BACKGROUND
The development of first-class research facilities at the University of Manitoba, through the CFI investments, has provided cutting-edge tools for researchers to perform innovative and ground-breaking investigations. Preservation of CFI-funded infrastructure in a state of operational readiness and peak performance is critical to the University’s ability to promote world-class excellence in research. Institutions have a responsibility to ensure that proposals submitted to the CFI include a concrete long-term plan for operations and maintenance and that these plans are updated annually to ensure infrastructure sustainability.

The Canada Foundation for Innovation Infrastructure Operating Fund (CFI-IOF) is designed to contribute to the operating and maintenance (O&M) costs directly related to CFI-funded infrastructure projects in order to maximize the efficient use of the research infrastructure. Institutions are allocated a funding envelope for IOF equal to 30% of the finalized CFI contribution for infrastructure projects.

Institutions are responsible for deciding on the allocation of funds among some or all finalized infrastructure projects and how they can make optimal use of the funding. Institutions have the flexibility to distribute their IOF allocation based on actual O&M needs as opposed to allocating the exact amount to the project that generated it. Decisions shall be made in accordance with an Institutional Allocation Plan that describes the allocation process, including the guiding principles, decision making and approval processes.

GUIDING PRINCIPLES
The following guiding principles and planning approach will be used by the University of Manitoba in developing itemized requests for CFI-IOF support:

1. Demonstrated need. Costs related to an infrastructure project claimed under the CFI-IOF program must meet a demonstrated need in terms of maintaining the infrastructure in a ‘state of research-readiness’. Demonstrated need, as opposed to amount of funds available per project, will drive fund allocation (e.g. need for larger and/or multi-user facilities).

2. Direct relevance. Costs related to an infrastructure project claimed under the CFI-IOF program must be associated with the research portion of the infrastructure.

3. Resource efficiency. CFI-IOF support will be allocated to infrastructure projects in a way which maximizes the efficient use of these resources. In this regard and where practicable, the sharing of resources across infrastructure projects will be encouraged.

4. Comprehensiveness. In arriving at itemized requests for CFI-IOF support, the full costs of infrastructure projects (i.e., human and physical costs, including servicing costs) will be considered.

5. Complementarity. As CFI-IOF supports represents a contribution to the incremental O&M costs of a given infrastructure project, other sources of support available to offset these costs will be taken into account in developing itemized requests for support.

6. Accountability. The University will administer CFI-IOF funds in accordance with the IOF Award Agreement and will request advance approval of significant departures from the terms and conditions of this agreement.
DECISION MAKING AND APPROVALS PROCESS

In developing requests for CFI-Iof support, the University of Manitoba will use the following process:

1. The dean/director of a given faculty/school shall be responsible for developing a consolidated request for CFI-Iof support for all infrastructure projects that are led by academic staff members in his/her unit. In developing such a request, the dean/director will consult and work closely with project leaders and will consider the following in developing the funding request:
   - the identified budget for O&M costs as detailed in the CFI application associated with the infrastructure project;  
   - other sources of funds used to support O&M costs (as CFI-Iof only assists with a portion of the O&M costs);  
   - the guiding principles for developing requests for CFI-Iof support, as identified in the University of Manitoba’s Institutional Allocation Plan.

In addition, funding requests must be accompanied by a plan that addresses each of the Guiding Principles and the long-term operational sustainability of the infrastructure project, beyond the period of CFI-Iof support.

2. Requests will be invited from deans/directors once per calendar year in accordance with CFI’s submission schedule to the CFI-Iof program.

3. Submissions will be reviewed by the Office of the Vice-President (Research and International) in light of the Guiding Principles. Based on this review, the Vice-President (Research and International) shall be responsible for preparing an institutional itemized request for CFI-Iof support for consideration by the President’s Executive Team.

4. Final approval of all institutional itemized requests for CFI-Iof support rests with the President’s Executive Team. NOTE: The Vice-President (Research) reserves the right to access infrastructure operating funds for central cost recovery if the operational costs for a particular project are excessive. This cost recovery would only apply in exceptional cases.

5. Faculties/schools receiving CFI-Iof support shall be required to comply with the terms of the IOF Award Agreement. Use of these funds for O&M expenditures should be regularly monitored by the Units and will be periodically checked by Research Accounting.

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\[1\] For multi-institutional projects, inter-institutional agreements with respect to the management of operating funds will also be considered.