

Requirements for finalizing your CFI award

Outlined below, you will find information on what each institution must do to finalize their institution's award, before signing an award agreement. Always consult the CFI Policy and program guide (PPG), the competition's call for proposals or JELF program guidelines for more details.

Submit the award finalization form

To start the finalization process, complete and submit an award finalization form in the CFI Awards Management System (CAMS). The form can be found in the institutional dashboard in the award finalization module in CAMS. Refer to the [award finalization form](#) template to know in advance what information will be required.

By default, only people identified in your institutional agreement can enter data and submit the award finalization form in CAMS (i.e., president, authorized signatories, liaison and account administrator). However, through their institutional agreement and access privileges screen, those default users can grant access to allow other users (including project and team leaders) to enter data in the award finalization form.

Refer to sections 8 and 15 of [Getting started with the CFI Awards Management System: An overview document for institutional administrators](#) for details.

Certify that partner contributions will be secured

If your institution has not yet secured the project's partner contributions by the time you are ready to submit the award finalization form, you must certify via email to your institution's Senior Programs Officer and Programs Officer that if the remaining partner contributions do not materialize for any reason, your institution will secure another contribution or will make that contribution itself.

If your institution is not ready to assume responsibility for the contributions, the award finalization form should not be submitted until all partner contributions have been secured.

Update the project's budget

Submit an updated budget in CAMS via the amendment module if:

- The CFI has requested an updated budget
- Changes to the infrastructure require pre-approval from the CFI. Those include:
 - Any change that negatively impacts a project and its research objectives
 - Any new items (including increases in the quantity of an item) with a cost exceeding \$50,000
- One or more items need to be removed or modified according to the funding decision.



If you update your budget, respond "Yes" to the question regarding the need for a revised budget in the award finalization form.

Prepare and confirm your inter-institutional agreements

If your institution shares CFI funding with other CFI-eligible institutions or will house the research infrastructure for this project elsewhere, it must enter into an inter-institutional agreement with each eligible institution, or with non-CFI-eligible organizations housing CFI-funded infrastructure.

These agreements do not need to be in place in order for your institution to submit the award finalization form or for the CFI to issue the award agreement and first payment. However, subsequent payments will be on hold until your institution informs their Senior Programs Officer and Programs Officer by email that the required inter-institutional agreement has been fully executed. If a fully executed agreement is already in place, this confirmation should be sent by email when the award finalization form is submitted in CAMS.

Inform us of the valuation method used for in-kind contributions

For items involving an in-kind contribution over \$500,000, email a description of the valuation method used or expected to be used to your institution's Senior Programs Officer and Programs Officer. Refer to the [fair market value assessment guide](#) and [section 6.5.2](#) of the PPG for details.

Verify your research security obligations

When finalizing your award, be sure to bring to our attention any changes made to the project since you submitted your proposal that could affect research security.

Sensitive Technology Research and Affiliations of Concern (STRAC):

- If, when you submitted your proposal, you identified your project as aiming to advance a sensitive technology research area, submit an [attestation form](#) for any new project/team leader.
- If your project was not aiming to advance a sensitive technology research area when you submitted the proposal but now is, submit an attestation form for each project/team leader and team member.

In both instances, submit the attestation form by email to your Senior Programs Officer and Programs Officer.

National Security Guidelines for Research Partnerships (NSGRP):

- Submit a private-sector partner [identification form](#) and an updated [Risk Assessment Form](#) (encompassing any previous mitigation measures) in CAMS, for any new private-sector partner that has been added to the project, and which meets our criteria.

[Visit our website for more information on your research security obligations.](#)

Resources

[Policy and program guide](#)

[Research security](#)

[Getting started with the CFI Awards](#)

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