The Infrastructure Operating Fund (IOF) helps cover a portion of the operating and maintenance costs to ensure optimal use of CFI-funded infrastructure. It is nonetheless the institution’s responsibility to provide sufficient funds for the operation and maintenance of CFI-funded infrastructure.

An institution’s IOF allocation is based on the CFI contributions for eligible projects. All projects, approved by the CFI Board of Directors 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. All eligible projects generate an IOF allocation of 30% of the maximum CFI amount approved at award finalization. Instructions regarding how to apply for IOF are located at the end of this document.

Below is a list of eligible and non-eligible items. Note that this list is not exhaustive. More information can be found in the CFI Policy and Program Guide (May 2013). Should you have any questions about list, contact Carina Hernandez, CSAHS Research Manager: ext. 54596, and/or Lee Bennard, Manager Infrastructure Programs: ext. 52078.

A. CFI Eligible & Non-eligible Costs

Source: CFI Policy and Program Guide (May 2013)

4.7 Eligible costs for Infrastructure Operating Fund

Under the Infrastructure Operating Fund (IOF), the costs of operating and maintaining CFI-funded infrastructure are eligible. Unlike the majority of CFI’s programs, no partner funding is required. An eligible operating and maintenance cost for the IOF must meet the following conditions:

- the infrastructure item to which it relates must have been funded by the CFI (i.e. it appears on the proposal or updated budget and/or the final financial report);
- the CFI-funded infrastructure project to which it relates must have been approved after July 1, 2001. However, projects funded under the Canada Research Chairs Infrastructure Fund and the international funds are not eligible for IOF;
- the CFI-funded infrastructure project to which it relates must have passed the stage of award finalization. An Award agreement is thus in place for the project;
- the operating and maintenance activities are needed to ensure the infrastructure can be used to carry out the proposed research;
the infrastructure must still be used for research purposes. There is no maximum number of years for which the IOF can be claimed, as long as the infrastructure is still being used for research purposes during the period claimed.

Only the portion of operating and maintenance costs associated with research is eligible.

**Eligible costs**

- Salaries (including benefits) of highly qualified personnel (technicians or professionals) directly involved in the operation and maintenance of the CFI-funded infrastructure. The full salary of the highly qualified personnel may be eligible if the infrastructure cannot be operated without their assistance.
- Training for the main operator(s) of the research infrastructure, not included in the infrastructure award. It is expected that the main operator(s) will train other users. Alternatively, a group training session may be provided by the vendor at the institution.
- Extended warranties and/or service contracts not included in the infrastructure award
- Maintenance and repairs
- Replacement parts
- Replacement of a CFI-funded infrastructure item needing repair, only if the replacement is more cost effective than the repair (the replacement item must have similar functionality)
- Services (e.g. electricity, security, cleaning) that directly support the CFI-funded equipment or CFI funded constructed or renovated space (only the portion attributable to the CFI-funded infrastructure is eligible)
- Supplies and consumables needed to operate the research infrastructure (not to exceed 10 percent of the cumulative total IOF claimed by the institution)

**Non-eligible costs**

- Purchase or lease of real property
- Cost of equipment, installation and construction or renovation deemed eligible under an infrastructure award
- Upgrades related to the infrastructure
- Extended warranties and/or service contracts included in the infrastructure award
- Telephone, internet and cable or satellite television services that are not necessary to ensure the infrastructure can be used for research
- Insurance
- Costs not directly related to the CFI-funded infrastructure (e.g. maintenance contract for equipment not acquired through a CFI-funded infrastructure project that is eligible to receive the IOF, services related to space for which the CFI has not funded the construction or renovation)
- Trainee stipends (undergraduates, graduates and post-doctoral fellows) and researcher salaries
- Administrative, secretarial or clerical personnel not directly related to the operation and maintenance of the infrastructure (e.g. research services office, library, finance services)
- Any cost to conduct research activities
- Costs attributed to the dissemination of information such as promotion, publications or conferences
- Expenditures reimbursed by another source

**B. Request for use of CFI-IOF Allocation in CSAHS: Procedures & Requirements**

1. The Office of the Associate Dean (Research) will notify CFI holders of their IOF allocation which they are eligible to apply for.
2. A researcher may only apply for items associated with his/her CFI funded infrastructure.
3. A researcher may apply up to the seventh year of his/her CFI infrastructure.
4. Complete the attached “Request for use of CFI-IOF Allocation: FORM”. The form can also be accessed here: Allocation: FORM. Electronically submit the completed form to csahsadr@uoguelph.ca.
5. The Office of the ADR will review the request and send notification to the researcher once a decision has been reached.
6. Once the request is approved, the ADR’s Office will provide the researcher with the coding to use to put expenses/purchases through.
7. The researcher must keep all invoices and/or receipts of any IOF purchases in the event that CFI has a question and/or concern about an IOF expense. NOTE: The researcher may only purchase items that are approved on their “Request for use of CFI-IOF Allocation: FORM”.
8. The ADR’s Office is responsible for managing the college’s IOF account, and in turn is required to keep a record of all IOF activity, and to monitor the amounts debited from individual faculty members’ allotments.
9. Research Finance Services (RFS) will be responsible for the reporting requirements to CFI.

C. Instructions for completing the “Request for use of CFI-IOF Allocation: FORM”

- **Item**: Select the type of eligible item you are applying for from the dropdown menu provided. Item categories include:
  - Salary & benefits of personnel directly involved in operation & maintenance of CFI funded infrastructure;
  - Initial training for main operator(s) of equipment;
  - Warranties & service contracts not included in the CFI award;
  - Extension to warranties and software licences;
  - Maintenance;
  - Repairs;
  - Replacement parts;
  - Replacement of infrastructure (only if more cost effective than repair);
  - Services on CFI-funded equipment or space (e.g., electricity, security);
  - Supplies & consumables (must be less than 10% of total IOF allocation)

- **Description**: Provide a brief description of the specific item you are applying for.
- **Justification**: Provide a rational for each item requested (you are limited to the space provided).
- **Year**: Year you plan to purchase item.
- **Amount**: Total cost of each item.

NOTE: You may apply for any and/or all items in the dropdown menu provided they are in line with your original CFI project (e.g. extended warranty for CFI funded equipment).