



British Columbia
Knowledge Development Fund (BCKDF)

Guidelines



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1. INTRODUCTION

Established in 1998, the British Columbia Knowledge Development Fund (BCKDF) is the Province's primary capital investment in support of research infrastructure in British Columbia.

Thanks to BCKDF investment in state-of-the-art research facilities and equipment, the research institutions and their affiliated research entities are attracting and retaining the world's top researchers. With BCKDF-funded infrastructure, the institutions are well equipped to train the next generation of researchers and highly qualified personnel, support private-sector innovation, contribute to the social, environmental and economic prosperity of the province, and strengthen British Columbia's position in today's economy.

1.1 Overall objectives

The main objectives of the BCKDF are to:

- maximize the societal, environmental, and economic benefits of investing in research infrastructure within British Columbia;
- promote excellence in research and the enhancement of research infrastructure within the province;
- encourage increased collaboration among the province's post-secondary institutions, as well as between post-secondary institutions and industry;
- improve British Columbia's ability to attract and retain high-quality researchers and skilled technicians; and
- ensure that British Columbia's public post-secondary institutions and research hospitals are able to compete successfully for private-sector and federal funding, such as that available through the [Canada Foundation for Innovation \(CFI\)](#).

1.2 Program responsibility

The BCKDF and all associated program policies, review processes, and operations are the responsibility of the Ministry of Jobs, Trade and Technology (the Ministry). The Ministry of Advanced Education, Skills and Training (AEST) is responsible for budget allocations and management of the BCKDF funding awards.

These guidelines will be updated regularly and any substantial changes will be communicated to the research institutions prior to publishing.

1.3 BCKDF funding principles

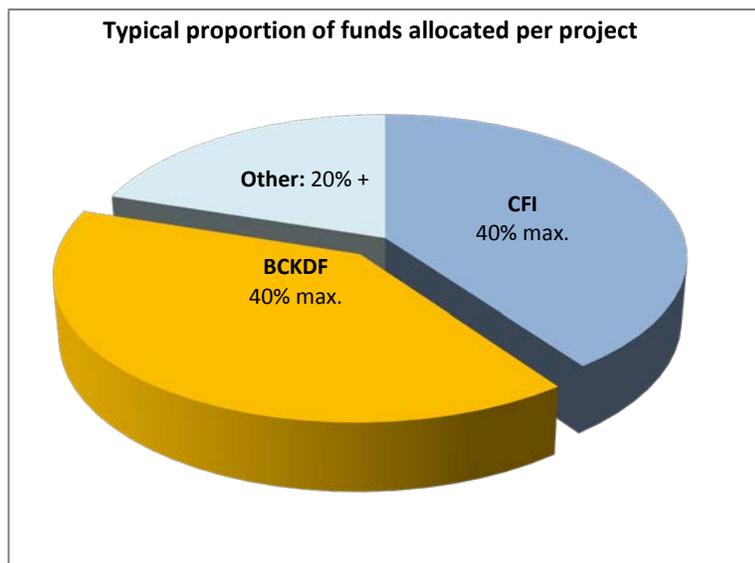
BCKDF provides funding as a restricted capital contribution for the development of a capital asset supporting research infrastructure, in accordance with Public Sector Accounting Standards. BCKDF does not cover operating or research costs. BCKDF award recipients are responsible for funding ongoing operating and research expenditures.

Applicants will be solely responsible for any cost overruns.

BCKDF funds are subject to budget availability.

Proportion of funds allocated per project

BCKDF funds are awarded to successful applicants on a cost-sharing basis with the federal government and other funding partners. BCKDF only considers applications that have also requested funding from the [Canada Foundation for Innovation](#).



BCKDF funds up to 40 percent of a project's total eligible research infrastructure costs, with CFI also providing up to 40 percent. The remaining investment (cash or in-kind) comes from other non-provincial (BC) government partners in the public, private and non-profit sectors.

