



## **CFI Proposals**

### **Financial Section Preparation Notes**

#### **BREAKDOWN OF FUNDING**

- Total project cost = 100%
- CFI funding: up to 40% of the total project cost
- BCKDF funding: up to 40% of the total project cost, equaling the CFI ask amount.  
The BCKDF step 1 application is submitted to the province 30 days after the CFI submission for matching funds equaling the CFI ask amount
- Eligible partner contributions (cash) & in-kind contributions: minimum 20% of the total project cost.
  - Eligible in-kind contributions are defined as non-monetary resources that external partners offer as a contribution toward a CFI-funded project. In-kind contributions to the operating costs of research, however, will not be accepted
  - Eligible partner contribution (cash): Please see page 20 of the “CFI Policy & Program Guide October 2019” for a complete list. Tri-council funding is not an eligible cash match.

#### **COST OF INDIVIDUAL ITEMS**

##### **Eligible and Ineligible Expenses**

- Please see pages 13 to 19 of the “CFI Policy & Program Guide October 2019” for a complete list
- A budget template is provided to help calculate total eligible costs (see example below)

##### **Construction/Renovation Costs**

- Contact “UBC Facilities Planning” or if the facility is at a hospital, the appropriate facilities planning group at the hospitals.
- Identify the location of the facility and identify the amount of space required to be renovated.
- Obtain a cost estimate categorized by cost component (ie: direct, soft and contingency costs).
- Obtain a floor plan of the proposed area, showing the location of the infrastructure and the scale of the plans for projects involving multiple rooms.
- Obtain a timeline identifying key dates for the various stages of the proposed construction or renovation.
- CFI will only fund construction or renovation if space is essential for housing and effectively using the infrastructure requested in the proposal. Therefore, offices and meeting rooms are not eligible.
- We have understated these costs in the past, and have therefore had difficulty finding additional funding to make up for the shortfalls

## **Equipment**

- CFI recommends bundling items into functional groupings to keep your list of items manageable, to reduce the administrative burden when implementing the project. However, details and justification for each item within a group should be provided when addressing the infrastructure criterion in the Assessment criteria document.
- Use generic equipment descriptions rather than supplier brand names as a general rule, as you may wish to change supplier when you are ready to make the purchase.
- Obtain quotes for large items. Cost included in the budget must be close estimates of fair market value.
- Include the shipping cost and taxes in the cash cost of equipment. However, taxes must not be calculated on the in-kind portion.
  - For foreign purchases, ensure the exchange rate used is reasonable. For all currencies, please use the buying rate on the Bank of Canada website (<https://www.bankofcanada.ca/>). Please add a couple of basis points as the buying rate is normally reserved for large financial institutions.
- For High Performance Computing (HPC) infrastructure, please consult with UBC Advanced Research Computing (ARC).

## **Warranties**

- Warranties may be purchased from either the main infrastructure award or the IOF. If the warranties are to be included under the infrastructure award, it must be purchased at the same time as the research infrastructure.
- If the cost of the warranty is insignificant or cannot be separated from the cost of the equipment, you may combine the warranties cost with the equipment cost.
- Warranties are no longer capped at 5 years. You may purchase warranties for any length of time.

## **Personnel**

- When justifying any salary, make sure that tasks relate to the implementation, installation and setup of the infrastructure only, not to ongoing operations after the infrastructure is in place.

## **Software**

- Includes software licenses and subscriptions.
- Can purchase for any number of years.
- Initial software must be purchased on the infrastructure award; extension of software licenses can be paid from the IOF.

## **Supplies and consumables**

- Generally not allowed.

## **Sales Tax Rates**

- Tax rate used should be 8.65% for equipment, made up of 7% for PST & 1.65% for GST (after a rebate of 67% of the 5% GST), and 1.65% (GST only) for construction for invoices.

Typically, taxes are already included in the cost estimate you receive from UBC Facilities Planning.

