

CANADA FOUNDATION FOR INNOVATION

2026 National Research Facilities Workshop

Discussion with the CFI Finance

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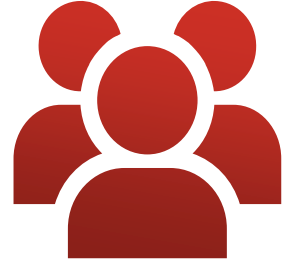
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Workshop format



- Updates from CFI
- Forum for discussion: we would like to hear your good practices, challenges and questions



Participant representation

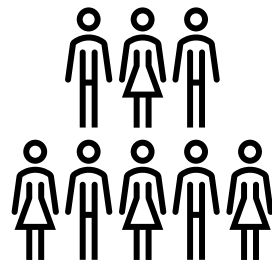


Are you from:

Lead institution

Facility

Other



Funding cycle extension (YR 7: 2029-30) and additional funding for 2026-27 and 2027-28

- CFI will be seeking approval from the Board of Directors and ISED to extend the current MSIF funding cycle by one year, to March 31, 2030. This extension will allow CFI to align the review and decision-making processes for the 2029 Innovation Fund and the next MSIF competition.
- Pending approval, up to \$132M will be allocated to Year 7 (2029-30) of the extended MSIF cycle. Funding will be distributed proportionally to each facility based on its total CFI contribution.
- The extended cycle will shift the next MSIF competition by one year.
- In addition to the funding for the one-year extension, the CFI has set aside funding for a one-time budget top up. Facilities may request up to approximately 5% of their current CFI contribution for additional eligible expenses in 2026-27 and 2027–28, with appropriate justification. Up to an additional \$28.9M will be allocated to 2026-27 and 2027-28.



Funding cycle extension (YR 7: 2029-30) and additional funding for 2026-27 and 2027-28

How to request funding:

- Your Senior Programs Officer has informed you of the maximum amounts for the one-time budget top-up (2026-27 and 2027-28) and year 7 (2029-30) for which your facility may apply. They also provided guidance on how to request the additional funding and award extension (consult the Guidelines for requesting a one-year funding extension and one-time budget top-up that were sent by email).
- All requests must be submitted by June 15, 2026 and will undergo external expert review in Fall 2026. These will be presented for CFI Board of Director approval in November 2026.
- One-time budget top-up will support eligible operating and maintenance activities (repairs, replacement parts or minor upgrades) in 2026-27 and 2027-28. Funds must be fully used by **March 31, 2028**; requests beyond this date will not be considered.
- If total requests exceed available funds, the CFI may apply administrative reductions to awards.



Funding cycle extension (YR 7: 2029-30) and additional funding for 2026-27 and 2027-28

Breakdown of O&M costs and partner contributions – Excel template:

- Total costs and partner contributions for Years 1–6 align with the annual budget update and the financial report;
- New expenditures and partner contributions related to 2026-27 and/or 2027-28 top-up and Year 7 are entered in colored cells;
- Requested amounts do not exceed the maximum eligible amounts communicated by email;
- The increased CFI contribution does not exceed the maximum allowable CFI funding share of eligible costs, as defined in your award agreement.
- Unused contingency funds must remain in Year 6. Additional contingency funding may be requested for Year 7 and must be included within the eligible expenditures for that year. Such funding must not exceed 10% of the facility's annual eligible expenses for Year 7.
- Following Board approval, facilities will submit an amendment (requiring Board approval) in CAMS reflecting approved expenditures and partner contributions for Year 4 and/or 5 (top-up) and 7.

Operating and Maintenance Costs													
Project number													
Facility name													
Administrative institution													
Submitted on:													
Expenditure type	Item description	Total costs Year 1	Total costs Year 2	Total costs Year 3	Total costs Year 4	Top up costs Year 4	Total cost Year 4 & top up	Total costs Year 5	Top up costs Year 5	Total cost Year 5 & top up	Total Year 6	Total costs Year 7	Total Year 1-7 incl. Top up
Administrative personnel							0			0			0
Total Administrative personnel		0	0	0	0	0	0	0	0	0	0	0	0
Scientific and technical support personnel							0			0			0
Total Scientific and technical support personnel		0	0	0	0	0	0	0	0	0	0	0	0
Extended warranties / Service contracts							0			0			0
Total Extended warranties / Service contracts		0	0	0	0	0	0	0	0	0	0	0	0
Replacement parts and minor upgrades							0			0			0
Total Replacement parts and minor upgrades		0	0	0	0	0	0	0	0	0	0	0	0
Services (e.g. custodial, security, utilities)							0			0			0
Total Services		0	0	0	0	0	0	0	0	0	0	0	0



Travel and hospitality

- CFI is now required to follow Government of Canada guidelines for travel and hospitality expenses and must report annually to the Government on these costs.
- Provisions are applicable to CFI and the projects we fund
- Appendix C of the [MSIF Oversight Framework](#) has been updated to reflect that all travel and hospitality expenditures must, on a prospective basis, comply with:
 - the Modern Travel Practices of the National Joint Council [Travel Directive](#), and
 - the standards set out in the current [Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures](#) (THCEE).