In some cases, the percentage covered by BCKDF may be less than 40 percent of the total eligible project costs, for example when projects involve multiple provinces:

the amount awarded by BCKDF for a project cannot exceed the amount awarded by CFI to the applicant B.C. institution.

Availability of funding to cover operating costs

It is the institution's responsibility to ensure that appropriate resources are provided for the operation, use and maintenance of BCKDF-funded research infrastructure over its useful life (i.e. the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose). As such, the institution should carefully consider its ability to sustain and use the infrastructure, prior to the submission of a proposal to the BCKDF.

To meet this obligation, the institution must have an internal plan for the sustainable provision and administration of operating and maintenance support. The institution must keep this plan on file and provide it to the Ministry upon request. The institution might also append their plan to their BCKDF proposal if they wish to.

2. BRITISH COLUMBIA STRATEGIC RESEARCH PRIORITIES

The Government remains committed to research and innovation at British Columbia's public post-secondary institutions; the Ministry of Jobs, Trade and Technology and the Ministry of Advanced Education, Skills and Training are committed to continuing to support the BCKDF.

In order to be considered for BCKDF funding, all applications must demonstrate how the proposed research project will benefit British Columbia in terms of the following:

- Societal benefits
- Environmental benefits
- Economic benefits

Additionally, all applications must outline the proposed project's plan for:

- Knowledge translation

See [Section 6](#) of this Guidelines document for full details.

These priorities highlight the importance of building our knowledge-based economy, and establishing the province as a leader in new technologies that will benefit all British Columbians.

Priority Sectors

The following sectors are key focuses for research and technology development in British Columbia:

- Agrifoods;
- Clean Technology;
- Digital and Screen-based Media;
- Health and Life Sciences;
- Information and Communication Technologies and Wireless;
- Infrastructure and Transportation;
- Natural Resources;
- Social Sciences and Humanities; and
- Tourism.

These sectors are broad categories that span multiple disciplines. For example, the Health and Life Sciences sector may include disciplines such as genetics, chemistry, or engineering focusing on health-related products. The Clean Technology sector may include disciplines focusing on such topics as power generation, renewable energy, recycling, green chemistry, green material engineering, and many others.

3. ELIGIBILITY

3.1 Eligible applicants

Public post-secondary institutions

All public post-secondary institutions based in British Columbia are eligible to apply for BCKDF funding.

A public post-secondary institution is a degree-granting or diploma-granting entity created under any of the following British Columbia statutes:

- *University Act*

- *Royal Roads University Act*
- *College and Institute Act*
- *Thompson Rivers University Act*

Note that only eligible institutions – and not individual researchers – may submit a proposal to BCKDF. To apply to BCKDF, researchers must work with their research services office.

Non-profit research agency affiliated with a public post-secondary institution

Non-profit research agencies affiliated with a B.C. public post-secondary institution must submit proposals through that institution.

A non-profit research agency affiliated with a public post-secondary institution means a research agency that is defined by all of the following:

- The agency is funded by federal or provincial government grants or by charitable donations.
- The agency uses its funding to conduct research for the public good rather than for profit.
- The agency can legally receive fiscal agency loans from the provincial government (e.g., public universities, hospitals, research agencies where the provincial government appoints the majority of the members of the board or holds the majority of its shares, or research agencies that are statutory agents of the provincial government).

Non-profit research agencies should contact their affiliated institution to determine eligibility. Applications must be submitted by the institution with which the non-profit agency is affiliated.

Research hospital

Research hospitals must submit proposals through the public post-secondary institution with which they are affiliated.

A research hospital is any of the following:

- Vancouver Hospital and Health Sciences Centre
- Providence Health Care
- British Columbia Cancer Agency
- Children’s and Women’s Health Centre of British Columbia

Applications must be submitted by the institution with which the research hospital is affiliated.

