

Personnel Costs Record of Time and Activities Performed CFI Infrastructure Projects

Please read the following information carefully before completing this form:

- This form should only be used when reporting personnel costs calculated using the actual amount of time spent by an employee on a CFI infrastructure project. If the institution uses other established practices, it should review the CFI Policy and Program Guide to ensure that they are acceptable to the CFI, and also review the supporting documentation requirements.
- Personnel costs reported in CFI infrastructure projects must be related to eligible activities. These eligible activities must have been presented to, and approved by, the CFI in the initial proposal and/or upon award finalization.
- At minimum, this form should be completed prior to the filing of a CFI financial report. A single time record which covers the entire period since the last filing is acceptable, as are time records completed on a more frequent basis.
- All documentation must be retained on file at the institution, for audit purposes, and provided to the CFI upon request. Supporting documents must be maintained for a minimum period of three years following the submission date of the final financial report.
- This form should not be used when reporting the salary of technicians and professionals under the Infrastructure Operating Fund (IOF).

Employee name: _____ **Title:** _____

Period: _____

CFI infrastructure project: _____

Itemized list item number(s): _____

Description of the eligible activities performed in relation to the CFI infrastructure project:

Personnel costs reported to the CFI:

Number of hours spent performing eligible activities (A)	Salary rate (including benefits) (B)	Total personnel costs reported to the CFI (A) * (B)

Certification:

I hereby certify that the above information is accurate.

(Employee signature)

(Supervisor approval - signature)

Notes:

- 1. The institution must also retain supporting evidence for the individual's salary rate and benefits (e.g. letter of hire or change in salary rate, payroll records).*
- 2. The CFI will also accept a confirmation of this information from another person (e.g. Project Leader or department head) if this person is knowledgeable of the time spent and activities performed by the employee.*