

Amending your research infrastructure project

Always consult the CFI Policy and program guide (PPG), the competition's call for proposals or JELF program guidelines for more details.

When is it necessary to submit an amendment?

Amendments are submitted during award finalization as well as throughout the implementation of a project, when:

- The CFI has requested an updated budget
- There are changes to the research infrastructure that require pre-approval from the CFI, including:
 - Any changes having a negative impact on a project and its research objectives, regardless of cost implications
 - Any new items (including increases in the quantity of an item) with a cost exceeding \$50,000
- A project has received a partial funding decision
- Expenditures won't be completed on time, and the anticipated end date needs to be modified
- One or more items need to be removed or modified according to the funding decision.



Note: From a technical standpoint, a new amendment request cannot be created in CAMS if a financial report is in progress. Similarly, if an amendment request is in progress, a new financial report cannot be created.

Where are amendments submitted?

All amendments are submitted through the amendment module of the CFI Awards Management System (CAMS). By default, only the president and liaison identified in your institutional agreement can enter data and submit an amendment. However, through the institutional agreement and access privileges screen, those default users can grant access to allow other users (including project and team leaders) to enter data or submit an amendment.

Refer to sections 9 and 15 of [Getting started with the CFI Awards Management System: An overview document for institutional administrators](#) for details.

How does the CFI determine whether a change is acceptable?

The CFI assesses and determines whether changes to the infrastructure are acceptable on a case-by-case basis. For what the CFI considers an acceptable change and what constitutes a change with a negative impact, refer to [section 6.6.1](#) of the PPG.

What information should an amendment include?

The sections below offer guidance on what to include in an amendment, based on the type of change you are requesting.

For the removal of an item:

- A justification for why the item is being removed
- An assessment of how this removal impacts the overall project and its research objectives
- A confirmation that the project will still be completed as originally awarded

For the addition of a new item:

- A justification for why the item is being added
- A description of how the item is directly related to and essential for the project
- The status of purchasing
- A detailed timeline for completing the purchase within the set project implementation timelines (see [section 4.1.1](#) of the PPG)
- The fair market value assessment (submitted to your Senior Programs Officer and Programs Officer via email) and relevant research security form (submitted in CAMS) for in-kind contributions over \$500,000

For changes to construction or renovation:

- A confirmation that construction/renovation is still expected to start within 18 months of the funding decision on **all** sites, where possible
- An updated description of the space, timeline, floor plans (when there are multiple rooms) and a detailed breakdown of costs when the renovation budget is expected to be greater than \$500,000

For an extension to the end date:

- A rationale for the delay
- A description of the progress in project implementation
- A statement on the feasibility of completing the project within the implementation timelines (see [section 4.1.1](#) of the PPG) and by the requested new end date
- Risk mitigation plans
- A description of the impact on the project and research objectives
- A description of the impact on the innovativeness and timeliness of the research

Resources

[Policy and program guide](#)

[Research security](#)

[Getting started with the CFI Awards](#)

[Management System: An overview document for institutional administrators](#)