

## **Tips for completing the Infrastructure Operating Fund (IOF) Application:**

### **Justification**

The CFI guidelines that outline eligible and ineligible IOF expenditures, are found in Section 4.7.1 of the CFI Policy and Program Guide - [https://www.innovation.ca/sites/default/files/file\\_uploads/guide\\_patch\\_2019\\_en.pdf](https://www.innovation.ca/sites/default/files/file_uploads/guide_patch_2019_en.pdf). Please refer to these Guidelines as you complete the justification section. Provide a short description for each type of expenditure:

- 1) Personnel – Describe the type of technical support required, how it will be obtained, and the projected cost.
- 2) Supplies (maximum 10% of funding) - Describe the type of supplies required and estimated cost per year.
- 3) Maintenance and repairs - Describe the nature of the maintenance and repairs required and their estimated cost per year.
- 4) Services - Describe the types of services required, how it will support the operation of the equipment, and the estimated cost per year. This is not a common cost for most projects.
- 5) Other (specify) - Use this for any expense categories not listed above.

Project Leaders may request up to 75% of the IOF allocation generated by the project, as long as there is a need and eligible expenses.

Example:	CFI project total	\$150,000
	CFI portion from proposal (up to 40%)	\$ 60,000
	CFI-IOF allocation (30% of the CFI portion)	\$ 18,000
	Notional allocation (75% of the IOF allocation)	\$ 13,500

Requests for IOF that exceed 75% must provide a detailed and well-justified description (maximum 2 page attachment) that fits at least one of the following criteria:

- Will additional IOF funding create synergy and collaboration between individual IOF applications?
- Will additional funding provide greater access to the CFI-funded infrastructure for the broader University community?
- Do exceptional circumstances exist? (e.g. catastrophic event, unforeseen requirements)
- Does the project have unique operating and maintenance requirements?

### **Exit Plan**

Provide details as to how operating funding will be obtained after the IOF has been exhausted.