



# SUCCESSFULLY MANAGING CFI PROJECTS

## "TEAM EFFORT"



Wendy McCallum, CPA, CGA  
 Financial Officer, Research Finance  
 Infrastructure Programs

Collaborating Departments

CFI Workflow	Notice of Intent	Application	Award finalization	CFI Contract	Start Spending	On-going Activity	Reporting, Audit & Final Report	Post-end date Activity
<b>Research Development &amp; Services</b>	<ul style="list-style-type: none"> <li>Coordinate Kick-Off presentation - program details &amp; timeline (IF)</li> <li>Coordinate Expert Review Committee (IF) or core planning group (JELF), internal NOI review and allocation of institutional envelope</li> <li>Facilitate NOI submission</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with PI completion of application</li> <li>Final review full proposals and budgets</li> <li>Facilitate on-line submission</li> </ul>	<ul style="list-style-type: none"> <li>Award Announcement</li> <li>Coordinate Award (AF) Finalization meeting</li> <li>Submit award finalization forms with amendment modules if required</li> <li>Co-ordinates variance document (application to award finalization)</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate the signing and award agreement by VP research</li> <li>Activate grant on internal grant system (i.e. ROLA)</li> <li>Request provincial funding</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate amendments with CFI</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate amendments with CFI</li> <li>Facilitate end date extension with CFI</li> <li>Attend team progress meetings (IF)</li> <li>Communication of research outcome /impacts</li> </ul>	<ul style="list-style-type: none"> <li>Participate in audits</li> <li>Facilitates overall performance and value for money audit</li> </ul>	<ul style="list-style-type: none"> <li>Internal IOF applications</li> <li>Facilitate annual progress for 5 years following operational status</li> <li>Ensure CFI guideline are followed during the lifetime of the infrastructure</li> </ul>
<b>Procurement Services</b>	<ul style="list-style-type: none"> <li>Provide budget considerations document</li> </ul>	<ul style="list-style-type: none"> <li>Develop detailed costing sheet with budgetary quotes (incl. tax, shipping, exchange rates and inflation)</li> <li>Ensure adherence to CFI format for quotes</li> </ul>	<ul style="list-style-type: none"> <li>Attend AF meeting to provide information on procurement process</li> <li>Create update costing sheet with current competitive quotes</li> <li>Variance Document input</li> </ul>	<ul style="list-style-type: none"> <li>Attend "Ready to Spend" meeting to provide further information on procurement process and fair market value assessment</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate competitive bidding process</li> <li>Determine FMV and facilitate vendor interaction/negotiates contracts</li> <li>If required, assist PI with e-procurement</li> </ul>	<ul style="list-style-type: none"> <li>Attend team progress meetings (IF)</li> <li>Assist PI with procurement /vendor issues</li> </ul>	<ul style="list-style-type: none"> <li>Participate in audits</li> </ul>	<ul style="list-style-type: none"> <li>Archive procurement data</li> </ul>
<b>Research Finance</b>	<ul style="list-style-type: none"> <li>Provide support on CFI guidelines</li> <li>Attend kick-off presentations</li> </ul>	<ul style="list-style-type: none"> <li>On-going support for CFI questions</li> <li>Attend meetings as requested</li> </ul>	<ul style="list-style-type: none"> <li>Participate in AF meeting to provide information on financial practices eg: fx. rate</li> <li>Facilitate pre-spending if required, and assess financial risk</li> </ul>	<ul style="list-style-type: none"> <li>Activate grant on Finance system</li> <li>Coordinate "Ready to Spend" meeting to review CFI guidelines, grant reconciliation process, reporting, timelines etc.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate procurement by PI through eProcurement system</li> <li>Cross reference PO to quote to approved budget, by item</li> <li>Track purchased items and vendor in-kind</li> </ul>	<ul style="list-style-type: none"> <li>Coordinates regular team progress meetings (IF)</li> <li>Financial reconciliation cash / in-kind (on-going)</li> <li>PI queries and updates on remaining funds and match requirements</li> <li>Evaluate timelines and extension requirements</li> <li>Coordinates item change documentation</li> </ul>	<ul style="list-style-type: none"> <li>Financial reports</li> <li>Coordinate reporting on multi-institution grants</li> <li>Ad hoc internal reports</li> <li>Facilitate audits</li> <li>Inactivate projects</li> </ul>	<ul style="list-style-type: none"> <li>Grant activation IOF</li> <li>PI Communication on eligible IOF expenses</li> <li>On-going PI consultation</li> <li>Annual IOF reporting</li> <li>Grant inactivation</li> <li>Archive financial data</li> </ul>
<b>Facilities Management</b>	<ul style="list-style-type: none"> <li>Provide support on construction requests</li> </ul>	<ul style="list-style-type: none"> <li>Construction budget proposal, description, and drawings</li> </ul>	<ul style="list-style-type: none"> <li>Attend AF meeting</li> <li>Provide updated construction budget, description and drawings</li> </ul>	<ul style="list-style-type: none"> <li>Attend "Ready to Spend" meeting to provide further information construction initiation</li> </ul>	<ul style="list-style-type: none"> <li>Upon receipt of FM construction approval form, commence construction</li> </ul>	<ul style="list-style-type: none"> <li>Attend team progress meetings (IF)</li> <li>Updates team on scope/timeline changes</li> <li>Manage construction</li> </ul>	<ul style="list-style-type: none"> <li>Provide final costing, drawings and scope changes</li> <li>Participate in audits</li> </ul>	<ul style="list-style-type: none"> <li>Archive construction data</li> </ul>

