

# CFI Infrastructure Operating Fund (IOF)

# Operating & Maintenance requirements

- Infrastructure purchased remains operational over its useful life, and a minimum of 5 years
- Useful life = period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose (as described in the application), factoring in normal repairs and maintenance.
- CFI IOF = 30% of CFI infrastructure award (e.g. CFI infrastructure = \$100K, then the IOF award is \$30K)
- Eligibility restrictions (software licenses, supplies, extended warranties, personnel certifications, etc.) – lots of ineligible expenses have been found!

# Operating & Maintenance requirements

IOF eligible expenses do not include:

1. Purchase or upgrades of equipment
2. Purchase of extended warranties included in equipment purchase
3. Compensation costs for trainees
4. Any cost to conduct research activities
5. Administrative, secretarial or clerical personnel not directly related to the operation and maintenance of the infrastructure

# IOF Financial Report

The consolidated IOF annual financial report (reporting on April – March), including the next year's forecast, is submitted online to CFI by **June 15.**

Need to ensure only eligible costs are charged to the IOF account, corrections are to be made no later than March 31.

# Reporting of actual expenditures

- CFI wishes to minimizing the documentation and reporting requirements while still ensuring accountability.
- Expenditures are subject to the institutional purchasing policies and procedures

# Reporting Process

Transaction download:

- In early April ROCO sends a transactional listing to the Business Officer (BO) and Principal Investigator (PI) for review.
- Transactions which require further clarification to assess eligibility are identified by ROCO.
- It is expected that any transactions deemed ineligible are reallocated to another Fund.
- We have found that there are a **high number of ineligible expenses**.

# Reporting of actual expenditures

- Outstanding commitments are allowed **only** in cases where the expenditure has been incurred (i.e. work performed, goods received or services rendered) but the invoice was not paid in the period ending March 31
- Expenditures reported must not have been claimed for reimbursement from another source

# Reporting Process

## Certification Form:

- The PI and Business Officer must review the transactions for expense eligibility to ensure those charged to the IOF Fund meet with CFI policy.
- They are requested to sign a report certification indicating compliance to CFI policy & guidelines
- The report certification is kept on file should the CFI request it upon audit.



# Reporting Process

Report submission:

- Once all IOF report certifications are returned to ROCO and queries addressed, the report is submitted to CFI
- Once payment is received from CFI, each fund receives a revenue transfer for actual expenses incurred

# Supporting documentation

- The department should be prepared to provide full supporting documentation for actual expenditures reported
- all documentation is to be retained for a **minimum of 6 years** which starts at the end of the fiscal year to which the records relate.
- IOF is included in the monitoring/audit visits by CFI who make the final determination of eligible costs

# Supporting documentation

Salaries of highly qualified personnel (technicians or professionals - HQP)

- Must be directly involved in the operation and maintenance of the CFI-funded infrastructure
- Description of the O&M activities performed
- Certification that the infrastructure cannot be operated without the HQP
- This certification is obtained annually and is signed by the employee and approved by the supervisor or another person (e.g. project leader or department head) if this person is knowledgeable of the activities performed by the employee.

# Supporting documentation

- Supporting evidence for the individual's salary and benefits (e.g. letter of hire or change in salary rate, payroll records)
- Templates for support of salary claimed on IOF can be found on CFI's website
- Confirmation obtained by ROCO from the project leader(s) (at a minimum annually) that the infrastructure is still used for research purposes. (the institution must certify that it has obtained these confirmations in the IOF annual report).