



Fondation canadienne pour l'innovation

Canada Foundation for Innovation

Infrastructure Operating Fund (IOF)
Salary of technicians and professionals

Please read the information on the next page carefully before completing this form.

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

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

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

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

Related CFI-funded research infrastructure (please list):

Table with 2 columns: CFI project number, Research infrastructure item(s)

Description of the operations and maintenance activities performed in relation to the research infrastructure item(s), and justification of why these activities were essential to the operation of the infrastructure:

Empty rectangular box for description and justification.

Certification:

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

(Employee signature)

(Project leader signature)

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

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

- The research infrastructure item related to the reported salary must have been funded by the CFI (i.e., it appears in the initial or updated budget and/or in the final financial report of the CFI-funded research infrastructure project).
- The CFI-funded project to which the research infrastructure relates must have been approved after July 1, 2001 and must not have been funded through the Canada Research Chairs Infrastructure Fund, Career Awards or the international funds.
- The related CFI-funded research infrastructure project must have passed the stage of award finalization, and the research infrastructure item(s) must be operational and still used for research purposes.
- Salary expenditures are only eligible if the individual is directly involved in the operation and maintenance of the CFI-funded research infrastructure and if such research infrastructure cannot be operated without the assistance of the individual. The full salary of the assigned personnel is eligible for the period of time they are assigned to essential activities.
- The institution must keep on file all documentation for audit purposes for a minimum of six years and provide it upon request. This six-year period starts at the end of the fiscal year to which the records relate.
- This form should not be used when reporting personnel costs for a CFI research infrastructure project. A different form is available for that purpose.