Multi-institution project applications

Multiple British Columbia institutions may be listed as applicants for the same project, and may share the awarded infrastructure. In this case, one British Columbia institution shall be identified as the lead B.C. applicant institution on the BCKDF application and must capitalize the assets procured with BCKDF funding on their financial statements.

National project applications

Multiple institutions from across Canada may be listed as applicants for the same project, and may share the awarded infrastructure. In this case, one British Columbia institution should be identified as the lead B.C. applicant institution on the BCKDF application and must capitalize the assets procured with BCKDF funding on their financial statements.

3.2 Eligible funding partners

The only mandatory funding partner for projects funded by BCKDF is:

- The Canada Foundation for Innovation

The following additional eligible partners may contribute to the remaining eligible costs of a project:

- Institutional funds, trust funds or foundations
- Departments and agencies of the federal government
- Departments and agencies of provincial, territorial and municipal governments
- Firms and corporations
- Non-profit organizations
- Individuals

Direct contributions to a BCKDF project from ministries of the British Columbia Provincial government will be considered part of the BC Provincial share and will result in a corresponding adjustment of the amount provided through BCKDF. Where the source of funds is the BC Provincial government, contributions from agents of the Crown (other than post-secondary institutions) or Crown corporations will be considered part of the BC Provincial share. Funding from all British Columbia Provincial sources, when totalled, will under no circumstances exceed the maximum BC Provincial share of up to 40 percent of a project's total eligible research infrastructure costs.

3.3 Eligible contributions: Cash and in-kind

Eligible funding partners may contribute resources to a project either as cash or as in-kind donations. Where an eligible partner contributes an in-kind donation to a project, the BCKDF uses the [same rules as CFI](#) for assessing the value and nature of these donations, and how essential they are to the project. Contributions made by the lead institution or by participating institutions, in the case of multi-institutional projects, are to be regarded as cash contributions.

3.4 Eligible Project Costs

Applicants may seek funding for any assets targeting the modernization, acquisition, or development of research infrastructure. Research infrastructure is any equipment, specimen, scientific collection, computer equipment and software, or intangible property, used for conducting research.

Building renovations and installations deemed essential for the use and servicing of the requested research infrastructure may also be eligible for funding. The BCKDF will support construction of new

buildings only in exceptional circumstances, and only when the applicant demonstrates that a new building is the most cost-effective option to set-up and run the research infrastructure.

Project proposals may include one or more components. However, for all multi-component proposals, each component must be integral to the project as a whole. The application must clearly outline the manner in which all components relate to the overall objectives of the project.

Only capital assets are eligible for BCKDF funding. Any research infrastructure funded by the BCKDF – whether it is modernized, purchased, or developed – must represent a new capital asset on the accounts of the lead B.C. applicant and must provide a new or improved research capability, research tool, or research facility when completed. Under no circumstances may BCKDF funding be used for operating expenditures.

When a particular cost item is not readily definable as either eligible or ineligible, the decision will be made on a case by case basis in consultation with the Ministry of Finance. If a particular cost item is determined to be ineligible for BCKDF funding, the applicant may be able to cover that item with CFI or other matching funds.

