

Annual performance report for the Major Science Initiatives Fund

Instructions

Major Science Initiatives Fund

The Canada Foundation for Innovation's (CFI) Major Science Initiatives (MSI) Fund provides multi-year support toward the operations and maintenance (O&M) needs of national research facilities. The objectives of the Fund are to:

- Secure and strengthen state-of-the-art national research facilities that enable Canadian researchers to undertake world-class research and technology development that leads to social, health, economic, or environmental benefits to Canadians;
- Enable funded facilities to operate at an optimal level and to have their scientific and technical capabilities fully exploited; and,
- Promote the adoption of best practices in governance and management, including long-term strategic and operational planning in keeping with the scale and complexity of the facility.

Annual performance report

On an annual basis, each facility must provide information on the status, progress, outcomes and upcoming activities of the MSI-funded facility, including the latest performance measures for the selected indicators. This will allow the CFI and key funding partners (e.g. provincial or others) to annually review the progress and achievements of the facility. The release of funds for the subsequent CFI instalment will depend on the submission of satisfactory annual performance report, conditions (if any) and financial reports.

Instructions

The annual performance report (about 20 pages once completed) must be prepared using the attached template (form-fillable and savable PDF). The CFI is looking for clear and concise text that describes the changes and progress during the past year for the facility.

Please review the template before completing the form. Select the reporting period on the first page because it will populate the reporting year in all tables of the report. The PDF form is fillable and savable, even with free Adobe Reader software (i.e. you do not need the full version of Adobe Acrobat software). Please save often to not lose information.

Note that the PDF form can only accept plain text. If you cut and paste text from word processing software such as Microsoft Word or Google Docs, the formatting will be removed. Also note that the form cannot accept figures or tables. If you feel it is important to share these with the CFI, you can submit them as a separate attachment.

There is no need to provide a list of publications to the CFI — keep it for your files.

Key performance indicators

You will find in Appendix 1 the definition of each CFI standard indicator. For these indicators, the definition is prefilled in the PDF form. You can overwrite the standard definition when appropriate — for example, to put in the facility's definition for the optimal use indicator.

In addition to the CFI standard indicators, you can enter up to six facility-specific indicators. Please provide the name, definition, actual value for the current reporting year and your targets.

Tables have been included in the form to capture the data related to the key performance indicators. Please enter only numerical values in the tables, without any formatting or symbols (e.g. \$, %). Variances and subtotals (when applicable) will be calculated automatically by the template.

For each indicator, use the text box below the table to discuss any variance from the target for the current year and provide context for next year's target.

Information requested by other funding partners

To reduce the administrative burden on institutions, the CFI has endeavoured to coordinate financial and other oversight activities with the facilities' funding partners. In certain cases, facilities are required to provide information specific to other funding partners' needs that go above and beyond the CFI's requirements. If that is the case, please submit the additional information or tables required by the other funding partners along with this report.

Submission

The report must be presented to, and approved by, the facility's Board of Directors. An accompanying letter signed by the Chair of the Board and the authorized signatory of the applicant institution will confirm approval of the report and attest that it has met the reporting requirements of the MSI award agreement.

Facilities must submit their annual performance report to the **CFI by June 15**. Please submit the completed form-fillable PDF of the report by email to your Senior Programs Officer. Do not scan the form or merge other documents directly to the form-fillable PDF because this may impede the CFI's ability to extract the data.

A scanned copy of the signed letter must be submitted by email to your Senior Programs Officer. A hard copy is not required for either the letter or the report.

Appendix 1 CFI standard indicators

The standard indicators to monitor CFI objectives are listed below. Also shown are the categories which will be available for selection and definitions as appropriate.

Advancement of research/knowledge transfer

Key knowledge transfer activities, including the dissemination of research knowledge linked to the use of the facility or data from the facility.

- Total (sum of drop-down)
 - Drop-down
 - Number of scientific contributions including peer-reviewed publications
 - Number of conference proceedings
 - Number of presentations
 - Number of posters
 - Number of contributions to books
 - Other

*Note: supporting lists should be maintained.

Contribution to the training of highly qualified personnel (HQP)

Number of HQP trained at the facility or who used data from the facility for their training.

- Total (sum of drop-down)
 - Drop-down
 - Number of undergraduate students
 - Number of masters students
 - Number of PhD students
 - Number of postdoctoral fellows
 - Number of technical and professional personnel
 - Other

*Note: technical and professional personnel excludes facility staff.

Technology transfer

Key technology transfer activities linked to the use of the facility or data from the facility.

- Total (sum of drop-down)
 - Drop-down
 - Number of technical reports
 - Number of patents
 - Number of licences
 - Number of spin-offs
 - Other

User Access

Number of users of the facility and their distribution.

- Total users by type (sum of drop-down)
 - Drop-down for users by type:
 - Number of on-site users

- Number of remote users
 - Number of data users
- Total users by location (sum of drop-down)
 - Drop-down for users by location:
 - Canada (by province, territory)
 - Outside Canada: United States
 - Outside Canada: other than United States
 - Unknown
- Total users by sector (sum of drop-down)
 - Drop-down for users by sector:
 - University, college, research hospital
 - Other public
 - Private
 - Non-profit
 - Unknown

Definition of a user:

A user is an individual or a member of a research team who is granted access to resources at a facility. An individual is counted as a user only once for a given facility in a fiscal year. Each user of a scientific facility is reported annually in one of three hierarchical subcategories:

- ✓ On-site user: an individual who is physically present at the facility at least once during the fiscal year
- ✓ Remote user: an individual who remotely accesses the facility at least once during the fiscal year
- ✓ Data user: an individual who remotely accesses data from an electronic archive supported by the facility at least once during the fiscal year

Reporting of a user who qualifies in more than one subcategory should resolve to the “higher” subcategory. “On-site” trumps “remote” and “data,” and “remote” trumps “data.”

Optimal use

The level of use of the facility as a function of total capacity excluding required maintenance periods.

- One data point (e.g. percentage of time being used versus availability, percentage of use requests fulfilled, etc.)

Level of user satisfaction

Of those using the facility in the past year, how many were very satisfied, satisfied, neutral, dissatisfied or very dissatisfied?

- One data point (e.g. average level of satisfaction)

User satisfaction can include trainees or not as appropriate for the facility.