Travel and hospitality

- Accommodations and meal per diems are considered travel costs (not hospitality)
- Per diems not to exceed National Joint Council's (NJC) Travel Directive Appendix C – Allowances – Modules 1, 2 and 3
- Food and beverages not to exceed limits per THCEE B.2.2.2.1
- Refer to the [Directive on THCEE A.2.2.8](#) "Table 1 Checklist of Trip Authorization Elements". It includes rationale why virtual presence or other remote meeting solutions were not applied
- Blanket travel authority can be used for travel which is continuous and repetitive in nature (see details in NJC Travel Directive)
- Entertainment and alcohol are ineligible costs (per the CFI's Contribution Agreement with the Government)
- We will start submitting the travel and hospitality annual report to the Government in fall 2027 for actual costs as at March 31, 2027



Travel and hospitality

- Separate expenditure types have been added for travel and hospitality within the amendment and the financial report, to be used on a prospective basis
- More granularity required in the amendment versus the interim financial report (for the external review committees)
- **Amendment**
 - Travel and hospitality projections needed for the amendments due June 15, 2026
 - Travel and hospitality actual costs needed for the amendments due June 15, 2027
- When preparing your next annual budget update in CAMS, you will be required to itemize travel and hospitality costs under the following subcategories:
 - Operational activities (e.g., for infrastructure deployment, operation and maintenance)
 - Outreach (e.g., strategic planning, stakeholder consultations, user meetings)
 - Governance (e.g. Board meetings, finance committee, international advisory committee)
 - Training (e.g., conferences, workshops, training sessions, visits to other facilities)
- Hospitality would typically be for outreach and governance



Travel and hospitality - Amendment

Overview | Change to end date | Change(s) to budget | **Eligible costs**

Eligible costs

This section allows you to add/delete items and to modify their location, click on the appropriate expenditure type link in the list below.

The full cost of each item must be entered. The costs entered in this section are used for additional purposes other than research, the full cost of each item must be entered.

[Export to Excel](#)

Expenditure type	Cash
Administrative personnel	
Scientific and technical support personnel	
Extended warranties / Service contracts (MSI)	
Replacement parts and minor upgrades	
Services (e.g. custodial, security, utilities)	
Supplies and consumables	
Communications and outreach activities	
Administrative costs (excluding personnel)	
Training and professional development	
Contingency (up to 10 percent of annual costs)	
Other operating and maintenance costs	
Travel	
Hospitality	
Total eligible costs	\$

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Overview | Change to end date | Change(s) to budget | **Eligible costs** | Contributions | Attachments

Eligible costs

[Hide years](#) | [Save and return](#) | [Save and remain on current screen](#) | [Cancel](#)

Cost of individual items

Travel

[Add item](#)

Item number	Item description	Previously submitted	Cost of individual items			Item location	Variances		Delete
			# of items	Cash	In kind		Total	# of items	
34	Operational		2	15,000	0	15,000	-	15,000	✗
	Year 1		0	0	0		-	-	
	Year 2		0	0	0		-	-	
	Year 3		0	0	0		-	-	
	Year 4		1	5,000	0	5,000	1	5,000	
	Year 5		1	10,000	0	10,000	1	10,000	
	Year 6		0	0	0		-	-	
35	Outreach		3	4,000	0	4,000	-	4,000	✗
	Year 1		0	0	0		-	-	
	Year 2		0	0	0		-	-	
	Year 3		0	0	0		-	-	
	Year 4		1	1,000	0	1,000	1	1,000	
	Year 5		0	0	0		-	-	
	Year 6		2	3,000	0	3,000	2	3,000	
	Total eligible costs			\$19,000	\$0	\$19,000		\$19,000	



Travel and hospitality

- Separate expenditure types have been added for travel and hospitality within the **Interim financial report**
 - One expenditure type for travel and one for hospitality
 - Projections for the interim financial report due June 15, 2026
 - Actual costs needed for the interim financial report due June 15, 2027



Travel and hospitality - Interim financial report

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Overview **Eligible costs** Contributions Confirmation Summary

Eligible costs



In this section, you must enter the most recent forecast of total expenditures for the project (i.e. actual costs to date plus most recent forecast of remaining expenditures to complete the project). You must also enter the actual costs, and the forecasted expenditures for the next two periods.

