

Important changes to the CFI post-award online environment

The CFI Awards Management System (CAMS) is the secure Web portal where eligible institutions apply for CFI funding, upload supporting documents, collaborate to submit proposals and submit Project Progress Reports. Since its launch in 2011, CAMS has been evolving, with the addition of new modules and functionalities. In December 2014, the CFI will introduce new post-award functionalities as a final step in the roll-out of this system which will replace the functionalities of the legacy system institutions have been using for many years. This change will affect all users who rely on the current system for award finalization, amendments, financial reports and the IOF Annual Report, as well as to view the details of the institution's IOF allocation. In addition, the CFI will also introduce a module for viewing funding decisions information and competition documents.

While the CFI is not making any significant changes to the content of the forms (e.g. amendment, financial reports), nor introducing any new policies, users will be required to familiarize themselves with new interfaces and functionalities — the interface, navigation and search features in CAMS are quite different from the legacy system.

The post-award modules we will deploy in December will include a number of new or improved features and functionalities that will better assist institutions in managing their portfolio of CFI-funded projects. For example, institutions will now have more flexibility in determining system access privileges for each of the post-award modules, and institutional users will also be able to access additional information, such as payment information and project end dates. We have also added several new search features to allow users to better access the information they need, including the ability to export search results to Excel.

In addition, we plan to introduce new overview functionalities that will offer key information related to a project or to an institution's portfolio of projects — all on one screen. Many of these enhancements are the result of consultations with institutional users; thank you to all those who participated.

As we prepare to implement these significant changes to our awards management system, we ask for your help and patience. We expect that you will experience many benefits with these new modules over the long term, but know that an implementation of such magnitude may face a few technical challenges along the way. We hope to work collaboratively with you to address any short-term issues. Over the longer term, we aim to continually improve our awards management system to best suit your needs. We hope you will offer your feedback on the changes and share with us your ideas on how this system can continue to assist you in your management of CFI-funded projects.

Below you will find important information about the implementation and the steps your institution needs to take to prepare for it. In [Appendix A](#), we summarize the main differences between CAMS and the legacy system you currently use. Please consult this reference document to ensure a smooth transition to CAMS.

Planning for the system outage

The deployment of the new modules is currently scheduled to take place **December 6 to 14, 2014**. **Please note: there will be no online access during this period.** This outage applies to *all* pre-award and post-award functionalities, including the completion of new proposals, amendments and financial reports. We apologize for any inconvenience this may cause.

Completion of access forms

Access privileges for CAMS post-award modules are very specific in that the information a user can view and the tasks they can perform are determined by the privileges they are granted by their institution for each module. The CFI recognizes that each institution operates differently, so we ensured that the new system could adapt to a variety of practices.

Each institution will be able to give different access privileges to each of their users for these modules:

- Proposal, decision and project progress report (grouped for access purposes)
- Award finalization
- Amendment
- Financial report (for infrastructure projects)
- Infrastructure Operating Fund
- Payments
- Project overview
- Institutional overview

The institution will generally be able to choose from these access privileges:

- Read only
 - Data capture (no submission capabilities)*
 - Submit (includes data capture and submission capabilities) *
 - No access
- * Available only for modules that involve the completion and submission of forms and reports.

Institutions will need to make two determinations for user access related to post-award modules:

1. Determination of system access privileges for *each* institutional user (excluding project leaders); please identify access per *individual*
2. Determination of system access privileges for *all* project leaders at the institution; please identify access for this *group of individuals*

To establish the proper accounts and access privileges, the CFI Liaison and the CFI Account Administrator for each institution must **complete and return the *Institutional users access form* and the *Project leaders access form* to the CFI by October 24, 2014**. The *Institutional users access form* can normally be submitted by either the CFI Liaison or the CFI Account Administrator, but for the initial submission in October, the CFI requires that this form be completed and submitted by both individuals.¹

Institutional users access form (excludes project leaders)

For this form, the institution must:

- provide the name and contact information of each institutional user, excluding project leaders
- specify if the user is a new or existing CAMS account holder
- indicate the required access privileges for each module.

Accounts will be created or modified by the CFI. Following the creation of a new account, an automated email notification from notification@cfi-fci.ca will be sent to the user to activate the account. The account must be activated within 30 days of receipt, so please ensure with your IT department that the CFI's automated activation messages are not blocked by your institution's firewall.

Note: institutional users with an existing CAMS account who do not require access to post-award modules are not impacted. Only include such users in the form if they require access to post-award modules. If you would like a list of existing CAMS accounts for your institution, please email help.aide@innovation.ca.

¹ The forms can be sent via email to accountmanagement@innovation.ca by either the CFI Liaison or the CFI Account Administrator, as long as the other individual is copied on the correspondence.