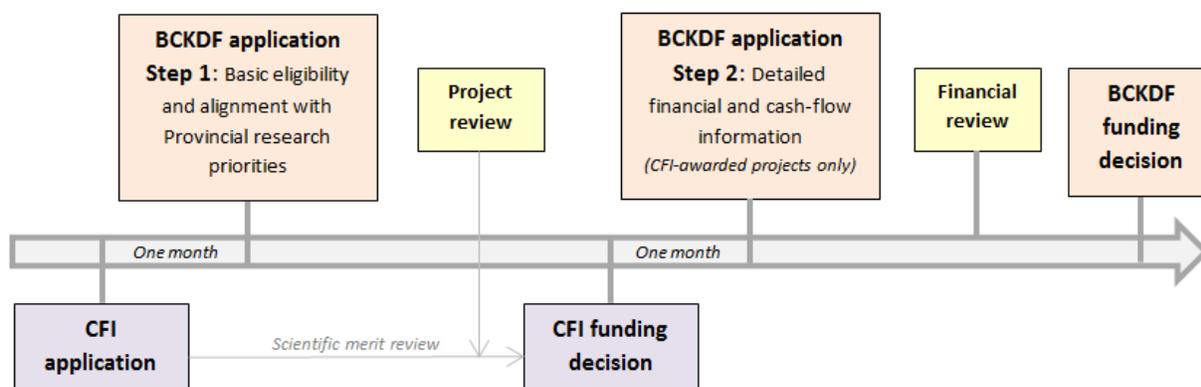
3.5 Eligible infrastructure location

Eligible lead B.C. institutions must be located and based in British Columbia.

In most cases, the infrastructure will be located at the lead B.C. institution. However, infrastructure may be located elsewhere if the need for this is clearly demonstrated. When infrastructure is to be located elsewhere, the Province may seek clarification on certain items on a case by case basis.

In the case of facilities located outside the lead B.C. institution, they must represent a new capital asset in the financial statements of the lead B.C. applicant. A capital asset agreement between the lead B.C. applicant and the institution where the asset will be located may be required.

4. BCKDF APPLICATION SUBMISSION INSTRUCTIONS



4.1 Submission principles: 2-step application process

The BCKDF application is a 2-step process that:

- fosters alignment for project approvals between the Province and CFI;
- ensures accuracy of financial and cash-flow information necessary to finalize the review process; and
- saves applicants not awarded by CFI from crafting complex financial BCKDF applications

The 2-step application is as follows:

- **Step 1:** Basic project eligibility information and alignment with Provincial priorities – **All applicants.**
- **Step 2:** Detailed financial and cash-flow information after CFI board decision – **Only for projects awarded unconditional full or partial funding from CFI.**

4.2 Submission deadlines

Step 1 Applications (Basic eligibility information and alignment with Provincial priorities) are **due to BCKDF one month after the due date of the corresponding applications to the Canada Foundation for Innovation.**

Step 1 applications will NOT be considered if they are submitted (or re-submitted) to BCKDF without a copy of the corresponding application to CFI.

Step 2 Applications (Detailed financial and cash-flow information) are **due to BCKDF one month after the CFI board decision to award unconditional full or partial funding to a project.**

In the event that the CFI does not fund a project, the BCKDF Step 2 application will not be required.

When deadlines fall on a weekend or holiday, applications are due on the following business day.

4.3 Application documents and signatures

Step 1: Basic project eligibility information and alignment with Provincial priorities – All applicants

- A completed *BCKDF Step 1 Application Form*.
The BCKDF form does not request the applicant to re-state the content of the CFI application form. The BCKDF form focusses on information of specific interest to British Columbia.
- Attached page(s) with signatures (scanned or electronic signatures acceptable).
- A copy of the completed application submitted to the Canada Foundation for Innovation. All sections should be included (including CVs where appropriate).

The Step 1 application form must be signed by the president, CEO, chair, or approved designate of the lead B.C. applicant institution.

In the case of joint or multi-partner applications, the president, CEO, chair, or approved designate of each B.C. applicant institution must sign the application form.

Step 2: Detailed financial and cash-flow information – Only for projects awarded unconditional full or partial funding from CFI

- A completed *BCKDF Step 2 Application Form*, including financial information and requested appended documents
- Attached page(s) with signatures (scanned or electronic signatures acceptable)

The Step 2 application form must be signed by the Vice-President of Research and the Vice-President of Finance of the lead BC institution or their approved designates.

4.4 Electronic application submissions

All applications should be securely submitted electronically to BCKDF@gov.bc.ca. It is recommended that documents submitted by email should be protected with a password provided by the BCKDF Coordinator.

Do not submit PDF versions of the BCKDF Step 1 and Step 2 applications forms; please use the original Word or Excel format. PDF format is acceptable for scanned signature pages.