## **CONTRIBUTIONS FROM ELIGIBLE PARTNERS**

- Tri-Agency (CIHR, NSERC, SSHRC, NCE, CRC) funding is ineligible and cannot be used as match funding for CFI awards. Please see CFI Policy and Program Guide, section 4.8
- 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. Please see section 3.2 of the BCKDF Guidelines.
- In this section, be specific about where the funding will come from. You may bundle all expected in-kind contributions from vendors into a single line in the Contributions from Eligible Partners table.
- Contributions from UBC cannot be considered as in-kinds. They should be treated as cash contributions.
- Where funding is identified as secured you will need written commitment from partners. Otherwise identify the partner match funding as expected.
- BCKDF funding should be identified as expected.
- Vendor in-kind contributions should be identified as expected. You should have quotes (e-mail communication is OK) for large amounts.
- For funding that is expected but not yet secured, please indicate plans for securing these funds such as below:
  - BC Knowledge Development Fund: an application will be submitted to the British Columbia Knowledge Development Fund to secure matching funds from this source 1 month after CFI submission;
  - Vendor in-kind: in-kind contributions provided by vendors will be secured at the time of equipment purchase

## **INFRASTRUCTURE UTILIZATION**

- If any CFI equipment items are used partially for non-research purposes, you must prorate the cost of that item under “cost of individual items” table to reflect only the research portion. Enter the CFI infrastructure utilization percentage in the table and enter the methodology used to estimate the percentage of utilization for each category and how the budget was prorated in the text box.
- If the infrastructure is used entirely for research, enter 100% beside Research/technology development in the table and simply say “The requested infrastructure will be used solely for research purposes” in the text box.


## Canada Foundation for Innovation (CFI) Quote / Invoice Guideline

The CFI provides funding up to 40 percent of the total eligible cost of the infrastructure projects it supports and the Province of British Columbia also funds up to 40 percent of the total eligible costs; Combined, the CFI and the province provide funding up to a maximum of 80 percent. The remaining 20 percent or more must be contributed by the institution and other eligible funding partners. Voluntary in-kind contributions from responding suppliers will be recognized as eligible partner funding. This type of contribution may be given by the responding suppliers when an item is sold to the institution below the “normal educational price.”

In order for Supplier Quotes / Invoices to be acceptable for use as CFI in-kind contribution, the supplier must do one of two things:

1. They must provide a breakdown of the price including the list price, the normal and educational discounts, the normal educational price, the amount of in-kind contribution (if any) and the net selling price.

*Example of detail pricing and statement of CFI contribution:*

 **Agilent Technologies**

University of British Columbia  
Vancouver, BC V6T 1Z4  
Tel: (604) [REDACTED]  
Lab: (604) [REDACTED]

**Agilent Technologies Canada Inc.**  
6705 Millbrook Drive, Unit 5  
Mississauga, ON, Canada L5N 5M8

**BUDGETARY QUOTATION**

Quotation No.	Quotation Date:
UBC [REDACTED]	[REDACTED]
Sales Representative: [REDACTED]	Phone: [REDACTED] Fax: [REDACTED]

**Agilent 1290 II Infinity UHPLC**

Part number	Opt.	Description	Qty	Price (CAD)	Discount (%)	Total (CAD)
G7104A		1290 Infinity II Flexible Pump	1	\$ 43,672.00	37.00	\$ 27,513.36
G7104A	004	Agilent Lab Advisor Advanced Software	1	\$ 1,719.00	37.00	\$ 1,082.97
G7104A	006	Ultra Low Dispersion Kit	1	\$ 3,349.00	37.00	\$ 2,109.87
G7104A	070	V380 Jet Weaver Mixer Upgrade Kit	1	\$ 1,289.00	37.00	\$ 812.07
G7167B		1290 Infinity II Multisampler	1	\$ 30,256.00	37.00	\$ 19,061.28
G7167B	112	1290 Infinity Multi-wash option	1	\$ 6,401.00	37.00	\$ 4,032.63
G7167B	132	Dual-height drawer (2H)	1	\$ 1,209.00	37.00	\$ 761.67
G7116B		1290 Infinity II Multicolumn Thermostat	1	\$ 8,662.00	37.00	\$ 5,457.06
G7116B	058	Valve drive for 1290 Infinity II MCT	1	\$ 1,687.00	37.00	\$ 1,062.81
G7116B	072	Column ID kit for 1290 Infinity II MCT	1	\$ 1,295.00	37.00	\$ 815.85
G4239C		8pos/18port, 8-column selector, 1300 bar	1	\$ 9,531.00	37.00	\$ 6,004.53
G7117B		1290 Infinity II Diode Array Detector	1	\$ 29,839.00	37.00	\$ 18,798.57
SYS-LC-1290II	0A9	Familiarization for New User	1	\$ 857.00	37.00	\$ 539.91
M8414AA		OpenLAB CDS Workstation PC Bundle	1	\$ 17,660.00	37.00	\$ 11,125.80
M8414AA	001	LC Instrument Connection	1	\$ -	37.00	\$ -
M8414AA	005	3D UV/DAD Connection	1	\$ -	37.00	\$ -
SYS-LC-1290II	0L5	CrossLab Prev Maintenance - 5yrs total	1	\$ 18,480.00	30.00	\$ 12,936.00
SYS-LC-1290II	9C5	CrossLab Bronze Govt/Acad - 5yrs total	1	\$ 21,840.00	30.00	\$ 15,288.00
				<b>List Price</b>		<b>\$ 197,746.00</b>
				<b>Total Discounts</b>	<b>-\$</b>	<b>70,343.62</b>
				<b>Total (Exclusive Taxes)</b>		<b>\$ 127,402.38</b>

