

CFI IOF Employment Record Form

CFI Project #:		PI Name	
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Employee Name	Date(s)		Hours worked per week	Hourly Rate	Total Charge
	From	To			
Detail of Work Performed and Justification (see instructions on page 2)					
Comments:					

Certification: In making this request for CFI-IOF funding and as signing as the claimant below, I am certifying that I am familiar with the eligibility requirements for CFI-related expenses and that the charges listed above meet all eligibility requirements.

Please fill out this section if this expense has already been paid from a research account

Transfer this expense from account

_____ to the IOF Fund

Claimant name: _____

Signature _____

Date _____

Finance Office

Authorizing Signature _____ Date _____

Office of Research

Authorizing Signature _____ Date _____

**** PLEASE FORWARD TO THE RESEARCH FINANCE (researchfinance@trentu.ca)****

CFI IOF Employment Request

Considerations for IOF Employment request justification:

Provided information should help determine how much funding is being requested and over what period of time and enough information to determine whether this is best suited as an institutional expense or as an expense for a specific research project or program. Is a technician's salary listed in the original application? If not, why a technician is needed now. What is the sustainability plan? When IOF funds are exhausted, how would the equipment continue to run, or will it no longer be needed at that time? This information would be a valuable part of the justification.

IOF Eligible costs

- Salaries (including benefits) of highly qualified personnel (technicians or professionals) directly involved in the operation and maintenance of the CFI-funded infrastructure. The full salary of the highly qualified personnel may be eligible if the infrastructure cannot be operated without their assistance.
- Training for the main operator(s) of the research infrastructure, not included in the infrastructure award. It is expected that the main operator(s) will train other users. Alternatively, a group training session may be provided by the vendor at the institution.
- Extended warranties and/or service contracts not included in the infrastructure award
- Extensions to warranty coverage, service contracts and software licences
- Maintenance and repairs
- Replacement parts
- Replacement of a CFI-funded infrastructure item needing repair, only if the replacement is more cost-effective than the repair (the replacement item must have similar functionality)
- Services (e.g. electricity, security, cleaning) that directly support space funded by the CFI or for space that is essential to house and use CFI-funded infrastructure, which may include common areas, if applicable
- Supplies and consumables needed to operate the research infrastructure (not to exceed 10 percent of the cumulative total IOF funding claimed by the institution)

IOF Non-eligible costs

- Purchase or lease of real property
- Cost of equipment, installation and construction or renovation deemed eligible under an infrastructure award
- Upgrades related to the infrastructure
- Telephone, internet and cable or satellite television services that are not necessary to ensure the infrastructure can be used for research
- Insurance
- Costs not directly related to the CFI-funded infrastructure
- Trainee stipends (undergraduates, graduates and postdoctoral fellows) and researcher salaries
- Administrative, secretarial or clerical personnel not directly related to the operation and maintenance of the infrastructure (e.g. research services office, library, finance services)
- Any cost to conduct research activities
- Costs attributed to the dissemination of information such as promotion, publications or conferences
- Expenditures reimbursed by another source