

College-Industry Innovation Fund

Stream 1: Research Infrastructure

CALL FOR PROPOSALS

December 2020



**Enhancing the capacity of Colleges to
support Business Innovation in Canada**

INNOVATION.CA

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PART 1: WHAT YOU NEED TO KNOW ABOUT THIS FUND

The Canada Foundation for Innovation's (CFI) College–Industry Innovation Fund (CIIF) seeks innovative projects that will enhance the capacity of colleges to support business innovation in Canada by providing them with state-of-the-art, industry-relevant research infrastructure to foster partnerships with the private sector in specific areas of strategic priority for the institution.

Business innovation generated through college and private-sector research partnerships is expected to lead to the creation or adaptation of knowledge and technology to develop or improve a product, process or service. Ultimately, business innovation is expected to improve the productivity and competitiveness of a company or an industry.

Under Stream 1 of the CIIF, we seek proposals that enhance existing capacity in colleges across all domains of applied research and technology development. Colleges may have developed their applied research capacity through major, multi-year investments in applied research.

Funding for building and enhancing applied research capacity at colleges may have been obtained from:

- a College and Community Innovation (CCI)¹ Program – Innovation Enhancement (IE) Grant
- a Technology Access Centre (TAC) Grant
- an Industrial Research Chair for Colleges (IRCC) Grant
- research and development funding from other federal or provincial economic development agencies
- industry or other sources.

Colleges should submit proposals that demonstrate a well-established and strong track record of private-sector partnerships for joint projects that:

- respond to important industry needs
- contribute to enhancing business innovation
- focus on an area of institutional priority.

In addition, the proposed activities and requested infrastructure should not duplicate existing services or facilities in the region, though they should respond to industry needs.

The CFI holds annual CIIF – Stream 1 competitions. Deadlines to submit notices of intent and proposals are listed in the “Important dates” section of this document.

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¹ The College and Community Innovation Program is managed by the Natural Sciences and Engineering Research Council of Canada (NSERC) in collaboration with the Canadian Institutes of Health Research (CIHR) and the Social Sciences and Humanities Research Council of Canada (SSHRC).
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Objectives of the College–Industry Innovation Fund

The objectives of the College–Industry Innovation Fund are to:

- create and enhance college-industry partnerships leading to business innovation using industry-relevant, state-of-the-art research infrastructure
- build upon proven applied research capacity and a track record of partnerships with the private sector in an area of strategic priority to the institution
- generate socioeconomic benefits in the region and nationally including the development of highly skilled personnel.

Participation from the private and other sectors

The purpose of the CIIF is to support partnerships between colleges and a range of private-sector partners involved in any area of economic activity. Collaboration with enterprises, regardless of their size, is essential for the infrastructure project described in the proposal.

The level of involvement of industrial partners is a key consideration in making funding decisions. Close collaboration between the college and private-sector partners is considered essential to enabling business innovation.

The CFI expects:

- private-sector partners to be actively engaged throughout the course of the applied research project(s), including the application stage
- proposals to clearly demonstrate the commitment from private-sector partners through active participation and contribution to the applied research projects and their anticipated benefits.

While the fund supports partnerships between colleges and the private sector, we encourage additional participation, where appropriate, from end users from other sectors (e.g. public and non-profit) as it may broaden the impact of the proposal at the local, regional and national scale.

Important dates

Dates*	Activity
March 15	Deadline for the submission of notices of intent
May 15	Deadline for the submission of proposals
November	CFI Board decisions

* Note: If a deadline falls on a weekend or statutory holiday, the date will be moved forward to the next business day.

Eligible institutions

Only colleges eligible to receive CFI funding can apply to the CIIF. Those who are not currently eligible to receive CFI funding must provide the necessary documentation to become eligible no later than two months before the notice of intent deadline.

Some eligible colleges may be required to provide updated documentation by the same deadline.

To request eligibility to apply for CFI funds or to verify your college's eligibility status, contact the CFI at CIIF@innovation.ca.

