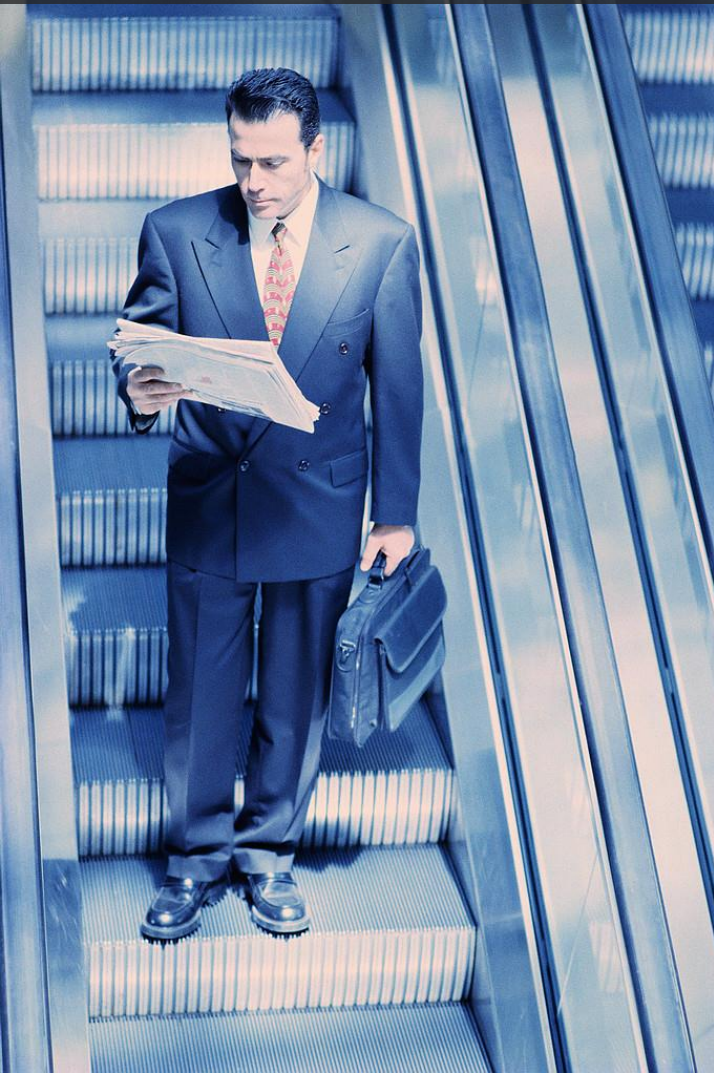
# CFI Communications

Currently we are focusing on impact stories that show how research:

- Helps build strong communities
- Delivers tangible economic benefits to Canadians (e.g. jobs, commercialization)



# Showcasing **IMPACT** stories in



- “Research in action” page of [innovation.ca](http://innovation.ca)
- Inserts (e.g. national newspapers)
- Monthly e-newsletter to parliamentarians and government decision makers

*Contact : [rodrigue.hurtubise@innovation.ca](mailto:rodrigue.hurtubise@innovation.ca)*

# QUESTIONS

Contact your SPO

Go online at  
[www.innovation.ca](http://www.innovation.ca)

Read the *PPG* and the  
*Award Finalization  
Instruction Manual*