Display/Print Save

Period ending 2025-03-31

Expenditure type	Summary of eligible costs										
	Latest approved budget			Most recent forecast of total expenditures			Actual to 2025-03-31 (Cumulative)			Forecast for the next two periods	
	Cash	In-kind	Total	Cash	In-kind	Total	Cash	In-kind	Total	2025-04-01 to 2026-03-31	2026-04-01 to 2027-03-31
Administrative personnel											
Replacement parts and minor upgrades											
Services (e.g. cust											
Supplies and cons											
Communications a											
Administrative cos											
Scientific and tech											
Contingency (up to costs)											
Other operating ar											
Extended warranti (MSI)											
Training and prof											
Travel	0	0	0	0	0	0	0	0	0	0	0
Hospitality	0	0	0	0	0	0	0	0	0	0	0
Total eligible costs				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Reasons for returning financial reports or amendments (most common in 2025)

- Inconsistencies between the actual and forecasted costs by fiscal year, by category or overall as presented in the interim financial report versus the amendment
- Cumulative CFI funding requested exceeds the maximum allowable funding % (in excess of 40% or 60%). Example included on next slide.
- Incorrect allocation of the CFI contribution by fiscal year. Prepayments should be entered in the year to which they relate, not the year paid. Remember to validate the breakdown by fiscal year with the individual tables that CFI sends each institution/facility in spring each year.
- Misclassification of partner contributions (facilities should avoid using the category "other" when possible)
- Include ineligible expenses in the budgets (e.g. bad debt expense)



Cumulative funding percentage (example)



At each reporting period, we look at the cumulative CFI % (including IOF). If the CFI amount for the current year exceeds the maximum CFI %, we will return the financial report and the amendment and ask the institution/facility to adjust the CFI amount.

In June 2026, we will look at cumulative actuals as of March 31, 2026. The following is an example, using CFI's internal template.

	Per latest annual budget update				
	23-24 (actuals)	24-25 (actuals)	Cumulative at Mar 31/25	25-26 (projected)	26-27 (projected)
Costs	1,400,000	1,700,000	3,100,000	1,700,000	1,700,000
CFI amount	900,000	900,000	1,800,000	1,090,000	900,000
IOF			-		
Total CFI & IOF	900,000	900,000	1,800,000	1,090,000	900,000
Cumulative CFI & IOF	900,000	1,800,000		2,890,000	3,790,000
Annual CFI % including IOF	64.29%	52.94%		64.12%	52.94%
Cumulative % including IOF	64.29%	58.06%		60.21%	58.31%
Max CFI %	60%	60%		60%	60%
Max CFI amount	840,000	1,020,000		1,020,000	1,020,000
Cumulative Max CFI amount	840,000	1,860,000		2,880,000	3,900,000
Contingency	-	-	-	-	-
			Excess CFI amount requested	10,000	



Variance analysis expectations

- Should typically explain variances of 20% or more, for both actuals and forecasts.
- Template was shared by your Senior Programs Officer.
- Explanation for the fiscal year you are reporting on, but also the impact on the project over the remaining life. E.g., if the costs for administrative personnel decreased by \$100k in year 3, explain if there will be a catch up in later years, if not why not, and the overall impact on operations.
- We have noticed some cases where forecasted amounts for future years are not updated and amounts are plugged in the last year. It's important to provide accurate estimates as these numbers are used by the CFI for forecasting or other purposes.

