Instruction manual for completing project progress reports

March 2013

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CANADA FOUNDATION FOR INNOVATION | FONDATION CANADIENNE POUR L'INNOVATION

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SECTION 1: OVERVIEW

Project progress reports (PPRs) are required by the Canada Foundation for Innovation (CFI) for all funded projects (with the exception of the Major Science Initiatives (MSI), College-Industry Innovation Fund (CIIF), and Automotive Partnership Canada (APC) funds, which have other reporting requirements).[1] These reports help demonstrate the results of investments in research infrastructure at Canadian institutions through such measures as the attraction and retention of researchers; training of highly-qualified personnel; advancing and transforming research partnerships and collaborations; and social and economic benefits. In addition, the reports provide information on other issues for evaluation and monitoring purposes such as operations and maintenance, funding sources, and the expected useful life of the infrastructure. Each year an analysis of data from the PPRs is published on the CFI website. Previous years' reports may be viewed at http://www.innovation.ca/en/AboutUs/Evaluation/Reportresults.

New reporting requirements

Project leaders and institutions should note that reporting requirements have changed for projects completing award finalization after March 31, 2011. This affects a) when reporting begins and b) how many reports are required. Please refer to the *CFI policy and program guide* (section 7.3.2.) for these important details. In summary:

- Projects with a total CFI contribution of **under $1 million** will complete a PPR annually for **four** years.
- Projects with a total CFI contribution of **$1 million or more** will complete a PPR annually for **five** years.
- Projects falling under these new reporting requirements (projects which had not started reporting before April 2012) will **begin reporting only when the infrastructure is operational** to the extent that the associated research project has been initiated. Since there is typically a one or two year delay in achieving operational status, projects with a total CFI contribution of under $1 million will not be asked to indicate their operational status (and will not normally start reporting) until the second year after award finalization, and projects with a total CFI contribution of $1 million or more will not be asked to indicate their operational status (and will not start reporting) until the third year after award finalization.
- However, **projects that have completed their final financial report** for the CFI will be assumed to be operational at the time their final financial report is validated by CFI and, if they have not begun reporting already, **will be required to begin reporting** in the following annual reporting period (which begins April 1).

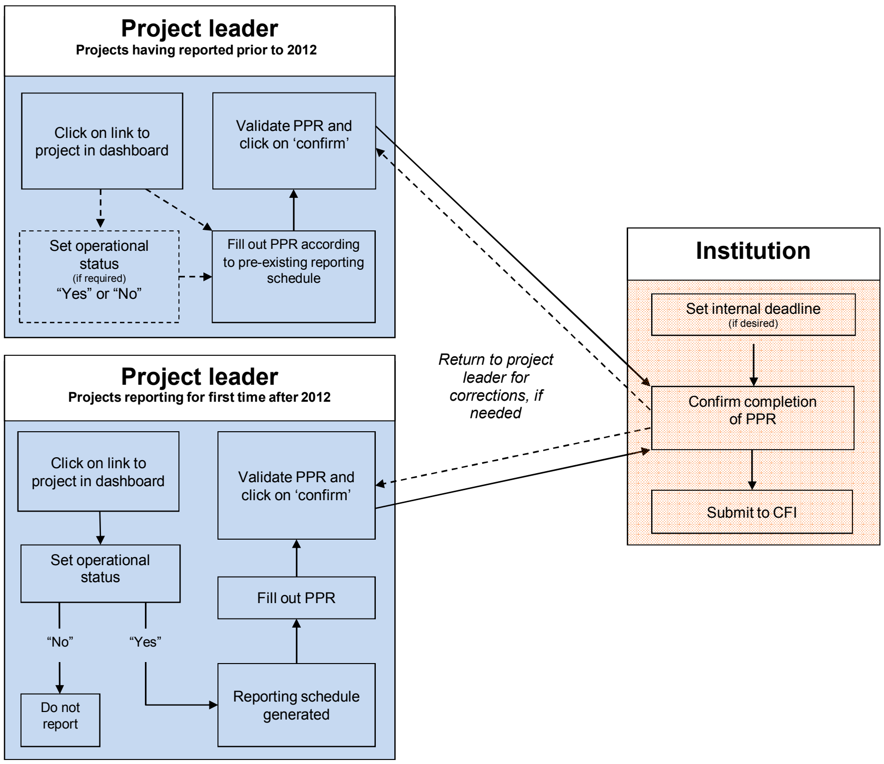
Using the researcher online dashboard, the **three steps of reporting** are:

1. The Project leader indicates operational status, if required;
2. The Project leader fills out and validates the PPR;
3. The institution submits the PPR to the CFI.