Eligible infrastructure

The CIIF supports substantial research infrastructure that will further enhance the existing applied research or technology development capability at the college. An eligible infrastructure project involves acquiring or developing research infrastructure. Construction or renovations essential for housing the CFI-funded research infrastructure are also eligible.

The research infrastructure must be used to carry out applied research and technology development activities with private-sector partners. It may be used for training purposes only in cases where the training is linked to an applied research or technology development project aimed at business innovation.

To be eligible for funding, research infrastructure expenditures and in-kind contributions **must have taken place no more than 12 months prior to the submission of the proposal**. We consider expenditures incurred once goods are received, services have been rendered or work has been performed.

Your college should consult with Compute Canada if you are planning to request advanced research computing infrastructure. Please visit [Compute Canada's website](#) for information on their established process for facilitating collaboration with institutions. The CFI expects that new or additional research computing resources funded through this competition and which cost more than \$100,000 will normally be housed, managed and operated by Compute Canada.

For more information on eligibility guidelines, please refer to our [Policy and program guide](#).

Infrastructure location

The infrastructure is normally located at an eligible institution. Infrastructure may be located outside an eligible institution when this is the most effective way to proceed, provided the eligible institution retains majority interest and exercises de facto control over the use and access to the research infrastructure.

Operating and maintenance costs

The CFI will contribute to the operating and maintenance (O&M) costs of funded projects through our Infrastructure Operating Fund. Institutions will automatically receive an allocation equivalent to 30 percent of the CFI contribution for funded projects.

Your college needs to demonstrate that appropriate O&M resources are, and will continue to be, available in order to capitalize on the full potential of the requested infrastructure over its useful life². Sustainability is an assessment criterion and an integral part of the review process; its assessment may influence the recommendations of the Multidisciplinary Assessment Committee.

Contributions from eligible partners

The CFI will fund up to 40 percent of a project's eligible infrastructure costs. For the remaining 60 percent, we encourage institutions to work with potential funding partners at an early stage in the planning and development of proposals. The following partners are eligible to contribute to the infrastructure project:

- institutional funds, trust funds or foundations
- firms and corporations
- departments and agencies of the federal government
- departments and agencies of provincial, territorial and municipal governments
- non-profit organizations
- individuals.

Only cash or in-kind contributions made to the eligible costs of a project are accepted as eligible partner contributions. Contributions from research partners may be included only if the funds are for the acquisition of CFI-eligible infrastructure. Cash or in-kind contributions for applied research activities (excluding the purchase of infrastructure) are not considered eligible partner contributions. However, these may be mentioned in the proposal as evidence of the partner's engagement in the project.

Please note that funding from the federal research funding agencies (Natural Sciences and Engineering Research Council of Canada (NSERC), Social Sciences and Humanities Research Council (SSHRC) and Canadian Institutes of Health Research (CIHR)), including funding from the College and Community Innovation Program, cannot be used to leverage CFI infrastructure funding.

For more information about eligible and ineligible cash and in-kind partner contributions, please refer to our [Policy and program guide](#).

Application process

Colleges can submit up to **two notices of intent and two proposals per competition** with each requesting up to \$1 million from the CFI. If a college decides to submit more than one proposal per competition, the two must not fall within the same strategic applied research area.

If your institution does not submit a notice of intent by the deadline, you will not be able to submit a proposal. After the notice of intent submission deadline, you will have access to the proposal in the CFI Awards Management System ([CAMS](#)).

The notices of intent are not assessed as part of the merit-review process. We will use the notices of intent when planning the review process to:

- identify what expertise is needed to assess each proposal
- recruit committee members
- identify potential eligibility issues with the infrastructure items requested.

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² The useful life of the research infrastructure is considered to be the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose, factoring in normal repairs and maintenance.

The notice of intent must contain sufficient and accurate information about the infrastructure, its users and the proposed applied research and technology development activities.

Merit-review process

Proposals are assessed through a merit-review process. CFI staff first make sure that proposals are eligible and complete. Proposals are then reviewed in a two-stage process, consisting of an Expert Committees and a Multidisciplinary Assessment Committee.

Expert Committees

In the first stage, Expert Committees review and assess small groups of related proposals. Expert Committees assess the strengths and weaknesses of the proposals in relation to the five assessment criteria.