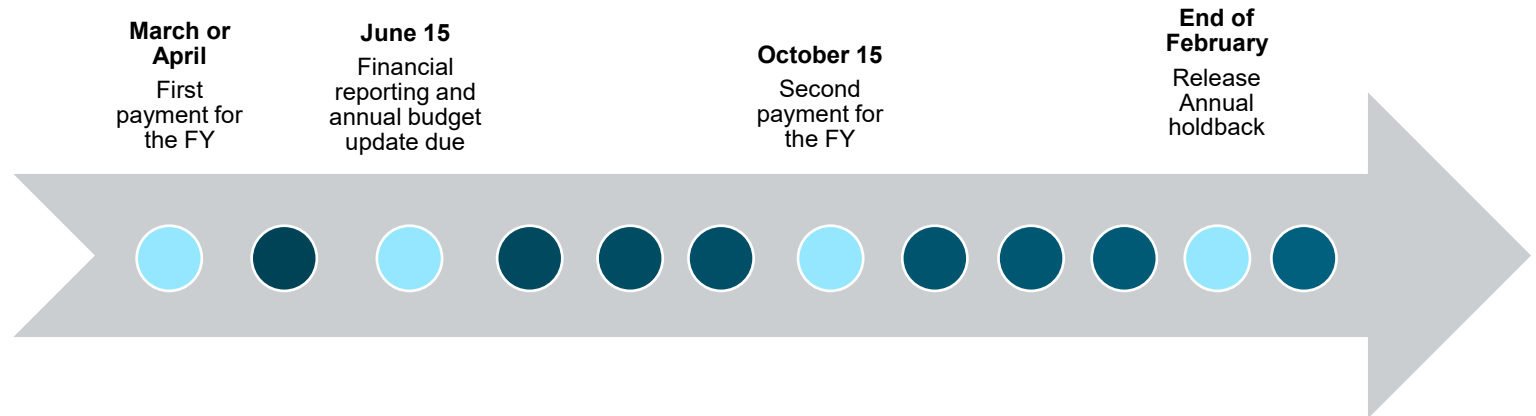


Reminder: The use of the contingency should be approved through amendment type "Change request". This makes it easier for CFI to track the usage of the contingency.





Typical reporting and payment timeline



- Timing of first payment depends on CFI cashflow balances and when CFI receives government funding
- First payment for 2026-27 paid on March 6 or 13
- October 15, second payment is dependent on fulfilling reporting obligations and confirming partner funding
- Holdback for 2025-26 was paid on February 20, 2026
- Reporting advance payments in financial reports and amendments (challenges in 2025 reporting)





Annual reporting obligations

- **June 15** reporting obligations:
 - Interim financial report
 - Amendment - type Annual budget update
 - ! Amendment type is important as amendments can be returned
 - Annual partner funding confirmation
 - ! Payment will be held without satisfactory confirmation
 - Variance explanations (should be included as attachments to the interim financial report or amendment)
 - Annual progress and performance report





Your comments from 2025 workshop



1. **Interim financial reports and budgets timelines – what we heard:** Could CFI publish timelines for when the facilities can expect revisions on the interim financial report and the amount of time CFI needs a response?

CFI practice: Financial reports and the annual budget update are due June 15. Our team in collaboration with the Research Facilities team reviews these reports and aims to provide feedback for revisions in a timely manner, typically within 10 weeks

2. **Financial reporting deadline – what we heard:** Can CFI change the reporting deadline to a later date?

CFI response: It is not feasible to push the deadline as the MSIF team relies on budget information for the review committees which take place in the fall

3. **Item quantities within amendment report – what we heard:** Is challenging, especially for some categories such as replacement parts and repairs. How is this data being used by CFI and what is its usefulness?

CFI response: Quantity of “1” is sufficient for some categories that are difficult to quantify. The quantity of FTE is the most important.

4. **Different order for expenditure types – what we heard:** The difference in expenditure category order between the amendment and financial report makes data entry more difficult.

CFI response: We have now modified so that the order is the same in both webforms.



Your comments from 2025 workshop



- 5. Information sharing – what we heard:** Communication break between University and MSI facilities – could information be sent to both, Facilities and institutions.

CFI practice: By default, the CFI communicates with the CFI liaison and the facility director. We expect information to be shared, as appropriate, within the facility and the institution. For specific cases or topics, CFI may include additional contacts (e/g/ board chair or account administrator).

- 6. Eligibility of post-doc salaries – what we heard:** In the operation of facilities, institutions rely on the help of post docs, however this kind of contribution is not eligible for matching funding. It would be very beneficial to be able to recognize post-doc salaries in the total budget for the operation of the facility. They would not be paid for by MSI funds but could be used as matching funding.

CFI practice: Cannot report ineligible costs as matching funding

Ineligible:

- Trainee stipends

Eligible:

- Portion of the salary of students (e.g., summer or co-op) for eligible O&M activities. For example, skilled trades or technology development for improving facility services or enhancing core platforms
- Portion of the salary of students (e.g., summer or co-op) for tasks related to the administration of the facility (e.g., accounting)





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Thank you!