We will be setting up user accounts and access privileges the week of December 15, 2014, shortly after the deployment, and will advise the CFI Liaison and the CFI Account Administrator once they have been created so that they can verify that institutional users have properly activated their accounts. Please let the CFI know if there are any issues. We encourage institutions to consider whether users outside the research and finance offices should have access to any of the modules to assist them in their daily activities (e.g. procurement, treasury, project managers, etc.).

We strongly discourage the sharing of usernames and passwords. Each institution must ensure that the requested users and access privileges complement the institution's internal control framework, including the appropriate segregation of duties.

Managing accounts following the December 2014 deployment

Any subsequent changes to user accounts and/or access privileges will need to be sent to the CFI using the *Institutional users access form*. This will be the case for both pre-award and post-award modules. The CFI Liaison, the CFI Account Administrator and the signing authority as per the Institutional Agreement will have the ability to view the list of their institution's current user access privileges in CAMS. The CFI is currently assessing the feasibility of developing functionalities that would allow institutions to manage their own access privileges without CFI intervention, but this will not be available for some time.

Project leaders access form

Currently, project leaders automatically have access to proposal and project progress report information in CAMS. With the new deployment, the institution will now be able to grant project leaders access to any or all of these post-award information or functionalities in relation to their project:

- view award finalization information (e.g. status, award agreement, budget at award finalization, CFI conditions)
- view amendment information (e.g. status, amendment in progress or submitted, CFI comments), and complete amendment requests for internal submission to the institution
- view financial report information (e.g. status, financial reports in progress or submitted, CFI comments)
- view payment information and associated CFI comments

While institutions can choose which access privileges to grant, the selection will apply to all project leaders at the institution as this cannot be customized at the individual project leader level (e.g. Dr. Smith vs. Dr. Jones).

Most project leaders have a CAMS account and they will continue to use their existing user names and passwords. The access privileges for the various post-award modules (as determined by the institution) will be enabled once the new functionalities are introduced in December. Project leaders who do not have a CAMS account but do have a CFI PIN to access the legacy system will need to create a CAMS account and will be able to link their existing PIN to their new username (see [Getting started with CAMS: An overview document for researchers](#)).

The *Project leaders access form* must only be completed once, and the information will help the CFI set up the initial access privileges for project leaders in CAMS. Following the December deployment, the CFI Liaison and CFI Account Administrator will be able to modify these privileges in CAMS.

Note: from this form, we will also be collecting the institutional name abbreviation you would like to use in CAMS. This abbreviation will be used in forms for ease of reference (e.g. location of infrastructure items), and should consist of no more than six characters. (This information is unrelated to project leader access, but the form provides an opportunity to collect the information needed for the deployment.)

Submission of Itemized lists and Summaries of secured contributions

With this deployment, the Itemized list and Summary of secured contributions (ILSSC) form is being discontinued. As a result, your institution must submit all ILSSC in progress to the CFI **before November 14, 2014**, for the information to be considered. If it is not received before this date, the information institutions have started to complete in the forms will be lost. Institutions must not submit ILSSCs online **between November 15 and December 5, 2014**. If this causes issues for a given project, please contact your Senior Programs Officer at the CFI to make alternate arrangements for updating the project's budget prior to award finalization.

Following the December 2014 deployment: For projects that do not require a budget update prior to award finalization, as is the case for most projects, institutions should continue to simply fill out and send the Award finalization form to the CFI. Once received, the CFI will upload this form in CAMS and institutions will be able to view it online. For these projects, the budget submitted in the proposal will form the basis for the award agreement.

If a project requires a budget update prior to award finalization, institutions will have to submit an amendment request using the Amendment module. This same module will also be used to request budget updates once the award agreement is in place.

Institutions should consult section 6.2.5 – Updated budget in the [CFI Policy and program guide](#) to determine if an updated budget is required for a given project. No changes to these guidelines have been made since May 2013.

Forms in progress: Action required

The transition to CAMS involves the migration of a significant amount of information from the legacy system. Forms and reports that have been submitted prior to the deployment of the new system have been archived and will be available in PDF format in CAMS. Forms and reports that an institution has started to complete but has not yet submitted to the CFI are considered “in progress,” and are more challenging since they involve the migration of data into a new system and with sometimes slightly modified forms.

The following table indicates the expected outcome from the transition and the actions required by institutions.

Forms in progress	Expected outcome and actions required by institutions
Proposals	No action required since proposals are already in CAMS. The same forms, including any information entered by the institution, will be accessible following the deployment.
Amendment request	The information entered by the institution in any amendment that has not yet been submitted to the CFI will transfer to the new environment and institutions will be able to complete their amendment request in CAMS. Action: “item location” is a new field and may need to be entered for <i>all</i> budget items.
Interim financial report — Infrastructure project	No action required. The information entered in interim financial reports that have not yet been submitted to the CFI will transfer to the new environment and institutions will be able to complete their financial report in CAMS.
Final financial report — Infrastructure project	Most of the information entered by the institution in a final financial report that has not yet been submitted to the CFI will transfer to the new environment and institutions will be able to complete their financial report in CAMS. Action: “item location” is a new field and will need to be entered for <i>all</i> budget items. Institutions may also need to adjust the CFI actual contribution. In addition, the description of infrastructure changes may need to be re-entered by the institution as this information is now combined into one section where it was previously split up by individual item.