Note: Projects that completed their award finalization by March 31, 2011 **will continue under the previous reporting rules**, which required that a PPR be completed each year for five years following award finalization, regardless of the financial value of the project or its operational status. For information purposes, these projects are also asked to report their operational status until they are confirmed to be operational.

[1] Reporting requirements for projects funded through the MSI, CIIF, or APC funds are described in the CFI policy and program guide, Section 7.3.3.

The graphic below depicts the steps in reporting which differ slightly for projects that have - and have not - already begun reporting prior to April 2012:



Submission deadline

CFI normally makes project progress reports available to researchers and institutions on April 1 of each year. The CFI deadline for the submission of a PPR is normally June 30 of each year. However, institutions have the ability to set an earlier 'internal deadline' if desired. Both the CFI and institutional deadlines will be displayed within the *researcher and institutional dashboards*.

Late submissions

Please be advised that future installments for all CFI-funded projects to your institution (including new awards to be finalized, if any) will be held back unless all reports from your institution are received in a timely manner. Institutions will be notified of overdue reports and given a limited time to comply with the requirements before funding for the institution is put on hold. Installments will resume once all reports have been submitted.

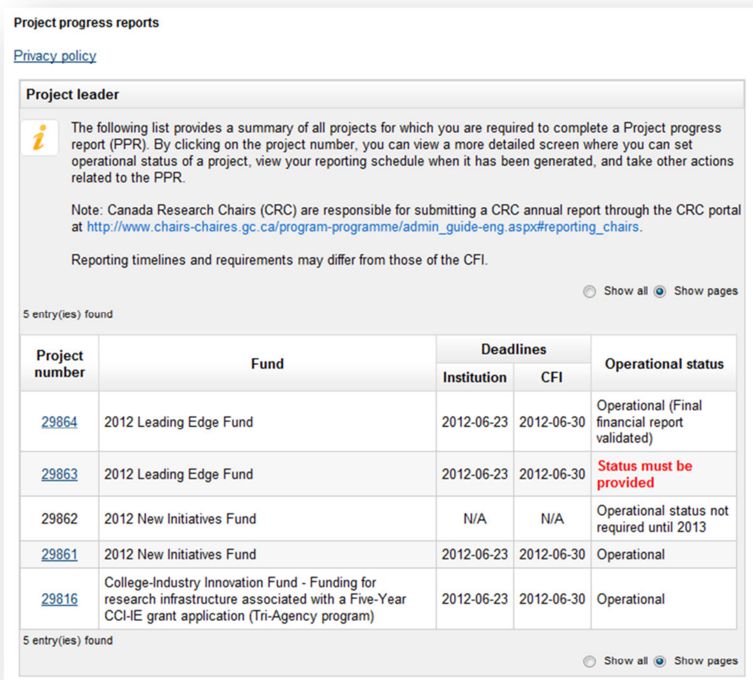
SECTION 2: COMPLETING THE PROJECT PROGRESS REPORT

The following section describes the main steps in completing the PPR from the researcher perspective. For additional reference, you can find a page-by-page view of each screen of the PPR in the PPR template document, located at: http://www.innovation.ca/en/OurFunds under “Managing CFI awards: Project progress reports”.

Step 1: Indicate your operational status, if required

In the *Researcher dashboard*, in the PPR section, you will see a table which includes the projects for which you are Project leader. The ‘Operational status’ column displays the operational status that you have either previously indicated, are requested to indicate, or will be requested to indicate in a future year.

If you are required in the current year to indicate your operational status and/or fill out a PPR for a project, there will be a hyperlink associated with the project number in the ‘Project number’ column. Click on the link to go to the ‘Project progress report details’ screen for that project.



Project progress reports

Privacy policy

Project leader

The following list provides a summary of all projects for which you are required to complete a Project progress report (PPR). By clicking on the project number, you can view a more detailed screen where you can set operational status of a project, view your reporting schedule when it has been generated, and take other actions related to the PPR.

Note: Canada Research Chairs (CRC) are responsible for submitting a CRC annual report through the CRC portal at http://www.chairs-chaires.gc.ca/program-programme/admin_guide-eng.aspx#reporting_chairs.

Reporting timelines and requirements may differ from those of the CFI.