Emails containing BCKDF applications and related documents should include “BCKDF applications” at the beginning of the subject line.

Document filenames

Documents submitted as part of the BCKDF application should be given filenames as follows:

- BCKDF Step 1 application form:
CFI project#-INSTITUTION ACRONYM-Lead researcher last name_STEP 1_Application due date
For example: 12345-UXYZ-Lastname_STEP 1_dd mmm yyyy
- Copy of the CFI application:
CFI project#-INSTITUTION ACRONYM-Lead researcher last name_CFI APPLICATION
For example: 12345-UXYZ-Lastname_CFI APPLICATION

(For Canada Research Chair (CRC) applications, if the CFI application does not include resumes/curricula vitae, please append and submit as part of the BCKDF application package.)
- BCKDF Step 2 application form:
CFI project#-INSTITUTION ACRONYM-Lead researcher last name_STEP 2_Application due date
For example: 12345-UXYZ-Lastname_STEP 2_dd mmm yyyy
- Additional electronic documents:
All appended documents should be given filenames to match the BCKDF application form (Step 1 or Step 2), with added specifications at the end of the filename.
For example: 12345-UXYZ-Lastname_STEP 1 Signature Page
12345-UXYZ-Lastname_STEP 2 Signature Page

5. BCKDF'S COLLABORATION WITH CFI

BCKDF and CFI work closely together to administer applications and awards. In this regard, applicant institutions should be aware that:

- The content of the completed CFI application appended to the BCKDF application form will be used for the BCKDF review process.
- CFI may release to the Ministry, on a confidential basis, all review material related to a project.
- Ministry staff may submit their views to CFI about projects requesting funding from BCKDF.
- Ministry staff may attend meetings with CFI expert or assessment committees regarding their review of projects. Such meetings include (but are not limited to) the Multidisciplinary Assessment Committee (MAC) meetings and the Special Multidisciplinary Assessment Committee (SMAC) meetings held for CFI Innovation Fund proposals.
- The Province and CFI work together to streamline and harmonize the ongoing administration and monitoring of successful projects.
- The CFI may release to the Province of British Columbia, on a confidential basis, ongoing progress and financial information.
- The Province's staff may attend CFI financial monitoring or audit visits, as well as site visits to review project progress and impact.

6. APPLICATION REVIEW PROCESS

The Ministry is responsible for coordinating the review of BCKDF applications and for making recommendations to the Ministry Executive for approval of funding for proposals.

Every effort will be made to ensure a fair, timely, and transparent approval process.

- The Ministry will determine the project's basic eligibility, and record information from the Step 1 application forms.
- The Ministry will conduct due diligence to ensure that each proposal demonstrates the value it will bring to British Columbia.
- CFI expert committees will conduct scientific merit reviews of the proposed projects (coordinated by CFI), including the quality of the proposed research, the researchers' expertise, and the need for the infrastructure (please refer to CFI's [website](#) for details.)
- Following CFI's announcement of their final Board decisions, all projects that receive unconditional full or partial funding from the CFI must submit a BCKDF Step 2 application form to provide the Ministry with additional detailed financial information for review.
- Funding decisions are communicated to the applicant institution.

6.1 Assessment of basic eligibility and alignment with Provincial research priorities (BCKDF Step 1 Application form)

6.1.1 Basic eligibility

Step 1 application forms and supporting documents are received, recorded and checked for completeness, accuracy, and consistency with the BCKDF requirements.

The Ministry will first establish the basic eligibility of the proposal. Project proposals will move further ahead with the review process if they satisfy the following basic eligibility criteria:

- Eligibility of the applicant institution
- Application submitted by the deadline
- Completeness of the application, including required signoff by applicant and partner institutions
- Proof of application to the Canada Foundation for Innovation
- Evidence that the request is for modernization, development, or acquisition of research infrastructure
- Availability of funding to cover the incremental operating costs of the infrastructure (see 1.3)
- Reasonable expectation that research funding will be available in future years if the project is approved
- Confirmation of project alignment with strategic Provincial research priorities (see 6.1.2)
- For projects not located in British Columbia: Benefits for the province are clearly stated.

