

Request for CFI IOF Funds for Non-Salary Expenses

CFI Project #:		PI Name	
Infrastructure Item #		Infrastructure Item Name:	

Expense category:	Date of expense	Vendor	Expense amount
Expense detail and justification			
Expense category:	Date of expense	Vendor	Expense amount
Expense detail and justification			
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Certification: In making this request for CFI-IOF funding and as signing as the claimant below, I am certifying that I am familiar with the eligibility requirements for CFI-related expenses and that the charges listed above meet all eligibility requirements.

Claimant name: _____

Signature _____

Date _____

Please fill out this section if this expense has already been paid from a research account

Transfer this expense from account # _____ to the IOF Fund

Finance Office

Authorizing Signature _____ Date _____

Office of Research

Authorizing Signature _____ Date _____

CFI IOF Funds Request

IOF 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
- Extensions to warranty coverage, service contracts and software licences
- 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 space funded by the CFI or for space that is essential to house and use CFI-funded infrastructure, which may include common areas, if applicable
- Supplies and consumables needed to operate the research infrastructure (not to exceed 10 percent of the cumulative total IOF funding claimed by the institution)

IOF 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
 - 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
 - Trainee stipends (undergraduates, graduates and postdoctoral 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
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