Show all Show pages

5 entry(ies) found

Project number	Fund	Deadlines		Operational status
		Institution	CFI	
29864	2012 Leading Edge Fund	2012-06-23	2012-06-30	Operational (Final financial report validated)
29863	2012 Leading Edge Fund	2012-06-23	2012-06-30	**Status must be provided**
29862	2012 New Initiatives Fund	N/A	N/A	Operational status not required until 2013
29861	2012 New Initiatives Fund	2012-06-23	2012-06-30	Operational
29816	College-Industry Innovation Fund - Funding for research infrastructure associated with a Five-Year CCI-IE grant application (Tri-Agency program)	2012-06-23	2012-06-30	Operational

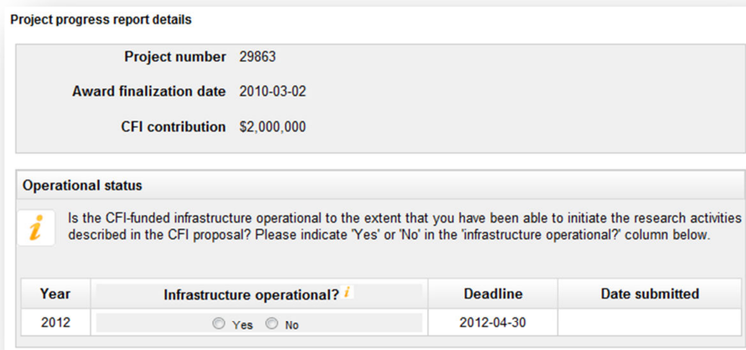
5 entry(ies) found

Show all Show pages

Project progress report details screen

The project progress report details screen will contain slightly different components for different users:

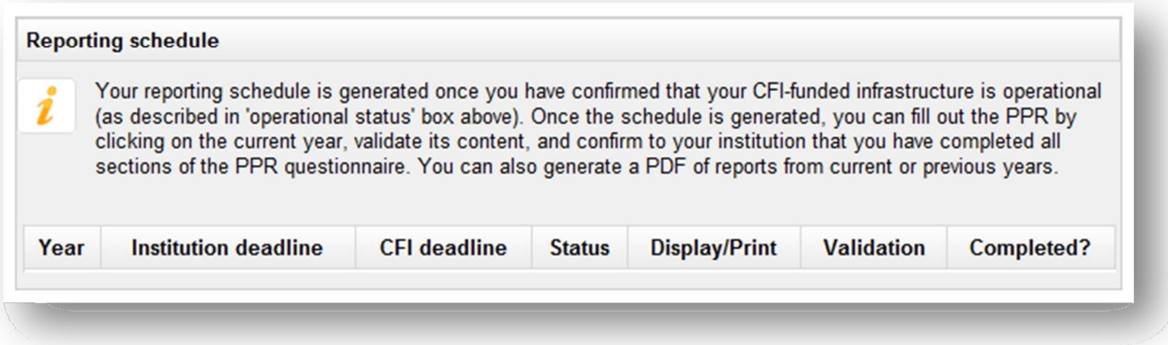
Operational status box displayed, requiring a Yes or No answer: If you are required to indicate your operational status, you will do so on this screen. If requested, answer 'Yes' or 'No' to indicate whether or not the CFI-funded infrastructure is operational to the extent that you have been able to initiate the research activities described in the CFI proposal. If you answer 'No', you will not be required to begin reporting this year, but will be asked again the following year to indicate your operational status. **If you answer 'Yes', a reporting schedule will be generated** and you must begin reporting this year. While you may change a 'No' to a 'Yes' before the deadline indicated in the table, you may not change a 'Yes' answer to a 'No' once it has been selected and a reporting schedule generated.



No operational status question displayed, or operational status has already been selected: You have either already indicated you were operational in a prior year, or have submitted your final financial report to the CFI and are therefore not required to indicate your operational status as you are then assumed to be operational. Proceed to filling out the PPR.

Note: Projects that reached award finalization prior to April 1, 2011 will also be asked for their operational status for informational purposes until they indicate 'yes' or submit their final financial report. However, **regardless of a 'Yes' or 'No' response they will be required to complete the PPR,** according to their pre-existing reporting schedule.

A reporting schedule box, with no details provided: You have no reporting schedule generated yet as you have not yet indicated that you are operational.