In order to assess the excellence of a proposal, we seek input from experts from diverse sectors with specific expertise in the area of the proposal and with a thorough understanding of the business innovation process and the college environment.

Assessment criteria

Expert Committees evaluate proposals based on five assessment criteria that reflect the three competition objectives:

Contribution to business innovation: The proposed applied research activities respond to clearly identified needs of the private sector and have been developed in collaboration with key industrial partners to ensure they achieve the intended business innovation outcomes.

Infrastructure: The requested infrastructure plays an essential role in creating and enhancing collaborations with industrial partners. The infrastructure will be optimally used and maintained to ensure continued collaborations with, and relevance to, the partners.

Enhancing applied research capacity: The proposal builds on the institution's proven applied research capacity and key investments in people and infrastructure in the area of strategic priority. Existing applied research capacity will be further enhanced by the requested infrastructure and associated institutional commitments.

Partnerships with the private sector: The institution has demonstrated its ability to build and maintain productive partnerships with the private sector in the area of strategic priority.

Benefits to Canada: The proposed activities have the potential to lead to business innovation and socioeconomic benefits for the region and for Canada. The proposed activities will enable the development of highly qualified personnel.

Multidisciplinary Assessment Committee (MAC)

In the second stage of the review, the Multidisciplinary Assessment Committee (MAC) reviews all proposals and the reports from the Expert Committees. The MAC is then responsible for:

- assessing each proposal against the three CIIF objectives relative to other competing proposals
- establishing the amount that the CFI should award for each proposal
- making funding recommendations to the CFI Board of Directors.

To be funded, a proposal must satisfy all three CIIF objectives to a degree commensurate with the size and complexity of the proposal.

We choose MAC members for their breadth of understanding of the applied research and technology development environment, the role of colleges in the innovation process and the needs of industrial partners.

Refer to Part 2 of this document for information about how to apply to the College–Industry Innovation Fund competition, including instructions on how to address the objectives and the assessment criteria.

Collaborating with provinces and territories

To coordinate the review processes and avoid duplication of review efforts, we will share a list of the notices of intent submitted and provide reports from the Expert Committee and Multidisciplinary Assessment Committee, along with the names and affiliations of committee members, to relevant provincial and territorial funding authorities. We will disclose the list and committee reports only in accordance with agreements between the CFI and provincial or territorial authorities, as permissible pursuant to the Privacy Act. We encourage institutions to work with relevant provincial and territorial funding authorities as key partners at an early stage in the planning and development of proposals.

Funding decisions

The CFI Board of Directors will make funding decisions at its meeting each year in November. Following this meeting, we will notify your institution of the decisions and make the review materials for your proposals available in CAMS.

Award finalization and oversight

To finalize funded awards, colleges must submit the award finalization documents (see section 6.2 of our [Policy and program guide](#)) to the CFI within nine months of award approval.

We closely monitor the timely implementation of funded projects and require that colleges submit annual financial reports and progress reports at regular intervals. We will communicate our reporting requirements prior to finalization of the award.

Public announcement

The Government of Canada makes national funding announcements for our College–Industry Innovation Fund. We organize these announcements in collaboration with institutions. Public announcements provide opportunities to highlight the research and technology development enabled by CFI-funded infrastructure. We encourage institutions to work with local and national media after the announcement to promote the benefits and impacts of the funding to Canadians.

PART 2: HOW TO APPLY

You will use the CFI Awards Management System ([CAMS](#)) to prepare, share and submit your notices of intent and proposals. Technical instructions for using CAMS are outlined in the [Getting started with CAMS](#) documents for researchers and institutional administrators on Innovation.ca.

This call for proposals and section 6 of the [Getting started with CAMS](#) contain all the necessary information to apply to the College–Industry and Innovation Fund, including the guidelines to prepare notices of intent and proposals. We will not publish separate guidelines as we have done in past competitions.

Complying with guidelines when preparing your notices of intent and proposals

It is important that all submissions conform to the guidelines outlined in the [Getting started with CAMS](#) documents as well as those in this document. We strongly recommend that you review the completed forms before you submit them to make sure they comply with these guidelines.

