

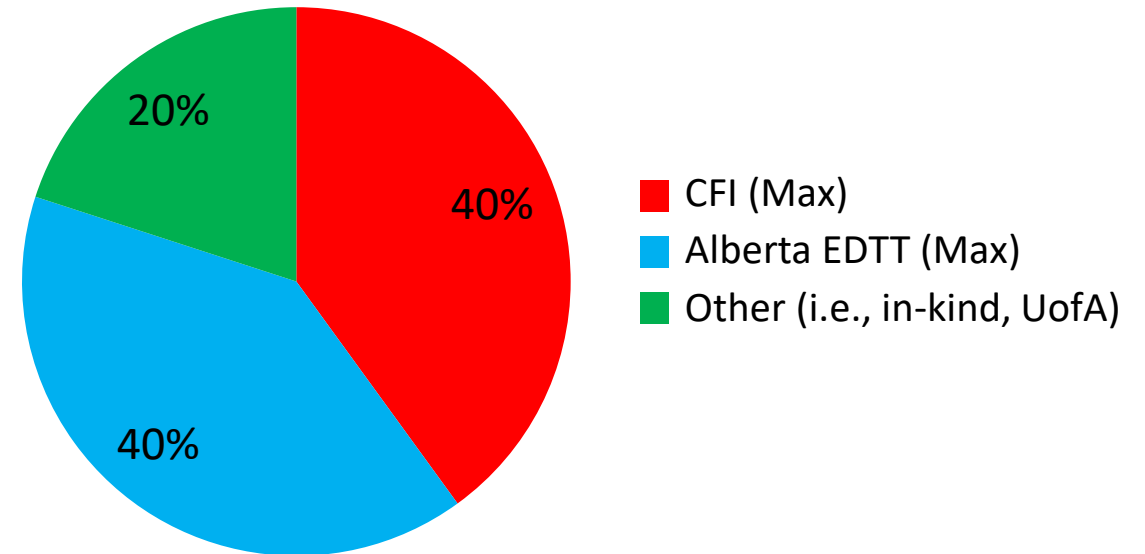


CFI JELF Budget development



CFI award structure

- CFI: covers up to 40% of total project cost
- Alberta Economic Development, Trade & Tourism (EDTT): Small Equipment Grant (SEG) will match the JELF award
- Project team is responsible for covering the remaining 20%





Budget development

- Information in the proposal flows logically from the budget
- Quotes should be obtained for each equipment item
- A new Excel spreadsheet will be used to develop the budget - once developed, the info will be used to complete the Cost of Individual Items table (Finance module) on CAMS
- Theme-related equipment will be grouped together in the budget as suites/systems



Quotes

- Quotes from RTA can be used (if you are confident that prices have not changed significantly)
- Quotes should be in 'CFI' format - RSO will check quotes
- All discounts should be indicated clearly
- The CFI has a [quote template](#) that can be sent to vendors unfamiliar with CFI in-kind

