

# Certification

## Salary of Technicians and Professionals CFI Infrastructure Operating Fund (IOF)

**Please read the following information carefully before completing this form:**

- The related infrastructure item must have been funded by the CFI as part of an infrastructure project eligible to receive IOF. All CFI projects approved after 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.
- The related CFI-funded infrastructure project must have passed the stage of award finalization, and the related CFI-funded infrastructure item must be operational and still used for research purposes during the period claimed.
- The institution may choose to report under the IOF an amount that is equal to, or lesser than, the full salary (including benefits) of the individual for the period where the operations and maintenance (O&M) activities were performed. Salary expenditures are only eligible if the highly qualified personnel is directly involved in the O&M of the CFI-funded infrastructure and if such infrastructure cannot be operated without the assistance of the highly qualified personnel.
- All documentation must be retained on file at the institution, for audit purposes, and provided to the CFI upon request. Supporting documents must be maintained for a minimum period of five years following the submission of the IOF Annual Report.
- This form should not be used when reporting personnel costs in a CFI infrastructure project.

**Employee name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Period:** \_\_\_\_\_

**Annual salary (including benefits):** \_\_\_\_\_

**Salary (including benefits) reported under the IOF:** \_\_\_\_\_

**Related CFI-funded infrastructure (please list):**

CFI project number	Infrastructure item(s)

**Description of the O&M activities performed in relation to the infrastructure item(s), and justification of why these activities were essential to the operation of the infrastructure:**

**Certification:**

**I hereby certify that the above information is accurate and that activities performed were essential to the operation of the infrastructure.**

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Supervisor approval - signature)

***Note:** The CFI will also accept a certification of this information from another person (e.g. Project Leader or department head) if this person is knowledgeable of the activities performed by the employee.*