Please Note this quote includes a CFI discount	
Instrument List Price	\$197,746.00
Academic Discount	\$19,774.60
CFI Contribution	\$50,569.02

Note: Prices are provided for budgetary purposes only. A formal quotation can be supplied upon request. All prices are for local use and are valid for 30 days. Agilent Technologies standard Terms and Conditions apply - a copy is available upon request. Prices are exclusive of any applicable taxes.

Please do not hesitate to contact me should you require any additional information or modifications to the quote.

2. They must include a statement on the quote / invoice that states that they do not specifically offer an academic or best customer price and that any discount applied is specifically offered as a CFI discount only.

*Example of statement on quote / invoice:*

“The supplier does not offer an Academic or Best Customer Price and that any discount pricing offered is specifically related to the Canadian Foundation for Innovation (CFI) grant program.”

The Supplier Quotation or Invoice must specifically make reference to the discount as being part of the “CFI” program. If “CFI” is not explicitly mentioned, the discount will not be acceptable.

Please note that the quotation price must match the PO price and must match the price on the invoice. If the quotation price and invoice price do not match, the CFI in-kind contribution cannot be verified. The in-kind contribution and the University contribution make up 20% or more of the grant cost. **If the in-kind portion drops because the contribution / discount cannot be verified, the University portion rises. The University portion is generally funded from the researcher’s other accounts.**

Please **review each quote / invoice** to ensure that **delivery / shipping and handling / freight details** are provided. If the quote / invoice does not clearly state that the cost is included in the price, then a separate line reference is required. This can be either the actual cost of the delivery (if known) or an estimate.

It is not mandated that respondents provide an in-kind contribution. Respondents’ in-kind contributions are voluntary. In-kind contributions (if any) will be taken into consideration as they are an element of the net selling price.

Note that the normal educational price and the in-kind contribution may be reviewed for reasonableness. It is also possible that the CFI will audit this information. Respondents should ensure that they provide accurate pricing information. The CFI does not endorse the procurement of infrastructure that results in an overestimation of the value of the item and of the in-kind contribution.

Any questions about the above should be directed to the Institutional Programs Office at [ipo.admin@ubc.ca](mailto:ipo.admin@ubc.ca).

Entering budget details in the Budget Template example:

From the example quote:

