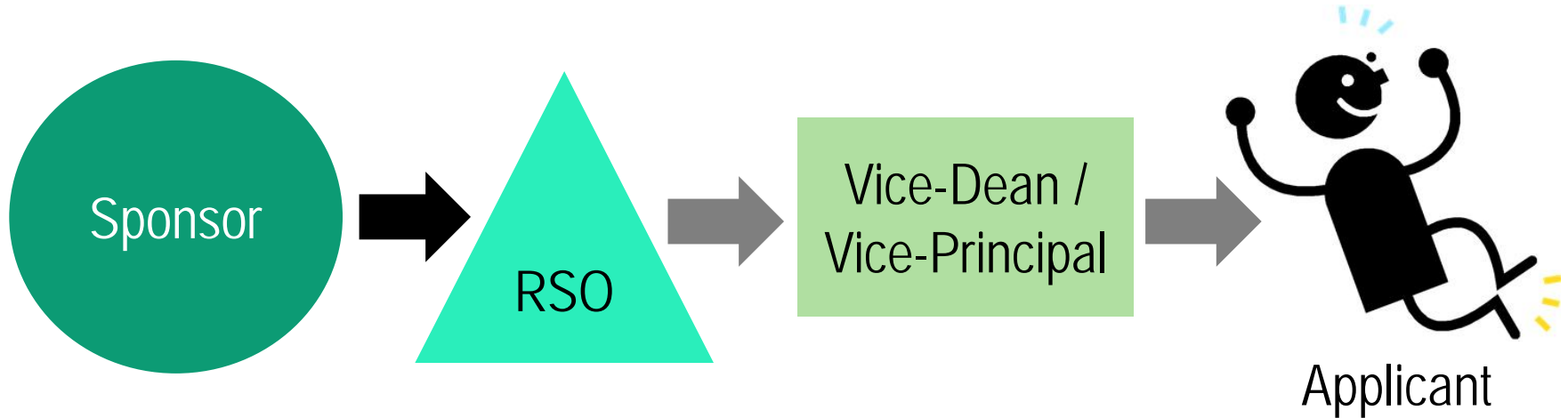


Award Notification



Award Notification

Research Services will send out:

- A congratulatory letter from the VPRI to awardees via campus mail
- An email with information about the award finalization process:
 - Timeline for funding availability
 - Internal budget template (IBT)
 - CFI review comments
 - Conditional Funding form, if applicable

Award Notification

For projects with a renovation component, CFI expects the following:

- Renovation starts within 18 months of the CFI award notice
- The space is renovated before equipment is purchased and installed
 - CFI will not issue payment until occupancy has been confirmed

Advance Spending Mechanism

- PIs may need to incur expenses prior to release of funds and can be requested by the PI
- Authorization is at the discretion of the Dean/Principal of the Division.

Advance Spending Mechanism

- Requests from the PI to their Chair, then to the Dean/Principal, require the following information in the Advance Spending Form (included in the handout):
 - reason for advanced spending request and amount;
 - details of the amount of advance
 - duration of advance spending period (ends when the funds expected)
 - Confirmation that sponsor guidelines permit advance spending
 - Accounts where funds are to be taken should research award not materialize (division is underwriting the expense)

Poll question

Professor Patil needs to make a purchase before her award is finalized and funds are available. Which piece of information needs to be included in the Advanced Spending Form?

- A. Divisional account numbers to underwrite the expenses
- B. A letter to the sponsor requesting advance spending
- C. Funded research number

Correct answer is A.

Award Finalization

After the ORF decision, PIs and business officers will receive:

- Internal budget template (IBT) previously completed
 - Fine-tune equipment costs
 - Confirm timing of purchases
 - Not to change items, unless under exceptional circumstances
- Award Finalization form
 - PI determines “project end date” based on timing of purchases and acquisition date indicated in application
 - Signed by PI and Chair
- Sponsor funds set-up and notification

Institution	University of Toronto
Project number	39999
Project leader	Smith, John
Anticipated project end date	

PI to complete

Budget and forecasts

An updated budget is normally not required at this stage. However, this may be needed in a small number of instances, if one or more of the following occur:

- the CFI has requested that an updated budget be submitted;
- there are changes to the infrastructure that require prior CFI approval. The PI / department must obtain prior CFI approval for:
 - any change having a negative impact on a project and its research objectives, regardless of the cost implications;
 - any new item (including increases in the quantity of an item) for which the cost exceeds \$50,000;
- one or more items need to be removed or amended as per the funding decision.

PI to complete

Is there a need for an updated budget for this project?

***If yes, please submit the updated budget.**

Will the infrastructure be located at an institution other than indicated in the proposal?

***If yes, please describe below.**

Yes* No

☐☐☐☐

Poll Question

Is there a standard duration for a CFI award?

- A) Yes, it is 5 years
- B) No, it is as long as I need to acquire the infrastructure
- C) No, it depends on the acquisition date in the application

Correct answer is C.

Poll Question

How long do I have to complete my purchases and ensure equipment is delivered?

- A) 1 year from the acquisition date in the application
- B) 2 years from the acquisition date in the application
- C) 5 years from the CFI application date or 3 years from the CFI award notice

Correct answer is A.