

CFI Infrastructure Operating Fund Institutional Allocation Plan

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. Nonetheless, the responsibility for providing sufficient operating and maintenance funds for the CFI-funded infrastructure remains with the institution. CFI provides each institution with an allocation based on the CFI contribution to eligible projects. All projects funded by CFI since July 1, 2001 are eligible to receive IOF, with the exception of projects funded under the Canada Research Chairs Infrastructure Fund and the international funds. Eligible projects generate an IOF allocation of 30% of the CFI contribution as at award finalization. Each institution is responsible for deciding how to distribute the IOF allocation among its eligible projects.

The University of Saskatchewan has developed an Institutional Allocation Plan to manage the internal distribution of the IOF¹.

Guiding Principles

The University of Saskatchewan will allocate the CFI Infrastructure Operating Fund to eligible projects based on need relative to the availability of other sources of funding for operating and maintenance of the CFI-funded infrastructure. Prior to requesting funding from the IOF, each Project Leader, in cooperation with their respective Dean/delegate, is expected to:

- identify synergies between CFI-funded projects and submit joint proposals, when possible, to maximize the potential benefit and to avoid any inappropriate duplication of expenses; and
- attempt to identify operating funding from other sources prior to requesting funding from the IOF.

The CFI Advisory Committee, chaired by the Vice-President Research, assists with management of the IOF. Please refer to the Terms of Reference for the CFI Advisory Committee.

The University of Saskatchewan Institutional Programs Office (IPO) will administer the IOF in accordance with the CFI Policy and Program Guide and Award Agreements. The IPO, where possible, will assist Project Leaders, Deans/delegates, and Department Heads with identifying synergies between CFI-funded projects and potential duplication of expenses.

Decision Making and Approval Process

1. The IPO will coordinate the IOF submissions and be the point of contact for the eligible Project Leaders, Deans/delegates, Department Heads, and the CFI Advisory Committee.
2. The IPO will solicit applications from eligible Project Leaders in the Spring of each year, in preparation for the annual institutional request submitted to CFI in June.
3. Project Leaders will complete an application form showing the anticipated eligible expenditures, which should be consistent with the Operations Maintenance Plan included in the CFI application for the infrastructure funding. Each request must also address all ongoing operating needs, including those above the IOF resources.
4. Prior to submission of the application, the relevant Deans/delegates will review the requests to ensure that synergies between eligible projects have been identified and that duplication of expenses will not occur.

5. The CFI Advisory Committee will review all requests and make recommendations to the Vice-President Research regarding the allocation of the IOF. Likely outcomes include:
 - a. IOF is awarded as requested;
 - b. Project Leaders are requested to address synergies and submit a revised application to the next competition;
 - c. Additional information is requested.
6. Based on need and eligible expenses, Project Leaders may be awarded up to 75% of the IOF allocation generated by their project. Requests for greater than 75% will be assessed using the following criteria:
 - a. Will additional IOF funding create synergy and collaboration between individual IOF applications?
 - b. Will additional funding provide greater access to the CFI-funded infrastructure for the broader University community?
 - c. Do exceptional circumstances exist? (e.g. catastrophic event, unforeseen requirements)
 - d. Does the project have unique operating and maintenance requirements?
7. Any unallocated funds will remain in the University's IOF account to address future operational and maintenance needs of eligible infrastructure projects.
8. Project Leaders, along with their Dean and Department Head, who accept IOF are responsible for:
 - a. Compliance with CFI Policy and Program Guide related to IOF (http://www.innovation.ca/sites/innovation.ca.lab.ahundredanswers.com/files/essential_documents/2010_cfi_guide_e.pdf).
 - b. Ensuring that all expenditures are related to the operation and maintenance of the infrastructure funded by CFI.
 - c. Funding over-expenditures and ineligible expenditures from other sources.
 - d. Retaining a file of supporting documentation for expenditures for 6 years.

¹ As of November 2008, CFI no longer requires a copy of the current Institutional Allocation Plan.