

University of Guelph CFI Infrastructure Operating Fund (IOF) Guidelines

March 2022

Updated: August 17, 2022

Draft guidelines were reviewed at the Research Services Subcommittee meeting in September 2020, March 2021, November 2021, and February 2022. They were finalized in March 2022. The final section of this document, the CFI IOF Account Management Plan, was finalized August 2022.

What are CFI Infrastructure Operating Funds? What is Eligible?

- All eligible CFI projects generate an [IOF](#) allocation of 30 percent of the maximum CFI amount approved at award finalization.
- The costs of operating and maintaining CFI-funded infrastructure are eligible under the Infrastructure Operating Fund (IOF).
- There is no maximum number of years for which the IOF funding can be claimed, as long as the infrastructure is still being used for research purposes during the period claimed.
- If the cost of replacing the infrastructure is less expensive than repair, this is an eligible expense.

Principles

- CFI IOF will be spent on CFI IOF eligible expenses that relate to said infrastructure needs as outlined in Section 4 of the [CFI IOF Policy and Program Guide](#).
- The Office of Research has oversight of CFI IOF usage on behalf of the University.
- The University recognizes that the CFI IOF is not sufficient to support the operations and maintenance expenses for all the CFI-funded infrastructure over the useful life and that other sources of funding must be identified.
- The University has the responsibility to maintain the CFI-funded infrastructure in a state of readiness for research.
- A portion of CFI IOF will be allocated to core research facilities that comprise CFI-funded infrastructure; this proportion will be managed by the Office of Research.
- The operations and maintenance plan and need for funding may change during the course of the infrastructure's useful lifetime. To adapt to unexpected variations in context and usage, the on-going institutional support for operations and maintenance, including IOF, must be flexible.

IOF Guidelines Effective Date

- All projects receiving a CFI Notice of Award on or after April 1, 2021 ("Effective Date"), are subject to these Guidelines.

- The CFI IOF allocation model, terms and conditions, account management and reporting described below will apply as of the Effective Date.

Transition from Past IOF Practices to IOF Guidelines

- CFI IOF funding received by the University in association with projects approved prior to the Effective Date of these Guidelines will be managed by Colleges in accordance with College spending plans approved by the Associate Vice-President Research Services in Spring 2021. Spending plans will align with the principles of these Guidelines and CFI expense eligibility criteria.
- IOF funds received in association with projects approved before the Effective Date of these guidelines and not spent by **March 31, 2031**, will be transferred to the central CFI IOF account under the management of the Office of Research.

CFI IOF Allocation Model & Terms and Conditions

The allocation model below will be used to distribute the IOF for CFI projects approved on or after the Effective Date:

CFI Program	IOF portion	Allocated
Innovation Fund		
	30%	College
	30%	Project Leader
	40%	Office of Research
JELF		
	60%	Project Leader
	40%	Office of Research

Colleges will have ten (10) years to spend CFI IOF funds allocated on or after the Effective Date of these guidelines, after which funds will be transferred to the Office of Research central CFI IOF account under the management of the Office of Research.

Project Leaders will have ten (10) years to spend CFI IOF funds allocated on or after the Effective Date of these guidelines, after which funds will be transferred to the Office of Research central CFI IOF account under the management of the Office of Research.

The CFI IOF funding allocated to **the Office of Research** will be used as follows:

- Project Leaders of all CFI/MCU projects and/or Colleges may request additional funding from the Office of Research. See “Access to IOF funds”, below.
- Office of Research will also use its allocation to support CFI-funded infrastructure within Core Research Facilities.

CFI IOF Account Management

Project Leader IOF accounts

Start and end-dates: Project leader IOF accounts will be set up (and start) when the project account

is set up (upon execution of CFI agreement). The end-date of the account will be 10 years from the date the account is set up.

Value: The amount of IOF the PI receives is based on the application budget. If the actual spending on the project (the equipment) is less than anticipated, the IOF account will be amended accordingly. Any overspends are the project leader's responsibility.

College IOF accounts

The existing College IOF accounts will be retained. Accounts will be amended when the CFI IF accounts are set up (upon execution of CFI agreement).

Access to IOF funds held by the Office of Research

IOF funds held centrally by the Office of Research can be requested in cases of major equipment failure, the nature of the equipment (e.g., high maintenance costs, salaries) where:

- The college confirms that the equipment is of continuing value
- The cost exceeds the project leader's IOF budget remaining
- The costs are eligible under IOF guidelines.

Requests for IOF funds can be made at any time to the AVPRS (submitted to the Manager, Strategic Programs). Requests must include:

- Budget with quotes
- A rationale that explains the reason for the request and the value or savings that will result

Decisions will be made by the AVPR in consultation with the Vice-President (Research), the Strategic Programs Manager and the Director, Financial Services.