Notice of intent

We use the notices of intent to plan the review process, recruit Expert Committee members and identify potential eligibility issues for the infrastructure items requested. So, it is important that your notice of intent contains accurate information about the infrastructure and who will use it, the applied research and technology development activities you propose and the outcomes you expect.

The notice of intent consists of the following four sections:

- project information
- key participants
- project description
- suggested reviewers.



Make sure the information provided in the notice of intent reflects the full scope of the planned activities. This will inform CFI staff of the breadth of expertise required on the Expert Committee to assess the merits of your proposal.

Descriptions of the information for you to include in these sections are outlined in section 6 of the [Getting started with CAMS](#) documents for researchers and institutional administrators.

Project information

The “project information” section captures basic information about the project such as the title, applicant institution and keywords.

Key participants

We expect the requested infrastructure will support a research team's applied research and technology development activities. List up to eight key participants including the project leader associated with the proposal. These key participants can be private-sector partners, or associated with your college or other organizations but must be essential to the proposed activities leading to business innovation. Key participants must have a CAMS account and accept to participate in this project before you can submit the notice of intent. The project leader will have read and write access while key participants will each have read access to the notice of intent.

Project description (maximum three pages)

The project description must include:

- a brief description of the major pieces of infrastructure requested
- an overview of the applied research and technology development projects that will be enabled by the infrastructure and how these align with the needs of private-sector partners
- a list of private-sector partners (current or planned), indicating their roles in the planned projects
- a list of past CFI awards on which this project builds, if applicable.

Use this section to clearly indicate if the proposal will include advanced research computing infrastructure components. If you plan to request substantial advanced computing infrastructure, consult with Compute Canada to discuss the scope and needs of the proposed project. Visit [Compute Canada's website](#) for information on the established process to facilitate collaboration with institutions.

Suggested reviewers

We encourage you to suggest a minimum of six reviewers who are especially well qualified to review the proposal and who are not in a position of conflict of interest.



Your suggestions should include experts from the college applied research community and experts from the private sector, excluding partners and collaborators.

A conflict of interest may be deemed to exist or perceived as such when reviewers:

- Are a relative or close friend, or have a personal relationship with the project leader or one of the key participants;
- Are in a position to gain or lose financially/materially from the funding of the proposal;
- Have had long-standing scientific or personal differences with the project leader or one of the key participants;
- Are currently affiliated with the project leader's or the key participants' institutions, organizations or companies, including research hospitals and research institutes;
- Are closely professionally affiliated with the project leader or one of the key participants, as a result of having in the **last six years**:
 - Frequent and regular interactions with the project leader or one of the key participants in the course of their duties at their department, institution, organization or company;
 - Been a supervisor or a trainee of the project leader or one of the key participants;

- **Collaborated, published or shared funding with the project leader or one of the key participants, or have plans to do so in the immediate future;** or,
- Been employed by the lead institution; and/or
- Feel for any reason unable to provide an impartial review of the proposal.



The decision whether to contact the reviewers you suggest remains with the CFI.

Proposal

The proposal should clearly present the merits and excellence of the proposed project. You should provide sufficient information to enable reviewers to evaluate the proposal in accordance with the assessment criteria. CAMS automatically populates some sections of the proposal with information provided in the notice of intent.

You cannot change the name of the project leader or the applicant institution after you submit your notice of intent. However, you can make changes to the collaborating institutions, team members and suggested reviewers, but **you must let your Senior Programs Officer know as soon as possible if you do so.** This will help to avoid conflicts of interest with potential reviewers.

The proposal consists of the following CAMS modules:

- **project module** – information about the proposed project, how it meets the objectives and criteria of the CIIF, as well as a budget justification for the infrastructure items requested in the finance module
- **collaborating institutions module** – identifies other CFI-eligible institutions that will receive requested infrastructure, if applicable
- **finance module** – information pertaining to the budgetary details of the proposal
- **suggested reviewers module** – list of potential reviewers who are qualified to provide an informed and impartial review of the proposal.

The forms in CAMS will indicate the maximum number of characters that can be included in each section and/or the page limits for uploaded attachments.

