

Tips for completing the IOF Application:

Justification

The CFI Guidelines, outlining eligible and ineligible expenditures, is found in Section 4.7 of the CFI Policy and Program Guide - <https://www.innovation.ca/awards/policy-and-program-guide-and-supplemental-information> Please refer to these Guidelines as you complete this 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.
- 5) Other (specify) - Use this for any expense categories not listed above.

Based on need and eligible expenses, Project Leaders may be awarded up to 75% of the IOF allocation generated by the project.

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

Requests for greater than 75% will be assessed using 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?

Any applicant requesting more than 75% of their CFI-IOF allocation should provide detailed justification (to a maximum of 2 pages) outlining how their project meets the one or more of the above conditions.

Exit Plan

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