



Fondation canadienne pour l'innovation

Canada Foundation for Innovation

Personnel costs
CFI-funded research infrastructure project

Please read the information on the next page carefully before completing this form.

Employee name: Title:

Period:

Project number:

Item number(s) in CFI budget:

Description of the eligible activities performed in relation to CFI research infrastructure project:

Empty rectangular box for description of activities.

Personnel costs reported to the CFI:

Table with 3 columns: Number of hours spent performing eligible activities (A), Salary rate (including benefits) (B), Total personnel costs reported to the CFI (A)+(B). Includes 5 empty rows.

Certification: I hereby certify that the above information is accurate.

(Employee signature)

(Project leader signature)

Notes:

- 1. The institution must also retain supporting evidence for the individual's salary and benefits (e.g., letter of hire or change in salary, payroll records).
2. The CFI will also accept a confirmation of this information from another person (e.g., department head) if that person is knowledgeable of the time spent and the activities performed by the employee.

**Please read the following information carefully before completing the above form:**

- This form should only be used when reporting personnel costs calculated using the actual amount of time spent by an employee on a CFI-funded research infrastructure project. If the institution uses other established practices, it should review the CFI Policy and program guide to ensure that they are acceptable to the CFI, and should also review the supporting documentation requirements.
- Personnel costs reported in CFI-funded research infrastructure projects must be related to eligible activities as they appear in the initial or updated budget and/or in the final financial report.
- At a minimum, this form should be completed prior to filing a CFI financial report. A single record of time which covers the entire period since the last filing or time records completed more frequently are both acceptable.
- The institution must keep on file all documentation for audit purposes for a minimum of six years and provide it upon request. The six-year period starts at the end of the fiscal year to which the record relates.
- This form should not be used when reporting the salary of technicians and professionals under the Infrastructure Operating Fund (IOF). A different form is available for that purpose.