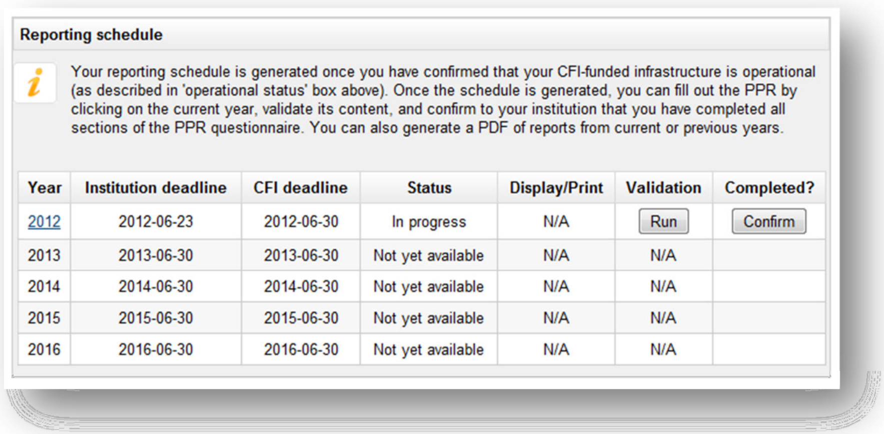
Reporting schedule

Your reporting schedule is generated once you have confirmed that your CFI-funded infrastructure is operational (as described in 'operational status' box above). Once the schedule is generated, you can fill out the PPR by clicking on the current year, validate its content, and confirm to your institution that you have completed all sections of the PPR questionnaire. You can also generate a PDF of reports from current or previous years.

Year	Institution deadline	CFI deadline	Status	Display/Print	Validation	Completed?

A reporting schedule provided, with a hyperlink to the current year: Click on the link to proceed to your PPR.

Once you have filled out your PPR, you return to this screen to run a final validation and confirm to your institution that the PPR is complete.



Reporting schedule

Your reporting schedule is generated once you have confirmed that your CFI-funded infrastructure is operational (as described in 'operational status' box above). Once the schedule is generated, you can fill out the PPR by clicking on the current year, validate its content, and confirm to your institution that you have completed all sections of the PPR questionnaire. You can also generate a PDF of reports from current or previous years.

Year	Institution deadline	CFI deadline	Status	Display/Print	Validation	Completed?
2012	2012-06-23	2012-06-30	In progress	N/A	Run	Confirm
2013	2013-06-30	2013-06-30	Not yet available	N/A	N/A	
2014	2014-06-30	2014-06-30	Not yet available	N/A	N/A	
2015	2015-06-30	2015-06-30	Not yet available	N/A	N/A	
2016	2016-06-30	2016-06-30	Not yet available	N/A	N/A	

Step 2: Completing the PPR online

Once you have indicated your operational status, if required, you can proceed to filling out the PPR, which takes the form of an online questionnaire. For additional reference, you can find a page-by-page view of each screen of the PPR in the PPR template document, located at: http://www.innovation.ca/en/OurFunds under "Managing CFI awards: Project progress reports".

Navigation

You can navigate through the PPR using the menu on the left-hand side. You can return to a screen and change or add to your response to any question as many times as you wish before you indicate that the report is complete through the *Researcher dashboard*. The system will prompt you to save any unsaved data when you switch screens.

Use of the Save, Validate, and Display/Print buttons

Each screen of the PPR contains buttons for ‘Save’, ‘Validate’, and ‘Display/Print’.

1. **‘Save’** saves the data you have entered in the current screen.
2. **‘Validate’** generates a list of errors or missing information that must be completed before the PPR can be submitted. Using the ‘Validate’ button anywhere in the PPR will show validation errors for the entire report.
3. **‘Display/Print’** generates a PDF of either the entire PPR (if you use this button from the dashboard), or of the particular screen you are working on (if you use this button within the questionnaire), including whatever data you have already entered and saved.