Project module

The project module consists of the following sections:

- project information
- plain language summary and project summary
- key participants
- assessment criteria and budget justification (attachment)
- financial resources for operation and maintenance.

Descriptions of the information to be included in these sections are in **section 6** of the [Getting started with CAMS](#) documents for researchers and institutional administrators.

Plain language summary (1,500 characters)

Our ongoing efforts to remain accountable to the Government of Canada include showing how CFI investments lead to tangible social, economic and environmental outcomes for Canada and Canadians. To do so, we need your help in providing information that will help us tell the stories about how CFI-funded infrastructure plays a key role in outcomes such as creating jobs and spin-off companies, and improving products, policies, processes and services.

Provide a short summary of the proposed project in plain language, focusing on the expected outcomes for business innovation and any additional benefits for Canada.



This summary will not be used in the review process. We may use it in our communications products if the project is funded.

Project summary (maximum one page)

Provide a short summary of the proposal including an overview of the infrastructure requested. This summary must address the extent to which the proposal meets the competition objectives:

- create and enhance college-industry partnerships leading to business innovation using industry-relevant, state-of-the-art research infrastructure
- build upon proven applied research capacity and a track record of partnerships with the private sector in an area of strategic priority to the institution
- generate socioeconomic benefits in the region and nationally including the development of highly qualified personnel.



Most of the proposal should be written for experts in the project's field, but this summary should use language appropriate for non-experts as it is mainly intended for the Multidisciplinary Assessment Committee.

Key participants

You can add up to eight key participants (college administrators or technical and research staff, private-sector partners, academic collaborators, etc.) and their affiliation.

Any key participant identified in the notice of intent will by default be identified as a key participant in the proposal. The project leader and college administrators can modify the key participants and add new participants in the proposal before submitting it. Newly added participants must accept participation from their researcher dashboard before your college administrator (with submission privileges) can formally submit the proposal to the CFI.



While the number of key participants is limited to eight, other people can participate in the project. Members of the Review Committees will expect the roles and contributions of each participant to be clearly explained in the "Assessment Criteria and budget justification" attachment to the proposal.

Assessment criteria and budget justification (maximum 20 pages)

For this section of the online form, upload a PDF that contains key information on how the proposal meets the objectives and the established assessment criteria, as well as a budget justification for the infrastructure items requested. Make sure the document follows the formatting guidelines for attachments outlined in the [Getting started with CAMS](#) documents for researchers or institutional administrators.



Each criterion contains a number of aspects that you must address in the proposal. Each criterion will be evaluated against a standard. Reviewers will be asked to rate the degree to which the proposal meets each standard. If you do not address all aspects within each criterion, your proposal will be weakened. You must specify if an element does not apply.

The attachment allows you maximum flexibility to address the criteria, including through the use of figures or diagrams where appropriate. You can choose how to allocate the allowed number of pages amongst the different sections.

Objective 1

Create and enhance college-industry partnerships leading to business innovation using industry-relevant, state-of-the-art research infrastructure

Contribution to business innovation

The proposed applied research activities respond to clearly identified needs of the private sector and have been developed in collaboration with key industrial partners to ensure they achieve the intended business innovation outcomes.

Each of the following aspects must be addressed:

- 1) Outline the approach (e.g. stakeholder consultations) your college took to establish the needs of the private sector for the proposed applied research activities.
- 2) Identify key private-sector partners as well as the process used to select them.
- 3) Describe the applied research activities or projects that will be undertaken in partnership with the private sector. For each, include the following:
 - a. Specify the business needs the project addresses, its objectives and intended outcomes
 - b. Describe the methodology that will be used to conduct the applied research activities
 - c. Detail contributions (e.g. time, financial, role) of the private-sector partners to the project.
- 4) Describe your business development and outreach plans to stimulate new partnerships.



In this section, focus on your future plans and how they were determined. Make sure your descriptions provide a sufficient level of detail for experts in the field who will judge the feasibility of the activities.

Infrastructure

The requested infrastructure plays an essential role in creating and enhancing collaborations with industrial partners. The infrastructure will be optimally used and maintained to ensure continued collaborations with, and relevance to, the partners.