6.1.2 Alignment with Provincial research priorities

Ministry staff conducts due diligence to determine the strategic value of each project to British Columbia as per the following:

Expected societal, environmental, and economic benefits for British Columbia

Applicants must clearly describe in their proposal the **expected societal, environmental, and economic** benefits that the requested infrastructure and the associated research will bring to B.C., and when these benefits could be achieved.

The benefits may relate to the research activity, the research results, or the research infrastructure itself. Projects may include benefits in multiple categories; examples presented below under each category are illustrative, not exhaustive. All applicants should complete the Talent and Jobs sections as they are applicable to all projects, and should document the benefits associated with the proposal (e.g. specific numbers, expected timelines, cite sources).

Societal benefits for B.C.

As applicable:

- *Improvements to health and well-being of British Columbians*
- *Benefits for equity-seeking groups or Indigenous peoples*
- *Profound shift in the understanding of a given discipline*
- *Improvement of Services for British Columbians*
- *Making British Columbia more affordable*

- *Reducing poverty in British Columbia*

Environmental benefits for B.C.

As applicable:

- *Preservation of B.C.'s natural environment and wildlife*
- *Enhancement of B.C.'s natural environment and wildlife*
- *Reduction of greenhouse gas emissions in B.C.*
- *Development of sustainable urban environments*

Economic benefits for B.C.

The Talent and Jobs sections are applicable to all projects; add other economic benefits as applicable.

Talent:

- *Will the infrastructure contribute to training B.C. students and HQP (e.g. expected number of students; type of skills gained)*
- *Will the infrastructure contribute to the recruitment of the applicant or other researchers in B.C. (if applicable, e.g. for new researchers)*

Jobs:

- *Expected creation of direct and short-term jobs if any; expected number of student jobs; expected indirect and long-term jobs if any*

Other potential economic benefits as applicable:

- *Improvement to B.C.'s productivity or competitiveness*
- *Development of specific economic sectors*
- *Regional economic development*
- *Promotion of trade*
- *Potential for commercialization, spin-offs, patents, etc.*

Research Translation: Plans to achieve the expected benefits of the research

This section is required for all projects. Applicants must describe the plans and actions for realizing the potential of the research in both the short- and long-term. Be specific (names of partners, actual and planned activities, timelines if any, etc.). The examples presented below are illustrative, not exhaustive.

As applicable:

- *Existing collaborations or plans under development to engage with users of research results (e.g. industry, non-profit, government)*
- *Existing partnerships or plans under development to share the infrastructure and/or create alliances, financial support, licensing agreements, start-ups, etc.*
- *Specific roles of research team members in realizing the research impacts.*
- *Previous experience of the project team in relevant knowledge transfer.*
- *Collaborations with expert organizations (accelerators, liaison offices, non-profits) to realize the benefits of the research*

6.2 Detailed financial and cash-flow information and final content review (BCKDF Step 2 Application form)

Only proposals awarded unconditional full or partial funding by the CFI board, and which meet the basic eligibility requirements and demonstrate strategic value to B.C., will be considered for BCKDF funding.

Once an applicant has received notice of unconditional full or partial funding approval from CFI, the applicant may proceed to Step 2 of the BCKDF application and submit the Step 2: Detailed financial and cash-flow information form, due one-month following the CFI Board decision.

If an application receives conditional funding approval from CFI, the applicant cannot proceed to Step 2 until the Ministry receives confirmation that CFI has lifted the conditions.

The type of information required on the Step 2 form depends on the type of project (e.g. minor infrastructure project, project containing a construction or renovation component, project that is part of a larger national project, or major infrastructure project – some of which may require approval from Treasury Board).