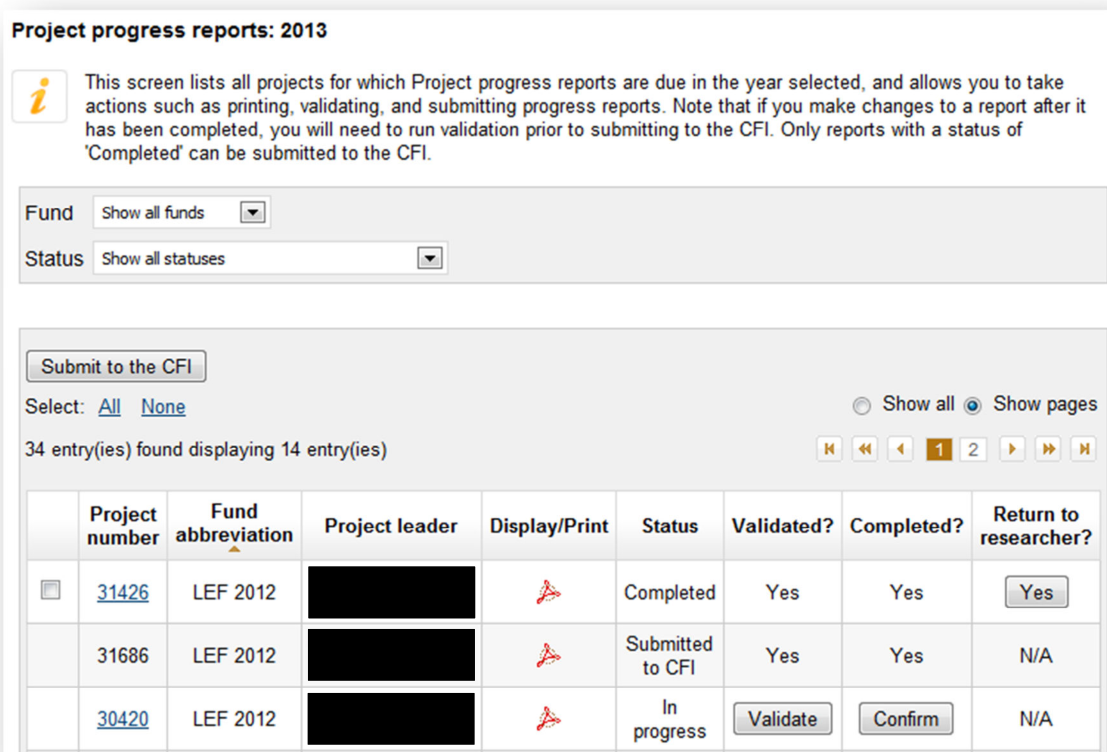
Note: Always **‘Save’ before you ‘Validate’** and **‘Save’ before you ‘Display/Print’**. The system will not recognize data that has been entered but not saved.

Step 3: Submitting the PPR

Once all the information is entered and saved in the electronic form, the Project leader returns to the project progress report details screen in the *Researcher dashboard* to indicate to the institution that the report is completed. In the project progress report details screen, click on the 'Confirm' button in the 'Completed' column. You can also run final report validation from this screen. If there are still any unmet validation rules, you will receive an error message and you will not be able to complete the report until you have addressed any remaining issues.

The authorized official for the institution will see a list of completed reports on their *Institutional dashboard*. If they review the report and feel changes need to be made by the researcher, they can 'return' the report to the researcher, who will receive an automatic email notifying them that they need to go back into the report to make changes. If the institutional official makes changes to a report, the report status will change to 'Requires validation by institution' and the institutional official will need to click on 'Validate' before submitting to the CFI.

Once they deem the report to be ready, the institution clicks on the 'Confirm' button for that project. This button automatically runs validation on the report, and, if no errors are found, the status of the report is changed to 'Completed'. 'Completed' reports are ready to be submitted to the CFI, and can be submitted individually or as part of a batch submit. To submit one or more reports, select the square box to the left of each project you wish to submit and then click on 'Submit to the CFI' at the top of the table (there is no limit on the number of completed reports you can submit at one time). At this point, no further changes can be made by either the Project leader or the Institution**,** although both can view or print the report.



Project progress reports: 2013

This screen lists all projects for which Project progress reports are due in the year selected, and allows you to take actions such as printing, validating, and submitting progress reports. Note that if you make changes to a report after it has been completed, you will need to run validation prior to submitting to the CFI. Only reports with a status of 'Completed' can be submitted to the CFI.

Fund: Show all funds

Status: Show all statuses

Submit to the CFI

Select: All None

Show all / Show pages

34 entry(ies) found displaying 14 entry(ies)

1 2

	Project number	Fund abbreviation	Project leader	Display/Print	Status	Validated?	Completed?	Return to researcher?
☐	31426	LEF 2012	[redacted]		Completed	Yes	Yes	Yes
	31686	LEF 2012	[redacted]		Submitted to CFI	Yes	Yes	N/A
	30420	LEF 2012	[redacted]		In progress	Validate	Confirm	N/A

If you require further help with the online forms, don’t hesitate to contact us at

help.aide@innovation.ca

We will be pleased to respond as soon as possible.