Each of the following aspects must be addressed:

- 1) Describe each item and justify why it is needed to conduct the proposed applied research activities. Use the item number, quantity, cost and location found in the “Cost of individual items” table. Provide a cost breakdown for any grouping of items. For construction or renovation, provide a description of the space including its location, size and nature.
- 2) Demonstrate how the infrastructure is industry-relevant and essential for creating and enhancing collaborations with private-sector partners.
- 3) Demonstrate the versatility of the requested infrastructure to respond to immediate and longer-term applied research needs of private-sector partners.
- 4) Indicate how the infrastructure will be efficiently used and maintained in the short term and sustained over the long term. Refer to the “financial resources for operation and maintenance” section.



For construction or renovation, detailed cost breakdown, timeline and floor plans must be provided in a separate document as part of the finance module.



Budget justification: When you describe each item, be sure to specify the item's main features so reviewers can judge its suitability for conducting the proposed activities using the methodology described.

Objective 2

Build upon proven applied research capacity and a track record of partnerships with the private sector in an area of strategic priority to the institution

Enhancing applied research capacity

The proposal builds on the institution's proven applied research capacity and key investments in people and infrastructure in the area of strategic priority. Existing applied research capacity will be further enhanced by the requested infrastructure and the associated institutional commitments.

Each of the following aspects must be addressed:

- 1) Describe your college's current applied research capacity in this area of strategic priority, including:
 - a. the experience and expertise of key participants (from your college and from the private sector), administrative and business development personnel
 - b. currently available equipment and research space
 - c. sources of financial support.
- 2) Describe how your college's existing applied research capacity will be enhanced by the requested infrastructure.
- 3) Specify your college's commitments in support of this proposal.



This section will provide information for reviewers to determine whether your proposal is in line with your current capacity and capabilities. Make sure to highlight the expertise of the participants regarding the operation of the infrastructure requested, including previous experience with similar equipment.

Partnerships with the private sector

The institution has demonstrated its ability to build and maintain productive partnerships with the private sector in the area of strategic priority.

Each of the following aspects must be addressed:

- 1) Demonstrate your college's and research team's track record of establishing and maintaining partnerships with the private sector in the area.
- 2) Provide evidence of the business innovation outcomes enabled by these partnerships.



In this section, focus on your past and current track records of partnerships in the area of the proposal. Focus on your future plans (enabled by the infrastructure you are requesting) in the "contribution to business innovation" section instead.

Objective 3

Generate socioeconomic benefits in the region and nationally including the development of highly skilled personnel

Benefits to Canada

The proposed activities have the potential to lead to business innovation and socioeconomic benefits for the region and for Canada. The proposed activities will enable the development of highly skilled, qualified personnel.

Each of the following aspects must be addressed:

- 1) Outline the anticipated benefits of the applied research activities and the potential impacts on the private sector (and other sectors as applicable).
- 2) Specify the timeframe over which these are expected to occur.
- 3) Specify the anticipated number of highly qualified personnel (HQP) and describe the plans to involve them in applied research activities (e.g. co-op projects, summer students).

Describe the skills HQP will acquire through engagement with private-sector partners in the applied research activities using the requested infrastructure.



In this section, focus on medium- and longer-term impacts of the proposed activities beyond the business innovation outcomes described in the "contribution to business innovation" section.

Financial resources for operations and maintenance

This section of the project module captures the annual costs and sources of committed support. This is to make sure the infrastructure is effectively operated and maintained for the first five years after it is implemented.

If the useful life³ of some of the infrastructure items requested is longer or shorter than five years, provide information in the “infrastructure and budget justification” section of the proposal regarding the operating and maintenance needs for these items over their useful life.

Do not include costs related to research and/or technology development in the table. If funding sources include the CFI’s Infrastructure Operating Fund (IOF)⁴, list these under the institutional contribution category.



You must explain estimated costs and sources of support provided in these tables. Do so in the “infrastructure and budget justification” section of the assessment criteria attachment.

