

# **Canada Foundation for Innovation Infrastructure Operating Funds Institutional Allocation Plan**

CFI provides each institution with Infrastructure Operating Funds (IOF) dollars in support of approved CFI projects. IOF consists of up to 30% of the CFI portion of an Innovation Fund, Leader's Opportunity Fund, Leading Edge Fund, New Initiatives Fund award, and Leaders Opportunity Funds for Canada Research Chairs since 2005 (excluding International, Canada Research Chairs Infrastructure and Career Award projects). Researchers are encouraged to use the CFI IOF as an integral part of their planning for funding the O&M needs of CFI-funded infrastructure.

## **Guiding Principles**

- UBC allocates all IOF funds back to the associated CFI projects. Each CFI project will have access to IOF funds not exceeding 30% of the CFI contribution to the project.
- Project leaders can apply for IOF through the VPRI Institutional Programs Office (CFI/BCKDF/WD) once the CFI-funded infrastructure is significantly in place.
- In the case of Inter-institutional projects, funds will be allocated according to demonstrated need, normally not to exceed 30% of the CFI contribution to each participating institution. This allocation will be negotiated and included as part of the required inter-institutional agreement.
- Projects that use CFI funds for construction or major renovation of facilities will need to follow the allocation guidelines below. For projects that don't have construction or major renovation, the entire IOF will be used to support CFI-funded equipment for the projects.

## **Allocation Guidelines**

Allocation of the Infrastructure Operating Funds (IOF) at UBC will follow the following priorities:

- 1) The incremental costs of operating and maintaining the new equipment must be assured for a five-year period after installation.
- 2) The incremental costs due to cleaning, utilities and maintenance of major renovation and new construction must be assured for a five-year after completion of the project.

In order to simplify the process of allocating funds, the following guidelines will be followed. The term researcher means the project leader and other major users named in the CFI application); the term centre refers to the general purpose operating fund (GPOF) of UBC, the research administration of the relevant Teaching Hospital or other partner institution.

The total budget for each CFI infrastructure award can be divided among three main components: (i) research equipment (includes equipment, software, warranty, eligible personnel costs, eligible travel, etc.); (ii) renovation costs; and/or (iii) new construction costs.

Each of these components is assigned a percentage of the total cost of the project based on the Financial Information on the final CFI budget or actual cost if there is significant variance between the budgeted amount and the actual cost. The following sharing of the infrastructure operating costs is recommended:

<b>Component</b>	<b>Percentage Operating Funds to Researcher</b>	<b>Percentage Operating Funds to Centre</b>
Research equipment	95%	5%
Renovation costs*	5%	95%
New construction costs	5%	95%

\*any renovation costs over \$1M are considered to be major and considered as identical to new construction costs.

Where UBC participates in CFI projects that involve more than one partner institutions, either as the lead or as a participating institution, the IOF for multi-institutional projects will be distributed in accordance with the inter-institutional agreement. The partner institution will normally be allocated their share of IOF and will administer them according to their internal policies.

### **Rationale of the allocation between Researcher Share and Centre Share**

The main operating costs for research equipment are personnel to run the equipment, spare parts, software upgrades, hardware repairs, and maintenance. Utility costs in terms of increased water and electricity are normally minor but non-negligible. For this reason, the majority of the Infrastructure Operating Funds assigned to this component goes to the researchers. According to priority 1, these incremental operating costs must be assured.

For renovations to existing space, there are minimal incremental operating costs to researchers. There will be additional custodial and utilities costs where the pre-renovation standard of maintenance is lower than that required of a state-of-the art research facility. In this case, the majority of the infrastructure operating funds is assigned to the centre to reduce subsidies to research that now come from the institutional budget. Some flexibility must be made for larger renovation projects. These cases will be considered as for new construction costs.

For new construction costs, the operating costs incurred by the centre far exceed the incremental costs to the researchers. For this reason, the majority of the infrastructure operating costs associated with new construction is assigned to the centre.

### **Application and Approval Process**

Every year in May the Institutional Programs Office will review the CFI projects and determine if IOF applications are required. The Institutional Programs Office will send the IOF template to the Project leaders if IOF applications are needed for these projects. The Project Leader will submit an IOF request to Sharon Wu, Director, Institutional Programs (CFI/BCKDF/WD) (e-mail [sharon.wu@ubc.ca](mailto:sharon.wu@ubc.ca)) in the VP Research & International Office. The request will include all costs and funding sources, including IOF and will be limited by the guidelines defined in the policy. The VPRI Office will review it to ensure that the costs meet the established criteria.

For funds earmarked for the centre, Plant Operations will submit the request on behalf of UBC. Research administration or their equivalent will submit the request from associated teaching hospitals or other associated institutions.

The request will follow the form required by CFI and will include:

- Cost item
- Annual cost requirements
- Approval from the PI and department head

Should any of the amounts earmarked as per the guidelines not be required, then the funds will be allocated to any other allowable costs attached to that specific project. For example, if the centre incurred no additional costs, then the IOF would be allocated to the researcher to cover any unmet requirements. If these are not required, they will be allocated to those projects with the greatest need.

Should actual costs exceed those requested in the agreement, the recipient will have to make up the shortfall. Should they fall below the request, the VP Research Office will reallocate these funds to another project.

The Associate Vice-President Research & International will coordinate the approval & submission of requests to CFI once a year in June.

### **What to do if researchers need additional operating funds after IOF is run out?**

The University is committed to ensuring that infrastructure obtained with CFI funding remains functional and productive for its anticipated lifetime. Therefore, we will make every effort to assist researchers to secure sufficient O&M resources to accomplish this. At the application stage, project leaders are required to identify sufficient funding sources to support the operations and maintenance of CFI-funded infrastructure for five years. After the five-year period, the following options can be considered to obtain further funding if needed:

1. If the CFI-funded space is new space, researchers will benefit from the University's new budget model that includes operating cost at a rate of \$10/sq.ft. for the new space.
2. Certain agencies such as Tri Councils and Genome BC have funding sources available to support operating costs. The VPR&I Office will provide support services to help researchers to secure funding through these routes.
3. For IT infrastructure, UBC IT services can be engaged for maintenance and sustainability of large scale computing resources.

Researchers are encouraged to contact the VPR&I Office to discuss their needs. The office will mobilize all of the resources available to develop a strategy to provide necessary ongoing support.