Projects considered to be higher risk (e.g. complex; large budget etc.) may be required to complete a Risk Screen. Further details will be communicated to the B.C. lead applicant institution on a case by case basis if required.

Note that BCKDF funds are subject to budget availability. The Province reserves the right to decline any application for any reason, including but not limited to lack of funds, projects deemed not to be in the public interest, projects in conflict with the priorities and policies of the Province, or projects raising ethical or other concerns. Funding approval of a project by CFI **does not** guarantee funding from BCKDF.

Strategic value considerations will inform funding approval recommendations to ensure that British Columbia's research dollars support provincial research priorities. In the event that the projects recommended for funding approval exceed the available budget, BCKDF funds will be allocated to the top priority projects, until the amount of funding available is committed.

6.3 Announcing results

Award decisions will be communicated to the presidents of the lead applicant institutions. The institutions are in turn responsible for communicating results to the lead researchers.

7. ADMINISTRATION OF BCKDF AWARDS

7.1 Release of BCKDF funding

Funding Confirmation

Approval of BCKDF funding for a project will be conditional on all partners being financially committed, in writing.

Once a project has received all relevant approvals and the recipient institution has signed an Award Agreement¹ with CFI, a Funding Confirmation Package must be submitted electronically to both BCKDF@gov.bc.ca and AEST.PostSecondaryFinanceBranch@gov.bc.ca in order to request the release of BCKDF funding.

The Funding Confirmation Package must include the following:

- A signed letter from the institution confirming that all BCKDF funding will be directed toward capital assets on the financial statements of the lead B.C. applicant institution.
- A copy of the following documents from the Award Finalization documentation submitted to the CFI:
 - A signed copy of the CFI [Award Finalization form](#)
 - A current itemized budget of eligible costs. Acceptable formats include:
 - A copy of what is submitted to CFI at the time of award finalization (if applicable); OR
 - An equivalent document an institution has created for its own purposes.
 - Summary of Secured Contributions; and,
- A BCKDF [Project Summary form](#), template available at: [BCKDF Project Summary template](#)

Funding disbursements

Once the Funding Confirmation Package and the BCKDF Project Summary form have been received, BCKDF funding will be disbursed to successful applicants using established Provincial capital funding mechanisms. BCKDF funding will be issued incrementally via a Certificate of Approval (COA), with the amount based on cash flow projections provided by the institution.

To increase the funding available on the COA, the institution must submit an updated BCKDF project summary.

All BCKDF projects are subject to a ten percent holdback. The final holdback will be released upon project completion. Project completion is defined as *the date at which the infrastructure has been acquired or developed and is operational and all expenditures have been incurred*. As a stipulation of the transfer of the final holdback, the recipient will be required to provide the following within 90 calendar days of project completion:

- [BCKDF Project Closure form](#), signed by the Vice-President of Finance.

Provincial funding is conditional upon each applicant ensuring that the construction and implementation of projects meet all of the lawful requirements of the Province of British Columbia (e.g. environmental standards, employment legislation) and any applicable local bylaws.

If, at the completion of the project, the total actual eligible costs vary from the approved project budget, the Provincial funding will be limited to either the approved maximum BCKDF contribution or the agreed percentage share at the time of the BCKDF approval, whichever is less.

¹ For each approved project, the CFI prepares an *Award Agreement* which the institution is required to sign, accepting the terms and conditions of the funding.

7.2 Construction, renovation, and equipment purchase timelines

The BCKDF program aligns with the CFI timeline requirements, in that funding recipients must substantially start construction and renovation components of projects within 18 months of confirmation of CFI awards.

7.3 Accountability and reporting requirements

COA withdrawals are to be made when payment to vendors is required and invoices and/or supporting documentation have been received by the Institution.