Agilent 1290 II Infinity UHPLC

Part number	Opt.	Description	Qty	Price (CAD)	Discount (%)	Total (CAD)
G7104A		1290 Infinity II Flexible Pump	1	\$ 43,672.00	37.00	\$ 27,513.36
G7104A	004	Agilent Lab Advisor Advanced Software	1	\$ 1,719.00	37.00	\$ 1,082.97
G7104A	006	Ultra Low Dispersion Kit	1	\$ 3,349.00	37.00	\$ 2,109.87
G7104A	070	V380 Jet Weaver Mixer Upgrade Kit	1	\$ 1,289.00	37.00	\$ 812.07
G7167B		1290 Infinity II Multisampler	1	\$ 30,256.00	37.00	\$ 19,061.28
G7167B	112	1290 Infinity Multi-wash option	1	\$ 6,401.00	37.00	\$ 4,032.63
G7167B	132	Dual-height drawer (2H)	1	\$ 1,209.00	37.00	\$ 761.67
G7116B		1290 Infinity II Multicolumn Thermostat	1	\$ 8,662.00	37.00	\$ 5,457.06
G7116B	058	Valve drive for 1290 Infinity II MCT	1	\$ 1,687.00	37.00	\$ 1,062.81
G7116B	072	Column ID kit for 1290 Infinity II MCT	1	\$ 1,295.00	37.00	\$ 815.85
G4239C		8pos/18port, 8-column selector, 1300 bar	1	\$ 9,531.00	37.00	\$ 6,004.53
G7117B		1290 Infinity II Diode Array Detector	1	\$ 29,839.00	37.00	\$ 18,798.57
SYS-LC-1290II	0A9	Familiarization for New User	1	\$ 857.00	37.00	\$ 539.91
M8414AA		OpenLAB CDS Workstation PC Bundle	1	\$ 17,660.00	37.00	\$ 11,125.80
M8414AA	001	LC Instrument Connection	1	\$ -	37.00	\$ -
M8414AA	005	3D UV/DAD Connection	1	\$ -	37.00	\$ -
SYS-LC-1290II	0L5	CrossLab Prev Maintenance - 5yrs total	1	\$ 18,480.00	30.00	\$ 12,936.00
SYS-LC-1290II	9C5	CrossLab Bronze Govt/Acad - 5yrs total	1	\$ 21,840.00	30.00	\$ 15,288.00
				List Price	\$	197,746.00
				Total Discounts	-\$	70,343.62
				Total (Exclusive Taxes)	\$	127,402.38

Please Note this quote includes a CFI discount

Instrument List Price	\$197,746.00
Academic Discount	\$19,774.60
CFI Contribution	\$50,569.02

Note: Prices are provided for budgetary purposes only. A formal quotation can be supplied upon request. All prices are for local use and are valid for 30 days. Agilent Technologies standard Terms and Conditions apply - a copy is available upon request. Prices are exclusive of any applicable taxes.

127,402 x 1.0865 (tax) = 138,423  
enter this in column E below

50,569 enter this in column F below

To start, go to the “Budget tab” of the Budget template and enter the total equipment cost (please include tax if applicable the exchange rate) and the CFI discount if applicable:

IF Financial Section Template.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

16

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	Item number	Expenditure Type (#)	Item description	No. of Items	Cash	In-kind	Total	Date acquired, or to be acquired (MM/YYYY)			Expenditure Type #	Legend
3	1	13	Agilent 1290 II Infinity ultrahigh pressure liquid chromatog	1	138,423	50,569	188,992	Oct-20			13	Equipment
4							-				14	Lease of equipment or facility
5							-				15	Personnel (for infrastructure acquisition and developm
6							-				16	Components
7							-				17	Travel (Infrastructure Related)
8							-				18	Software
9							-				19	Extended Warranties / Service Contracts
10							-				20	Construction / Renovations
11							-				21	Initial training of infrastructure personnel
12							-				22	Other
13							-					
14							-					
15							-					
16							-					
17							-					
18							-					
19							-					
20							-					
21							-					

Cover Sheet Overview Budget Items Contributions Partners O&M Table

READY

The budget template will auto-calculate the percentage of eligible costs for you to enter into the CFI CAMS website should your application be selected to go forward to submit to the CFI.

The “Overview tab” will autofill:

IF Financial Section Template

Innovation Fund Financial Section Template			
	Cash	In-kind	Total
Total eligible costs	138,423	50,569	188,992
Contributions from eligible partners	69,212	50,569	119,781
Amount requested from the CFI			69,211
Percentage of the total eligible costs requested from the CFI			36.62%

Error Check

**SUMMARY OF ELIGIBLE COSTS**

Code	Description	Total
13	Equipment	188,992
14	Lease of equipment or facility	-
15	Personnel (for infrastructure acquisition and development)	-
16	Components	-
17	Travel (Infrastructure Related)	-
18	Software	-
19	Extended Warranties / Service Contracts	-
20	Construction / Renovations	-
21	Initial training of infrastructure personnel	-
22	Other	-
	<b>Total Eligible Costs</b>	<b>188,992</b>

Contributions Partners tab will autofill:

Partner Name	Partner Type	Cash	In-Kind	Total	Secured or Expected (\$/E)
Equipment vendors	9		50,569	50,569	E
BCKDF	7	69,212		69,212	E
Institution Cash Match Required	5	-		-	
				-	
				-	
Total Contribution from Eligible Partners		69,212	50,569	119,781	

Partner Type
5 Institutions, trust funds and foundations
6 Federal government
7 Provincial government
8 Other government sources
9 Corporation/firms
10 Voluntary organization
11 Other government sources