

# CFI Infrastructure Operating Fund

## BACKGROUND

The Canada Foundation for Innovation (CFI) has created the Infrastructure Operating Fund (IOF) to assist institutions with addressing operating and maintenance costs to ensure optimal operation of CFI-funded infrastructure. CFI provides each institution with an allocation based on the CFI contribution to eligible projects funded since July 1, 2001. Each institution is responsible for deciding how to distribute the IOF allocation among its eligible projects.

## INSTITUTIONAL ALLOCATION PLAN

The University of Saskatchewan has developed an Institutional Allocation Plan to manage the internal distribution of the IOF. The plan has been updated March 2025 and applies to proposals submitted to CFI since October 2023. Proposals submitted to CFI prior to October 2023 will fall under the 2011 Plan. Project Leaders are advised to work with their Dean/delegate and Department Head to ensure efficient use of the IOF funding.

To ensure the long-term sustainability of projects, Project Leaders are required to submit a sustainability plan that demonstrates the strategic use of the IOF funding during the first five years of the project and outlines a plan for sustaining the project beyond year six. This plan must be submitted during proposal development and should provide a clear description of how the project will be sustained, including details on the use of user fees, partnerships with industry, or other funding sources. It is important that Project Leaders carefully consider the financial and operational requirements of their project and develop a realistic and viable sustainability plan.

### John R. Evans Leaders Fund (JELF)

For Project Leaders applying for JELF funding, an IOF allocation of up to 18% of the CFI capital award amount can be requested when submitting individual applications. This source of funding is allocated in the Operations and Maintenance budget. In exceptional circumstances, the CFI Advisory Committee may approve an allocation of up to 22.5% of the approved CFI award amount.

### Innovation Fund (IF)

For Project Leaders applying for IF funding, an IOF allocation of up to 22.5% of the CFI capital award amount can be requested when submitting individual applications. This source of funding is allocated in the Operations and Maintenance budget. In exceptional circumstances, the CFI Advisory Committee may approve an allocation of up to 27% of the approved CFI award amount.

The CFI Advisory Committee may approve an IOF allocation that exceeds the standard amount up to the maximum indicated above in cases of exceptional circumstances which include:

- The establishment of a new core facility.  
These funds would mitigate upfront costs to operationalize the facility and the new core facility must articulate an argument that they have implemented a fee recovery structure that has maximized discipline-specific research revenue sources.
- Multi-institutional IF projects will be assessed on a case-by-case basis and may be granted 30% of the approved CFI award amount.

Note: Additional funding would not be available for facilities receiving subsidies from other institutional sources.

## PROJECT LEADER RESPONSIBILITIES

Project Leaders, along with their Dean's Office and Department Head, who accept IOF are responsible for:

- Compliance with CFI Policy and Program Guide related to IOF (Section 4.7.1)  
[https://www.innovation.ca/apply-manage-awards/policy-program-guide-ppg/40-eligible-projects-costs-contributions/47-eligible#\\_Toc126227226](https://www.innovation.ca/apply-manage-awards/policy-program-guide-ppg/40-eligible-projects-costs-contributions/47-eligible#_Toc126227226)
- Ensuring that all expenditures are related to the operation and maintenance of the infrastructure funded by CFI.
- Funding over-expenditures and ineligible expenditures from other sources.
- Retaining a file of supporting documentation for expenditures for 6 years.

## ANNUAL APPLICATION PROCESS (JELF and IF)

Feb- Mar	RASI invites eligible JELF and IF Project Leaders to submit an IOF Application form.
Mar- April	<b>Project Leaders submit a signed IOF Application Form</b> to RASI for review and processing; JELF projects seeking more than 18% will be reviewed and a recommendation made to the CFI Advisory Committee Chair.
April- May	RASI notifies Project Leaders of the funding decision.
June	RASI compiles the successful internal IOF Application Forms and submits the annual institutional request to CFI.
July	RASI sends Letter of Acceptance Form to the Project Leader which outlines the amount and terms and conditions.
Aug- Sep	Once Letter of Acceptance Form has been fully signed and received by RASI, an operating fund will be created in the Project Leader's name for each approved project for the full amount stated in the award letter.

## ANNUAL REPORTING REQUIREMENTS

March/April	<b>Project Leaders, if applicable, will submit</b> a Certification - Salary of Technicians and Professionals, as required by CFI; (RASI will provide appropriate form to Project Leaders)
June	RASI compiles the internal reports and submits the annual institutional request to CFI.