

**SPACE FUNDED BY THE CFI OR SPACE ESSENTIAL TO HOUSE AND USE CFI-FUNDED
INFRASTRUCTURE
FACILITIES CHARGES
INFRASTRUCTURE OPERATING FUND (IOF)**

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

Project Number: _____

Title: _____

Period: _____

Description of space funded by the CFI or space essential to house and use CFI-funded infrastructure (location, size, nature, brief description of function or use of space):

Calculation of Facilities Charges:

Nature of space (e.g. wet lab, dry lab, etc.)	Size ¹ (square feet or square metres) (A)	Annual cost ² (per square foot or square metre) (B)	Total ³ (A*B)	Key CFI-funded infrastructure located in the space (if applicable)
Total				

¹ Attach final floor plans showing size of space

² Use detailed or simple method

³ Report total under "Services" category

Space funded by the CFI or essential space – facilities charges and rates

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

- Facilities charges may be claimed for space funded by the CFI or for space that is essential to house and use CFI-funded infrastructure, and may include common areas if applicable.
- When the space is used for multiple purposes (e.g. research and clinical/teaching use), facilities charges must be pro-rated accordingly.
- The CFI-funded project to which the facilities charges relate to must have been approved after July 1, 2001. However, projects funded under the Canada Research Chairs Infrastructure Fund, Career Awards and the international funds are not eligible for funding from the IOF.
- The CFI-funded project must have passed the stage of award finalization, and the related CFI-funded infrastructure item must be operational and still used for research purposes during the period claimed.
- The institution must keep on file all documentation for audit purposes for a minimum of six years and provide it upon request. This six-year period starts at the end of the fiscal year to which the records relate.
- Attach the final floor plans for the space and clearly highlight the funded space or the space that is essential to house and use the CFI-funded infrastructure. This may include common areas. The scale of the plans should allow for confirmation of the size of the space (square feet or square metres). Alternatively, confirmation from an architect can be provided to this effect.
- The institution may either use a detailed method or a simple method to establish the annual cost. If the institution uses a detailed method, it must establish an appropriate method to calculate its actual cost per square foot (or square metre) and maintain supporting documentation for all elements. If the institution uses the simple method, it need not calculate its actual facilities costs, but must use the provincial rate prescribed by the CFI. Rates are updated annually and include (for the space and built-in equipment): electricity, heating, cooling, water, sewer, custodial, security, built-in equipment repairs, as well as maintenance and repairs for the space. When using the simple method, the institution must ensure that it does not report any of these costs separately to the CFI as they are already included in the rate (e.g. do not report maintenance and repairs costs, the cost of electricity for built-in equipment, or security costs separately since these costs are already included in the rate). Costs related to non-built-in equipment are not included in the rate and should be calculated and reported separately.
- Total facilities charges should be reported under the “Services” category of the IOF Annual Report. The total annual cost should be prorated to reflect the eligible portion if any of the following situations took place during the year: award finalization, space became, or ceased to be, operational or used for research purposes.

**Provincial rates for facilities charges
Simple Method
April 1, 2017 to March 31, 2018**

The institution may use either a detailed method or a simple method to calculate facilities charges related to space funded by the CFI or space essential to house and use CFI-funded infrastructure.

- If the institution uses a detailed method, it must establish an appropriate method to calculate its actual cost per square foot (or square metre) and maintain supporting documentation for all elements.
- If the institution uses the simple method, it need not calculate its actual facilities costs, but must use the provincial rate prescribed by the CFI in the table below (rates are updated annually). This rate should be multiplied by the amount of space funded by the CFI or space essential to house and use CFI-funded infrastructure.

Table - Annual rate (\$) per square metre*

	Animal facility	Animal facility (pathogen free)	Wet lab	Offices	Clean room	Dry lab and engineering facility	Greenhouse	Common areas	Server rooms
British Columbia	85.07	86.29	81.17	75.58	86.29	78.67	88.29	76.05	89.27
Alberta	90.19	91.43	86.33	80.67	91.43	83.85	93.32	81.23	94.42
Saskatchewan	121.91	123.59	116.66	108.96	123.59	113.27	126.19	109.72	127.82
Manitoba	117.27	118.88	112.37	105.10	118.88	109.20	121.26	105.86	122.60
Ontario	114.67	116.29	109.46	101.97	116.29	106.12	118.95	102.62	120.34
Quebec	97.60	98.93	93.60	87.62	98.93	91.00	100.85	88.26	102.21
Nova Scotia	104.70	106.18	100.00	93.21	106.18	96.98	108.56	93.82	109.89
New Brunswick	83.21	84.39	79.48	74.09	84.39	77.08	86.28	74.57	87.38
Prince Edward Island	88.25	89.52	84.14	78.29	89.52	81.51	91.64	78.77	92.77
Newfoundland and Labrador	88.82	90.05	85.00	79.41	90.05	82.54	91.93	79.96	93.21

*1 square metre = 10.76 square feet