



Reference Guide: CFI JELF Operation and Maintenance costs and revenue

This reference guide is designed to help applicants develop their operation and maintenance (O&M) budget on CAMS. A discussion of the O&M costs and revenue sources must also be included in the *Institutional Commitment and Sustainability* section of the Assessment Criteria. The “*Financial resources for operation and maintenance*” section of the Project Module on CAMS requires the applicant to create a five-year budget with O&M costs and revenue. This section states:

“To maximize the impact of the research infrastructure, the eligible recipient is responsible for ensuring that the infrastructure is installed in a timely fashion and remains operational over its useful life. Outline the overall annual costs and sources of support committed to ensuring effective operation and maintenance of the infrastructure for the first five years after it becomes operational. Do not include costs related to research and/or technology development. If funding sources include the CFI Infrastructure Operating Fund (IOF), list these under the 'Institutional contribution' category. For research grant support, only include sums dedicated to operation and maintenance.”

More information on O&M of CFI-funded infrastructure, including IOF, can be found [here](#).

When you are developing your O&M budget, the following must be considered:

Operation of the infrastructure:

- Who will be responsible for operating and/or maintaining the CFI infrastructure?
- Does this individual need to be trained by the manufacturer to use the infrastructure? Is there a cost associated with the training? Will they be training others to use it?
- How will this individual’s salary be paid?

Warranty Requirements:

- Researchers are encouraged to include extended warranties on the infrastructure (main project) budget. If extended warranties are not included in the infrastructure budget, a justification may need to be provided to address why they are not required, along with a plan outlining how repairs will be covered should an equipment failure occur.
- Requests to include extended warranties in the O&M budget will be considered on a case-by-case basis; contact your Contracts Specialist if this is something you are considering.

Maintenance Requirements:

- What are the anticipated regular maintenance requirements for the infrastructure, preferably based on manufacturer’s instructions? How will these requirements be met? Are there costs involved?

Usage capacity, user fees, and core facilities:

- Will the infrastructure be used at 100% capacity for the purposes of the project described in the application? If not, will the infrastructure be made available to others?
- If other users besides the applicant(s) and their research group(s) will be accessing the infrastructure, will user fees be collected? At what rate?
- If you do not plan to collect user fees, please provide a reason. What is the contingency plan if the shared infrastructure needs repairs/maintenance (i.e., where will the funds to cover this come from if not from user fees)?



- Is it feasible to place an item(s) in a core facility? Realizing that this may not be feasible for some or all of the requested items, housing an equipment item in a core facility may result in cost savings through efficiency of scale, shared technical expertise, and shared administrative burden.

The following categories form the 'Operation and maintenance budget summary' (i.e., Costs) portion of the O&M budget on CAMS; category items represent potentially eligible costs to include in the O&M budget. Refer to page 19 of the [CFI Policy and program guide](#) for eligible and non-eligible IOF costs within these categories:

- Personnel - can include:
 - Salary of technicians/professionals directly involved in O&M of infrastructure – amount should represent yearly FTE (e.g., if annual salary is \$80,000 and the individual spends 0.3 FTE on O&M, enter \$24,000 in that year)
 - Training of the main operator(s) of the infrastructure
- Supplies - can include:
 - Supplies/consumables required for operation of the infrastructure, **NOT research purposes**; supplies/consumables are not to exceed 10% of the total IOF claimed by the institution – consult your Contracts Specialist if you intend to include supplies
- Maintenance/repairs - can include:
 - Regular servicing/repair of parts by vendor
 - Replacement parts
 - New extended warranties for infrastructure budget items
 - Extensions to warranties in the infrastructure budget
 - Extension of software licenses
- Services - can include:
 - Services to support infrastructure (e.g., electricity, security, cleaning)
- Other - not typically used; consult your Contracts Specialist if you have an item that doesn't fit in the above categories but is required for O&M of the requested infrastructure

The following table provides examples of eligible costs for the O&M budget:

Category	Item	Cost per year (budget for 5 years)
<i>Example:</i> Personnel	<i>Example:</i> Technician	<i>Example:</i> 0.2 FTE \$55,000/yr = \$11,000
<i>Example:</i> Maintenance/repairs	<i>Example:</i> Anticipated replacement of parts in years 3-5	<i>Example:</i> \$3,600 in each of years 3-5
<i>Example:</i> Maintenance/repairs	<i>Example:</i> Extension to warranty in infrastructure budget (years 4-5)	<i>Example:</i> \$2,500 in each of years 4-5

O&M funding sources (Revenue):

- Institutional contributions: may include IOF and any funds that the institution has provided (e.g., start-up funds)
- Other organizations: includes CIHR, NSERC, Foundations – these sources will need to be described clearly in the 'Institutional Commitment and Sustainability' section of the Assessment Criteria
- User fees: should be a reasonable estimate of the total user fees generated in a given year
- Other (specify): other sources, such as CIHR, NSERC, Foundations, etc., can also go in this category