IOF annual report	No action required. The information entered by the institution in any IOF annual report that has not yet been submitted to the CFI will transfer to the new environment and institutions will be able to complete their report in CAMS.
Project Progress Report (PPR)	No action required since PPRs are already part of CAMS. The same forms, including any information entered by the institution, will be accessible following the deployment.

Please note that although we have described above the expected outcome resulting from the post-award transition to CAMS, the CFI is recommending that institutions review all data entered prior to the deployment to ensure that it has been migrated properly. The CFI also encourages institutions to submit as many forms and reports as possible prior to the deployment to minimize the risks involved with the migration.

Information session

A one-hour information session will be offered via webinar in late November 2014 to all individuals who will be using CAMS post-award functionalities at your institution (e.g. research and finance staff, departmental staff that play a significant role in the post-award administration of CFI awards). (The webinar is not intended for project leaders since the researcher portal will not be presented. We suggest communication activities for project leaders below.) The webinar will cover important information related to the new post-award modules and functionalities in CAMS, and will discuss the main changes in this new system. We are offering two sessions in English and two in French.

Space is limited to 100 participants per webinar, so please register early by clicking on your preferred date below. For those who are unable to attend, an archived version of the webinar will be posted on the [CFI online](#) webpage at the end of November. In addition, CAMS user guides will be posted on this webpage in December. These guides will be a key resource for institutional users.

Date	Time	Language
Monday, November 17, 2014	1:30-2:30 p.m. EST	French
Monday, November 24, 2014	1:30-2:30 p.m. EST	French
Tuesday, November 25, 2014	1:30-2:30 p.m. EST	English
Thursday, November 27, 2014	1:30-2:30 p.m. EST	English

Communicating with project leaders

The involvement of project leaders in post-award activities and their level of interaction with CAMS will vary from one institution to another and will depend on the system access privileges granted by the institution. While project leaders from some institutions will be involved (e.g. data entry in amendment request), other institutions may decide not to involve their project leaders at all from a system perspective when it comes to post-award.

Given the above, **it will be the responsibility of each institution to communicate any relevant information regarding the upcoming deployment and changes in post-award functionalities to its project leaders.** We encourage institutions to tailor their communication to include only what is relevant and applicable to their project leaders (e.g. discuss newly added payment information only if the institution is providing access to project leaders to view this information). In early December, the CFI will be updating the user guide, [Getting started with CAMS: An overview document for researchers](#), to include post-award

functionalities. This updated document will be posted on the [CFI online](#) webpage, and can be used to support your communications with project leaders. As well, please feel free to make use of the material posted on the CFI online webpage.

Reporting issues to the CFI

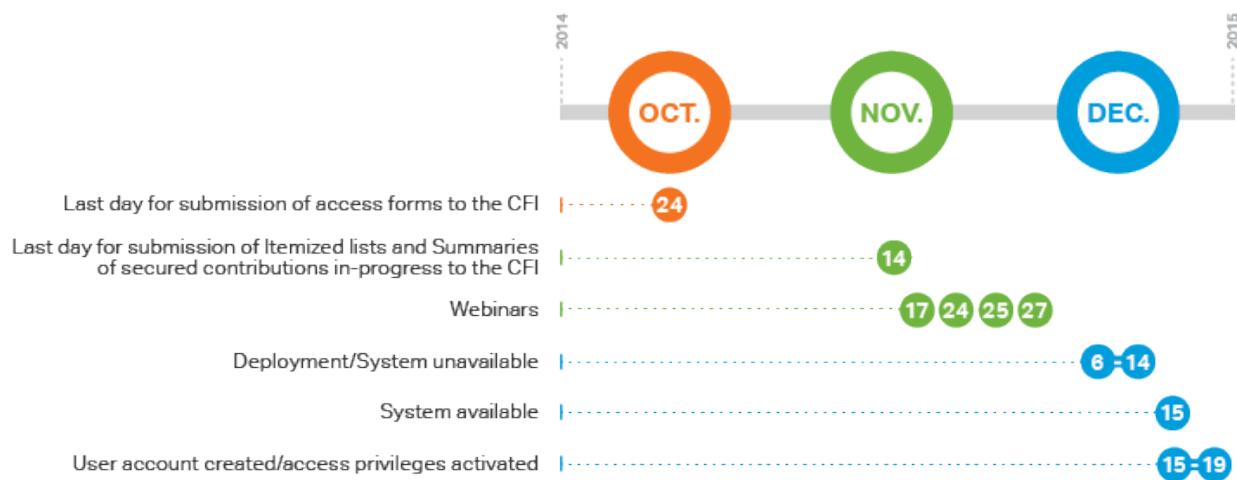
Although the CFI is conducting extensive testing for the new post-award modules and has addressed critical issues, we anticipate a small number of unresolved minor issues when the deployment occurs in December and in the months that follow. This is expected with any system implementation of such magnitude.