Collaborating institutions module

If applicable, identify the institutions collaborating in this project that are eligible for CFI funding (other than the applicant institution). A collaborating institution is one that receives part of the infrastructure.

Finance module

The finance module consists of the following sections:

- Cost of individual items
- Floor plans (if applicable)
- Contributions from eligible partners
- Infrastructure utilization
- Overview of infrastructure project funding (generated automatically).

Make sure all requested information has been entered into the relevant fields in each section.

The tables in the “overview of infrastructure project funding” section will be automatically populated with information taken from the other sections of the finance module. Note that the amount requested from the CFI is calculated based on the difference between the total contributions from eligible partners and the total eligible costs.

Cost of individual items

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³The useful life of the research infrastructure is considered to be the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose as per the proposal, factoring in normal repairs and maintenance.

⁴ The CFI contributes to the operating and maintenance costs of approved proposals through its Infrastructure Operating Fund (IOF). All eligible projects generate an IOF allocation of 30 percent of the maximum CFI amount approved at award finalization.

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We recommend that you bundle items into functional groupings when completing the “cost of individual items” section. But in the “infrastructure and budget justification” section, list and provide justification for each item within a group.

List only the eligible infrastructure acquisition and development costs as outlined in Section 4.6 of our [Policy and program guide](#). List the full cost of each item or functional groupings. Retain documentation (price lists, quotes, etc.) so that you can provide it to the CFI upon request.



If the infrastructure will be used for purposes other than research or technology development, list only prorated research or technology development costs.

The total eligible costs must include taxes (net of credits received), shipping and installation. However, taxes must not be calculated on the in-kind portion.

When preparing budget estimates, you must follow your college’s existing policies and procedures. Costs included in this budget must be close estimates of fair-market value. Refer to section 6.5 of our [Policy and program guide](#) for information on how in-kind contributions must be assessed.

Floor plans (if applicable)

For this section of the online form, upload a PDF that contains the following information:

- A detailed breakdown of the overall cost of the construction or renovation project, categorized by cost component (i.e. direct, soft and contingency costs up to 10 percent of the construction costs)
- A timeline identifying key dates for the various stages of the proposed construction or renovation
- Floor plans of the proposed area(s) showing the location of the infrastructure and the scale of the plans for projects involving multiple rooms. The floor plans must be legible when printed in black and white on standard letter size paper (8.5 x 11 inches).

The floor plans are a separate attachment and not included in the 20-page maximum for the assessment criteria and budget justification attachment.



This attachment is intended for floor plans only. If any of the pages of the attachment provide information other than for the intended use, they will be removed from the proposal at the administrative review stage.

Contributions from eligible partners

List all contributions from eligible partners as outlined in Section 4.8 of our [Policy and program guide](#). Do not include the amount requested from the CFI. Provide the partner name and type, as well as a breakdown of contributions (cash and in-kind) for each eligible partner. If partner contributions are expected but have not yet been confirmed, outline the plans for securing these funds (e.g. proposals submitted to provincial partners).



We encourage you to bundle all expected in-kind contributions from vendors into a single line.

The total in-kind contributions from partners must equal the total in-kind portion of the costs of the items requested.

Infrastructure utilization

This section of the finance module captures the use of the requested infrastructure for CFI-eligible (research, technology development and associated training) and non-eligible purposes (e.g. education, administration, clinical or other service function) and any applicable prorating of costs.

If the infrastructure is used for non-CFI-eligible purposes, you should explain the methodology used to estimate the percentage of utilization for each category and how the budget was prorated



Any infrastructure utilization included under the “research/technology development and associated training” category must be primarily for carrying out applied research and technology development activities with private-sector partners. “Associated training” refers only to cases where the training is linked to an applied research or technology development project aimed at business innovation.

Suggested reviewers module

The list of suggested reviewers is prepopulated using the list provided in the notice of intent. You may identify additional reviewers who are well qualified to review the proposal. Refer to the “suggested reviewers” section of this document for conflict of interest guidelines.

Submission of notices of intent and proposals

We do not require hard copies of notices of intent or proposals. You must submit notices of intent and proposals in [CAMS](#) by their respective deadline.

