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)
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

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<td>Cam McEachern</td>
<td>Patricia Kerth</td>
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Post-Award TIMELINE

2013
- March 5: CFI Decision
- Dec. 5: Finalization deadline

2014
- June 15: Deadline for first financial report on FY 13-14
- Sep. 5: Deadline to start renovations or construction

2015
- Progress Report 18 months after finalization date
Policy and Program Guide

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 16.

**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.
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
On-line CFI FINALIZATION
On-line CFI FINALIZATION

CFI Online

The CFI Awards Management System (CFI Online) is the online system used to apply for CFI funding, upload supporting documentation, view the progress of and decisions on the applications.

Current Opportunities

Leading Edge and New Initiatives Funds

CFI ONLINE

- Researchers
- 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.

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

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
On-line CFI FINALIZATION

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

For more information please e-mail help.aide@innovation.ca
On-line CFI FINALIZATION

Infrastructure Projects
Itemized List and Summary of Secured Contributions

CFI Institution No.: 910  Institution: Tset inst alt

Choose from list:
- Not yet submitted
- Previously submitted

Continue...

For more information please e-mail help.aide@innovation.ca
On-line CFI FINALIZATION

Infrastructure Projects
Itemized List and Summary of Secured Contributions

CFI Institution No.: 910 Institution: Tset inst alt

Choose from list: Not yet submitted Continue... New Submission

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

For more information please e-mail help.aide@innovation.ca
Infrastructure Projects
Itemized List and Summary of Secured Contributions

CFI Institution No.: 910
Institution: Tset inst alt

Project No.

Project Start Date

Anticipated Project End Date

Create

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

For more information please e-mail help.aide@innovation.ca
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.
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
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.
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

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
**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
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
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
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
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
- Inserts (e.g. national newspapers)
- Monthly e-newsletter to parliamentarians and government decision makers

Contact: rodrigue.hurtubise@innovation.ca
QUESTIONS

Contact your SPO

Go online at
www.innovation.ca

Read the PPG and the
Award Finalization
Instruction Manual