

Automotive Partnership Canada Fund instructions for CFI forms

These instructions are for institutions and Project Leaders completing the electronic forms for the **research infrastructure component** of a project submitted to **Automotive Partnership Canada (APC)**. For further information on the APC Fund and other CFI funding mechanisms, please consult the **CFI Policy and Program Guide** at: (www.innovation.ca/programs/2008/2008_cfi_guide_e.pdf). Alternatively, you can contact your Senior Programs Officer.

Deadlines

Open call format: Proposals will be accepted on an ongoing basis to respond to industry needs. This will allow proposals to be crafted according to the particular research requirements.

Researchers from Canadian universities, along with their industrial partners, should contact the APC Project Office (www.apc-pac.ca/Contact-Contactez_eng.asp) for advice and feedback on their proposal. This will ensure the proposal suits the needs of the industrial partners, fits within the mandates of the funding agencies and meets the requirements of a merit review.

Electronic forms

The CFI does not distribute paper copies of its forms. Institutions must use the web-based electronic forms for completing and submitting requests for CFI funding that are deemed an essential part of a larger, integrated project involving research activities supported by other APC partner agencies.

The web-based electronic form limits the font size and number of characters. Use only the space provided. You can also click on the “?” for help completing specific fields.

The form contains some large text blocks with different character limits. The CFI recommends that these text blocks be written and saved offline, using a word processor, to ensure your work is not lost due to technical difficulties. Please note that the word count function of a word processor may yield a slightly different count than the CFI forms since spaces and carriage returns are considered characters on the CFI forms.

Please note: Users of Internet Explorer for Mac. We have identified problems with Internet Explorer for Mac. This combination can cause line breaks (carriage returns) to appear in text blocks. Until Microsoft or Apple can find a solution, we recommend that Mac users try a different web browser.

First steps

The Project Leader must register on the CFI website by creating an electronic profile with a Personal Identification Number (PIN) and password. You may only have one PIN in the CFI database. If you already have a PIN, you must use it for the APC Fund. If you have previously been part of an application to the CFI or the Canada Research Chairs, you likely have a PIN. To find out if you are already registered, contact the CFI (pin.nip@innovation.ca) with your name, research institution and department. We will respond to your query by the next business day.

Using this PIN, the Project Leader can complete all the relevant forms required by the CFI. When you first log on, you will come to a “Portfolio” page. This page displays links to your CV and to all live applications for which there is not yet a decision. You can print any of these forms directly from the Portfolio page.

Completing the project module

All sections of the project module are purely administrative and are used to provide an overview of the project. There is no formal review of the information in these sections. For multi-institutional proposals, signed copies of page 2 must be sent to the APC office within two weeks after the submission of the full application. Please note that signatures are only required from eligible institutions sharing ownership and responsibility for the infrastructure — not from all collaborating institutions.

Completing the finance module

This module provides information on:

- total CFI eligible cost to acquire or develop the infrastructure;
- justification for items requested;
- funding from other partners;
- plans for operation and maintenance of the infrastructure;
- utilization of the infrastructure for uses other than research.

Only CFI eligible costs should be included in this section. Other non-infrastructure costs associated with the project (e.g.: salaries, research, travel, consumable materials, research dissemination, etc.) should not be included in this section. If the infrastructure is to be used for purposes other than research, the **costs must be pro-rated for the research use only**.

Financial documentation for CFI-requested infrastructure, such as supplier quotes, must be retained by the institution and not attached to the application.

All **matching funding** must be secured at the time of application. An application to agencies that review and decide on funding independently of CFI decisions is not considered secured partner funding.

The source of the matching funding is not a consideration in the review process. Nevertheless, the presence of a specific source of funding may demonstrate the interest of potential users of the infrastructure, the beneficiaries of research results or the potential employers of the highly qualified personnel.

All **in-kind contributions** must be eligible costs, and must be essential components of the research infrastructure.

In this module, there is the option to submit an attachment instead of filling out the online form. The attachment must be submitted in a PDF format and cannot exceed 10 pages in length. You must also:

- put attachments in landscape orientation;
- indicate the project number and section title, “Budget Justification,” at the top of each page;
- indicate the page number at the bottom of each page;
- use Courier, 10 point or similar font.

If there is a renovation or construction component as part of the CFI request, you must also submit floor plans with the application. These may be included in the budget justification or may come separately with the paper copy of the application. In either case, a complete description of the entire new space, inclusive of common elements (e.g. corridors, washrooms, etc.) must be provided. You should include the following information for all areas within the new space in your description:

- location(s);
- size (in square feet or square metres);
- nature (wet lab, dry lab, office, greenhouse, etc.).

For more information on the eligibility of construction and renovation costs, please consult the Program and Policy Guide, section 4.5.2.

Submitting the CFI forms online

Once all the information is entered and saved into the electronic forms for the CFI request, the Project Leader indicates on the “Project Leader Portfolio” page that the forms are completed by selecting “Yes” for the “Completed? — Yes/No” toggle. The status will change from “In progress” to “Completed by researcher.” **The status can be reversed by selecting “No”** for the “Completed? — Yes/No” toggle.

Using the institutional username and password, an authorized official¹ of the institution may review the forms. The authorized official can submit the forms by selecting the “submit to CFI” toggle found on the institutional screen. The status on the “Project Leader Portfolio” page will change to “submitted by institution.” **At this point, no further changes can be made to the forms by either the Project Leader or the institution.**

Submitting a paper copy of the forms

In addition to the online submission, one identical, complete and **signed** paper copy of the CFI forms must accompany the full application submitted to the APC Project Office. The forms should be printed on one side of letter-sized paper (8½ x 11), and the package should be clipped rather than stapled or bound. Do not use coloured inks or paper, and include a black-and-white copy of the floor plan (where applicable). Text attachments (e.g. floor plans, budget justification, etc.) must be printed in black ink, of letter quality and single-spaced with no more than six lines per inch. Type size must be no smaller than 12 points or 10 cpi.

Please forward application package to:

APC Project Office
2655 North Sheridan Way, Suite 250
Mississauga, ON L5K 2P8

¹ This can only be one of the named individuals on the signed Institutional Agreement with the CFI.