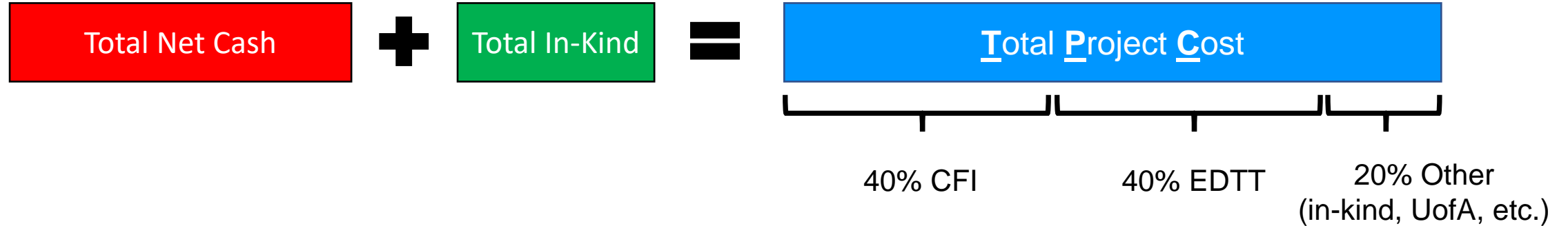


Discounts

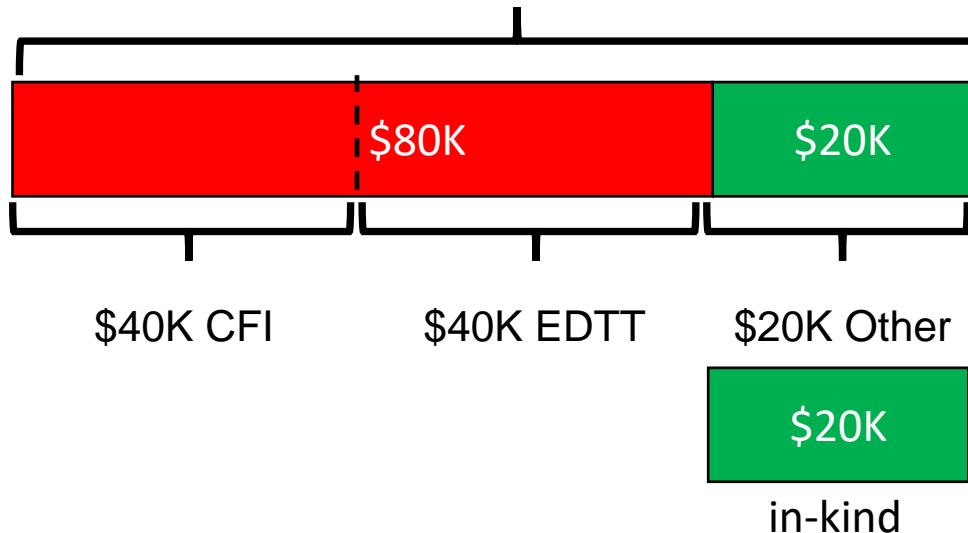
- Vendors are not obligated to offer CFI discount/in-kind
- You may request CFI in-kind on a quote, but you **may not** ask for a specific amount or percentage
- CFI in-kind is over and above all other discounts:
 - Educational/academic discount
 - Other discounts (normal, regional, volume, etc.)



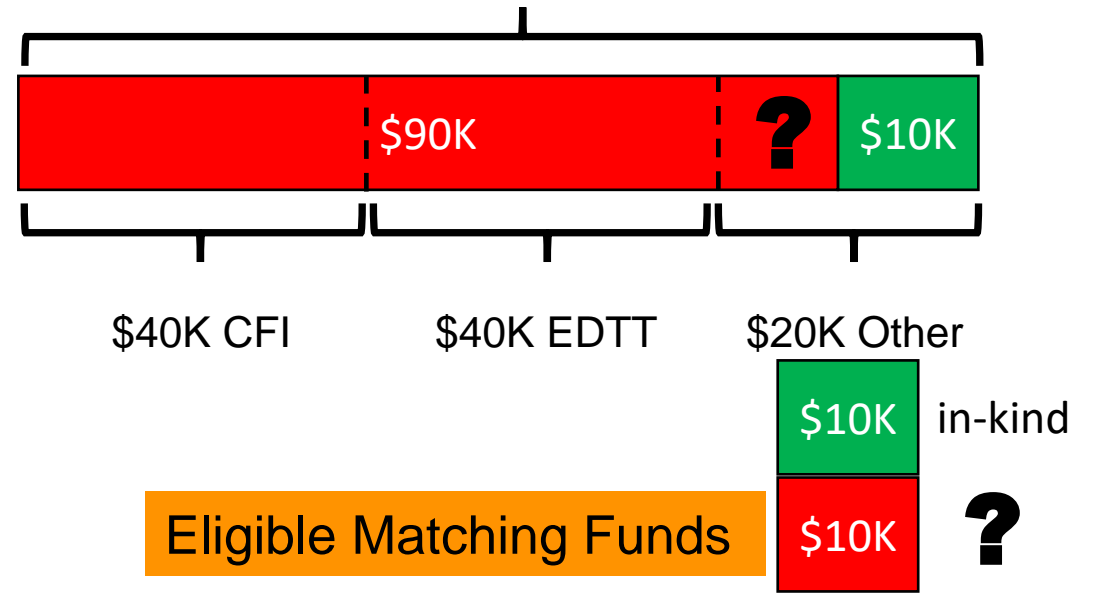
Total Project Cost & Sources of Revenue



Scenario 1: No extra cash required
\$100,000 TPC; 20% in-kind



Scenario 2: Extra cash required
\$100,000 TPC; 10% in-kind





Matching funds

- If vendor in-kind cannot cover the 20% match completely, another source(s) of funds will be needed