In addition to any terms and conditions required by other funding partners, projects are to proceed in accordance with various Provincial government requirements and policies including but not limited to:

- Capital Asset Management Framework: [CAMF](#)
- Capital Asset Reference Guide: [CARG](#)
- Where applicable:
 - University Act; College and Institute Act; Thompson Rivers University Act; Royal Roads University Act;
 - Greenhouse Gas Reduction Targets Act;
 - Wood First Legislation;
 - Apprentices on Public Projects in British Columbia Policy; and
 - All new provincial public buildings are to be constructed to LEED Gold standards in accordance with the Canada Green Building Council (CaGBC).

Projects with major construction or renovation components may be required to provide project reporting through the project implementation phase. Specific direction will be communicated to an institution on a project-by-project basis.

Financial reporting requirements

As a stipulation of BCKDF funding approval, an institution is required to submit the following:

- Quarterly cash flow projections
- Funding issued through the COA is to be reflected in the appropriate lines on quarterly forecasts and year-to-date actual (Appendix Cs)

It is critical that an institution provide accurate cash flow projections and make funding draws as soon as viable. Diligent monitoring of cash flow for all capital projects is expected.

Any additional financial reporting requirements will be communicated to an institution on a project-by-project basis.

Project progress and outcomes reporting

Each institution that receives funding from BCKDF will be required to report on the outcomes of that investment in infrastructure. Please submit a copy of each annual Project Progress Report, as provided to CFI, to BCKDF@gov.bc.ca.

In addition, new reporting requirements may be developed that may specifically apply to future projects. In this case, the measures will be developed in consultation with institutions.

7.4 Ownership of Infrastructure and Intellectual Property

The Ministry will not assert any ownership of, or copyright in, any intellectual property arising from any infrastructure project funded by BCKDF. The institution or the inventor will own these rights, in accordance with current institutional policies.

Where the infrastructure purchased is to be located at a site other than a British Columbia public post-secondary institution or affiliated research hospital, a Capital Asset Protection Agreement may be required.

7.5 Liability

In no event will the Province of British Columbia be responsible to the user or owner of any infrastructure funded by BCKDF for any special, general, direct, indirect, incidental, or consequential damage or loss that may arise from the use or operation, proper or improper, of the infrastructure.

These Guidelines are subject to change without notice. Applicants are responsible for ensuring they have the most up-to-date version of the BCKDF Guidelines and application forms.

7.6 Increases to approved BCKDF funding awards

Applicants are solely responsible for any project cost overruns.

In exceptional circumstances, requests for an increase to a BCKDF award may be considered if a request is also made to CFI to change the award. Please see the [CFI Policy and Program Guide](#) and [supplemental information](#) for further information.

Institutions requesting additional BCKDF funding for a previously approved project must submit a separate BCKDF application at the same time that a request is made to CFI. In addition to meeting CFI's criteria, the BCKDF application must demonstrate that the new funding request meets BCKDF criteria. Applications must clearly demonstrate that the request is the result of a change to the original scope of the project with added benefits, not simply the result of unanticipated cost overruns.

8. BCKDF Guidelines: Updates

Date	Version	Main edits
May 2014	1.0	Original version of this document
Summer 2015 <i>Minor updates</i>	1.1	<ul style="list-style-type: none"> • Minor edits / formatting • Application instructions / contacts • Section 7.4: Accountability and reporting requirements Submit a copy of “each annual Project Progress Report, as provided to CFI” instead of submitting “CFI project closure progress reports”. • New section: 6.1.1 Availability of funding to cover operating costs • New section: 8. BCKDF Guidelines: Updates • New BCKDF@gov.bc.ca email account for submission of all BCKDF applications and related documentation.
Summer 2017	1.2	<ul style="list-style-type: none"> • Minor edits • Updated website URLs
Fall 2017	1.3	<ul style="list-style-type: none"> • Ministry email address changes (AVED to AEST)
July 2018	2.0	<ul style="list-style-type: none"> • Major change: Section 6 Application review process - updated Provincial research priorities • Minor edits (updated wording)