Infrastructure Operating Funds

The IOF was established by the CFI in order to assist institutions with the ongoing operations and maintenance costs for CFI infrastructure. Each institution is provided with funds based on their eligible CFI awards. All CFI projects approved after July 1, 2001 generate IOF with the exception of projects funded under the Canada Research Chairs Infrastructure.

All recipients of CFI awards have been allocated funds for incremental operating and maintenance costs based on 30% of the total CFI award. These funds are available after all expenditures and purchases for the CFI award have been finalized. Eligible expenses for IOF funding include maintenance contracts and extended warranties not included in the original CFI budget and technical and operating personnel associated with the equipment and supplies. A detailed list of eligible and ineligible costs is listed below.

N.B. The process for requesting IOF funds can be found at the end of this document.

Eligible Costs

Admissible operating costs for the IOF are the incremental operating and maintenance costs directly related your infrastructure project that are needed to maintain the infrastructure in a state of "readiness for research". Incremental costs are new or additional costs incurred directly as a result of acquiring the CFI-funded infrastructure

Below is a listing of admissible and inadmissible costs but the list is not exhaustive and what is admissible for one situation may be inadmissible in another. Should you have any questions about the admissibility of costs, contact Lee Bennard, ext. 52078.

The following is taken from the **CFI Policy and Program Guide** (March 2012):

4.6 Eligible costs for the Infrastructure Operating Fund

Under the Infrastructure Operating Fund (IOF), the costs of operating and maintaining CFI-funded infrastructure are eligible. Unlike the majority of CFI's programs, no partner funding is required.

An eligible operating and maintenance cost for the IOF must meet the following conditions:

- the infrastructure item to which it relates must have been funded by the CFI (i.e. it appears on the *Itemized list* and/or the final financial report);

- the CFI-funded infrastructure project to which it relates must have been approved after July 1, 2001. However, projects funded under the Canada Research Chairs Infrastructure Fund and the international funds are not eligible for IOF;

- the CFI-funded infrastructure project to which it relates must have passed the stage of award finalization. An *Award agreement* is thus in place for the project;

- the operating and maintenance activities are needed to ensure the infrastructure can be used to carry out the proposed research;

- the infrastructure must still be used for research purposes. There is no maximum number of years for which IOF can be claimed, as long as the infrastructure is still being used for research purposes during the period claimed.

Only the proportion of operating and maintenance costs associated with research is eligible.

Eligible costs

- Salaries (including benefits) of highly qualified personnel (technicians or professionals) directly involved in the operation and maintenance of the CFI-funded infrastructure. The full salary of the highly qualified personnel may be eligible if the infrastructure cannot be operated without their assistance.

- Training for the main operator(s) of the research infrastructure, not included in the infrastructure award. It is expected that the main operator(s) will train other users. Alternatively, a group training session may be provided by the vendor at the institution.

- Extended warranties and/or service contracts not included in the infrastructure award

- Extensions to warranty coverage and software licenses

- Maintenance and repairs

- Replacement parts

- Replacement of a CFI-funded infrastructure item needing repair, only if the replacement is more cost effective than the repair (the replacement item must have similar functionality)

- Services (e.g. electricity, security, cleaning) that directly support the CFI-funded equipment or CFI-funded constructed or renovated space (only the portion attributable to the CFI-funded infrastructure is eligible)

- Supplies and consumables needed to operate the research infrastructure (not to exceed 10 percent of the cumulative total IOF claimed by the institution)

Non-eligible costs

- Purchase or lease of real property

- Cost of equipment, installation and construction or renovation deemed eligible under an infrastructure award

- Upgrades related to the infrastructure

- Extended warranties and/or service contracts included in the infrastructure award

- Telephone, Internet and cable or satellite television services that are not necessary to ensure the infrastructure can be used for research

- Insurance

- Costs not directly related to the CFI-funded infrastructure (e.g. maintenance contract for equipment not acquired through a CFI-funded infrastructure project that is eligible

Projected expenditures (for up to 5 years) and expenditures incurred in the previous CFI reporting year (June-June) are admissible.

Process for requesting IOF allocation:

1. For IOF requests, eligible faculty should complete the form "IOF Allocation Request Form" The IOF request form is available on the OVC research website at the following link: research/en/researchresources/Forms.asp

2. This completed template should be attached to the 3 part Request for Funding Transfer form which is available from the office of your department's Administrative Assistant, Chair and Faculty. The purpose of this form is to indicate the CFI grant receiving the funding support as well as provide a record of authorization in the event of a CFI audit. Therefore, faculty must note the grant name in the description and sign and date the requestor section.

3. The completed request package is then sent to Sally Cherry, Administrative Assistant, SAS Accounting Services, (Ext. 54905, room PATH 3835) who checks for errors and reconciles the request with the availability of funds in the IOF allocation for the faculty member making the request.

4. The request package will be sent by S. Cherry to Gordon Kirby, Associate Dean, Research and Innovation who reviews the request(s) for eligibility and if approved, authorizes the request.

5. Once approved by the Associate Dean, Research and Innovation, the request must be authorized by one of the College's signing officers (CAO, Operations Manger, or Dean). The package will then be returned to the Administrative Assistant, Accounting Services by the signing officer for further processing.

6. The pink copy of the Funding Request form will be returned to the faculty member to indicate the request has been authorized.
   a) If the request is for a transfer of funding, this will be processed by journal entry.
   b) If the request is for provision of coding for purchasing, the faculty member must attach the pink copy to the purchase request.
   c) If the request is for a payroll appointment, the coding must be provided to the HR Services Assistant.

7. The Administrative Assistant is then informed of the decision and is provided with coding. The faculty member who made the request is also informed.

N.B. The SAS Accounting Services Office will manage the college's IOF accounts and will keep a record of all the IOF activity and monitor the amounts debited from individual faculty members' allotments. Faculty members will be informed as to the balance of their IOF allotment upon request.