Eligible sources

- Institutional funds
- Departments and agencies of the federal government
- Departments and agencies of provincial, territorial, and municipal governments
- Firms and corporations
- Donations from individuals and non-profit organizations

Non-eligible sources

- Tri-Agency (NSERC, SSHRC, CIHR) awards
- Tri-Agency program awards (Networks of Centres of Excellence, Canada Research Chairs, CFREF, etc.)
- Industry awards that are already matched to a Tri-Agency award (e.g. industry match to an NSERC CRD)



CFI Budget spreadsheet

- RSO will provide JELF applicants with a template budget spreadsheet
- The spreadsheet captures all the information needed to build the budget, including costs, discounts, and exchange rate
- Information in the budget is taken from quotes
- Sample spreadsheet is shown on the next slide



Contributions (Revenue)			%	Cash	In-Kind	Total
CFI			38%	380,000		380,000
Province of Alberta (EDTT)			38%	380,000		380,000
UofA			5%	45,153		45,153
Vendor in-kind			19%		191,830	191,830
	SUBTOTALS			805,153	191,830	996,983
	TOTAL PROJECT REVENUE			996,983.04		

PI's own eligible funds and vendor discounts are also sources of matching funds



Purchasing timeline

- Things to consider when planning the acquisition date for the requested equipment:
 - EDTT submission/award - one intake per year (October); announcement of results in spring the following year
 - Renovations timeline
 - Bidding/RFP process - for items over \$75,000
 - Delivery/manufacture times (for custom-made infrastructure)
 - Sequential vs. parallel implementation



Contingency

- RSO uses the following exchange rates for CFI budgets:
 - CAD = 1.0
 - USD = 1.5
 - Other currencies: consult your CS
- GST: RSO will use 5% instead of the 1.65% that the UofA normally pays
- Shipping/insurance: some vendors include S/H costs, some don't



CAMS Finance module: Cost of individual items

[Add item](#)

Move up Move down

5 entry(ies) found

Related equipment listed under rolled-up lines as in budget spreadsheet

	Item number	Item description	Type of expenditure	Eligible costs			Delete
				Cash	In-kind	Total eligible costs	
<input type="checkbox"/>	1	Surgical equipment	Purchase of equipment (including shipping, taxes and installation)	\$599,075	\$147,365	\$746,440	
<input type="checkbox"/>	2	Microscopes	Purchase of equipment (including shipping, taxes and installation)	\$17,657	\$4,548	\$22,205	
<input type="checkbox"/>	3	q-PCR system	Purchase of equipment (including shipping, taxes and installation)	\$27,801	\$6,537	\$34,338	
<input type="checkbox"/>	4	Extended warranties	Extended warranties / Service contracts	\$144,984	\$33,379	\$178,363	
<input type="checkbox"/>	5	Renovations	Construction/renovation costs	\$15,637		\$15,637	

5 entry(ies) found

Move up Move down

* Info for this table comes from the Summary tab on the Excel budget spreadsheet



CAMS Finance module: Partner contributions

[Add partner](#)

3 entry(ies) found

Only EDTT can be listed as 'Expected'

Partner name ▲	Partner type	Cash	In-kind	Total	Secured or expected	Delete
Alberta Economic Development Trade and Tourism	Provincial governments (departments or agencies)	\$380,000	\$0	\$380,000	Expected	
University of Alberta	Institutions, trust funds or foundations	\$45,153	\$0	\$45,153	Secured	
Various	Corporations/firms	\$0	\$191,830	\$191,830	Secured	



If applicable, outline partner contributions that are expected but not yet secured, and indicate plans for securing these funds.

5%

An application will be submitted to the Research Capacity Program of Alberta Economic Development, Trade & Tourism to secure the required match to this project.

RSO will complete this section



CAMS Finance module: Infrastructure utilization

	Percentage
Research/technology development and associated training	<input type="text" value="100"/>
Education, excluding research / technology development training (not eligible for CFI support)	<input type="text"/>
Administration	<input type="text"/>
Clinical or other service function	<input type="text"/>
Other (specify) <input type="text"/>	<input type="text"/>
<small>50 characters</small>	
Total	100%



Give a breakdown of the eligible costs included in each of the above categories.

If the infrastructure is used for non-CFI-eligible purposes, explain how the percentage of utilization was determined in each category and how the budget was pro-rated.

<input type="text" value="100"/> 2% <input type="text"/>
<div>The infrastructure will be used 100% for research and research training.</div>

RSO will complete this section