The CFI wants to work collaboratively with institutions in identifying and addressing any issues that arise. If issues do arise:

- Institutions should report them to the CFI help desk at help.aide@innovation.ca. Please provide a clear description of the issue and appropriate references (e.g. project number, section reference) so the CFI can reproduce it and resolve it.
- Following the deployment, the CFI will post a summary of unresolved issues on its [CFI online](#) webpage, along with an expected timeframe for resolution based on the importance of the issue and its priority. Institutions will be able to consult this summary at any time.
- Should a serious issue occur, a message will be displayed on the CAMS [sign-in](#) webpage to alert users.

Although we do not expect it, should there be a need to bring down the system for a given period of time to resolve an important issue, the CFI has a contingency plan in place to allow critical activities to continue (e.g. institutional payments).

Diagram of key dates and activities



Main differences between CAMS and the legacy system

1.0 Changes to online forms

Although the interfaces for data entry will be different in CAMS and some of the content has been re-ordered, displayed differently or reformulated, there are very few changes that have been made to the information that needs to be entered in the post-award forms. Minor changes are as follows:

- The item location will now need to be entered for all budget items when submitting an amendment request or a final financial report. This was not previously required in the legacy system.
- The requirement to select a partner name from an established list of partners will only be required at the final financial report stage. Prior to this stage, when submitting an amendment request, the partner name will be entered as free-form text. This differs from the legacy system where the need to select partners from an established list of partners was in place for the amendment and the final financial report. Search features for partners have also been enhanced, and improvements have been made to the process for creating new partners.
- For final financial reports:
 - the names of partner institutions and their share of the total eligible costs is no longer requested for multi-institutional projects;
 - a new feature is available to include attachments;
 - a description of the changes to the infrastructure must be provided in one section instead of on an individual item basis.

Institutions will also notice that the headings of the first two columns in the interim financial report have been reformulated. In the first column, “total forecast per award agreement or latest amendment” has been reworded for simplicity to “latest approved budget”². For the second column, “revised total for project” has been reworded for greater clarity to “most recent forecast of total expenditures” or “most recent forecast of total contributions.” Note that the expected information to be displayed or entered in these columns has not changed.

2.0 New features to help you manage CFI-funded projects

2.1 Overview functionalities

CAMS will have new overview functionalities that will allow users to view important information at either the institutional level or at the more detailed project level — all on one screen, and without having to navigate to different modules. Limited information will be available to institutional users (other than project leaders) upon deployment in December. With your input on the type of information that would be helpful, we hope to expand and improve these functionalities over time. The development of project overview functionalities for project leaders, as well as a repository of institutional reports, is currently scheduled for 2015. We would appreciate any suggestions you may have for improvements.

2.2 Enhanced search features

Search features for post-award modules have been improved to increase functionality (e.g. search by project number, project leader name, status, etc.). Most modules also have the ability to export the search results to Excel, allowing you to save and use this information for internal follow-up with relevant individuals or as an action item list. In addition, institutions will have the ability to sort the search results based on the information in the various columns.

² Also applies to final financial reports.

2.3 New available information

Based on feedback received during user consultations, we are making a variety of new information available to institutions in CAMS. For example:

- Funding decisions information and competition documents will be available.
- The award finalization module provides access to all award finalization forms that have been submitted to the CFI such as the award agreement (including revised award agreements if any) and the award finalization form submitted for a given project. These will be uploaded to CAMS by the CFI for easy reference by the institution.
- The payment module provides the ability to access payment information related to a project or to all projects for a defined period of time. It will include details of past payments made and future payments scheduled.³ The information can be exported to Excel.
- Latest approved end date, financial reporting frequency and date of next financial report due for all ongoing projects. The information can be exported to Excel to allow you to manage your financial report submissions and/or project end dates since many institutions have a review process that includes oversight on project completion.

2.4 Electronic submission

New in CAMS will be an online certification for final financial reports of infrastructure projects and the IOF annual report. Only users that have been assigned submission privileges by the institution will be able to submit these reports online. A hard copy with signatures will no longer need to be forwarded to the CFI. This will reduce administrative burden while still maintaining an appropriate level of control over these submissions.

³ A period of two weeks will be required following the deployment in December for the CFI to input recent payment information into CAMS.