

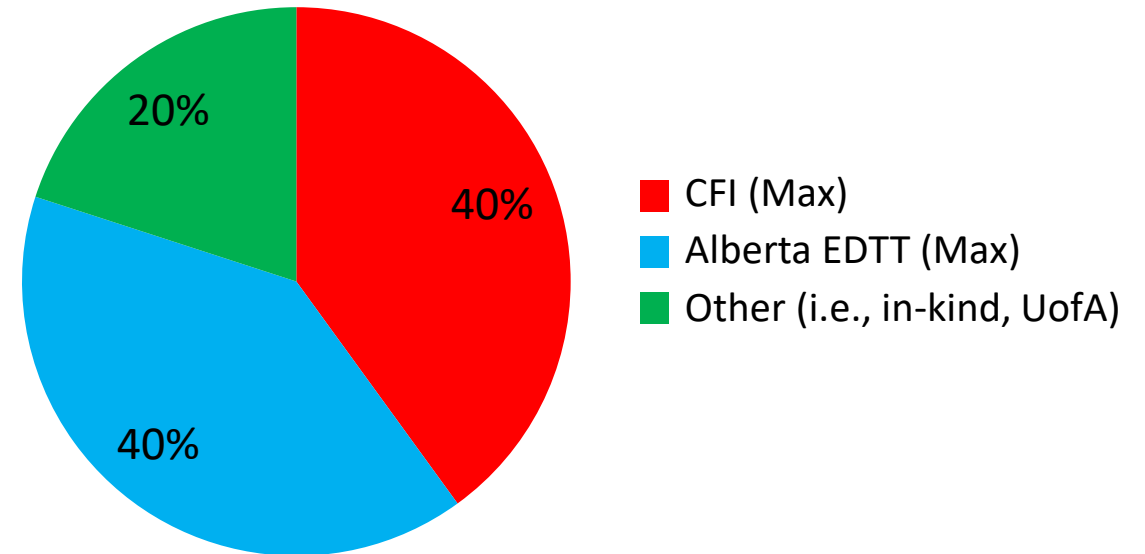


# CFI JELF Budget development



# 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

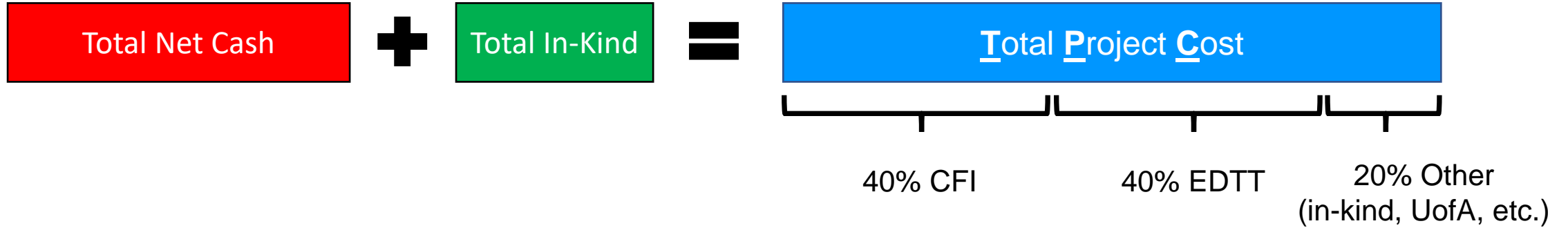


# Discounts

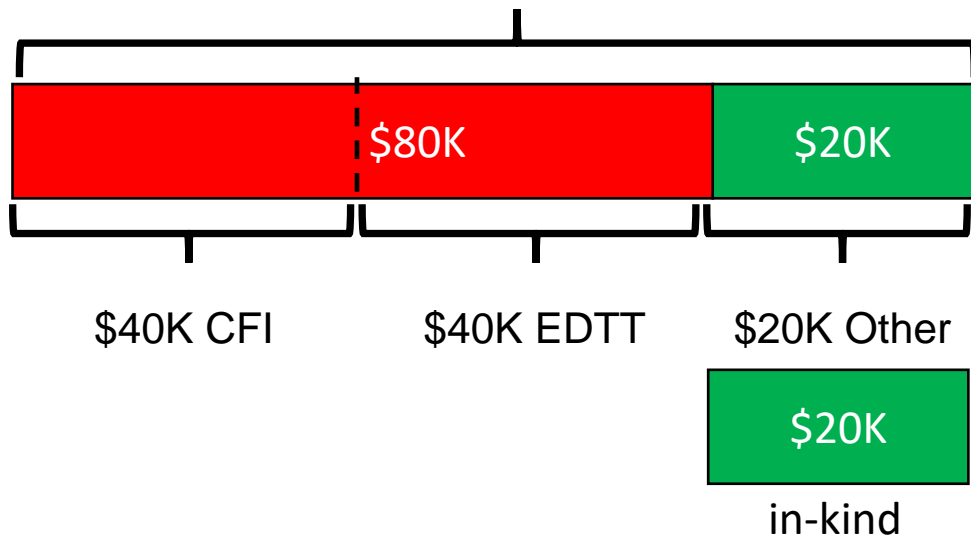
- Vendors are not obligated to offer CFI discount/in-kind
- You may request CFI in-kind on a quote, but you **may not** ask for a specific amount or percentage
- CFI in-kind is over and above all other discounts:
  - Educational/academic discount
  - Other discounts (normal, regional, volume, etc.)



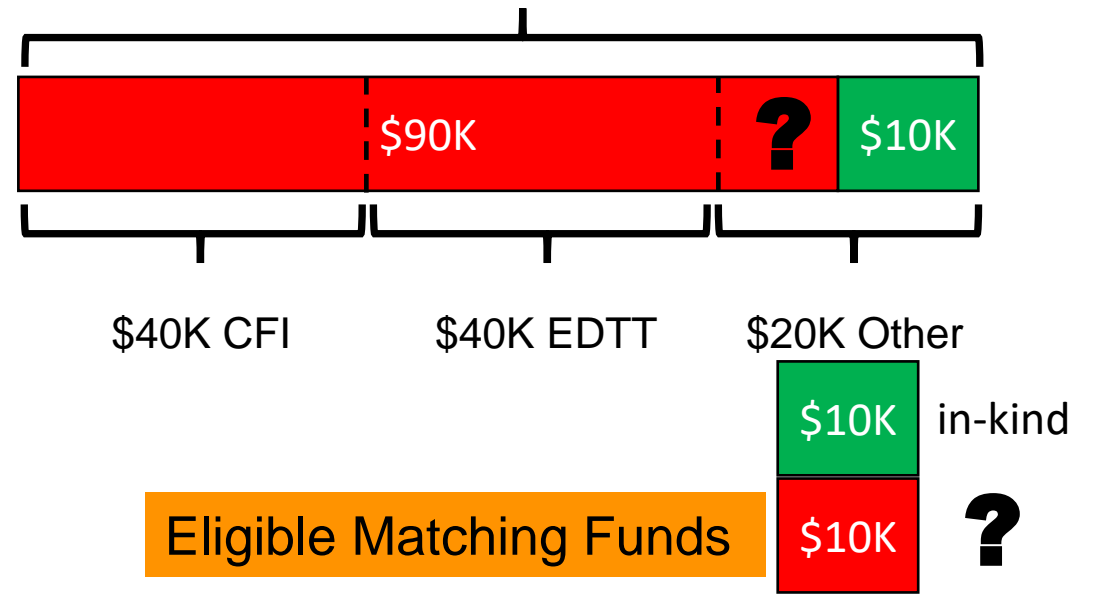
# Total Project Cost & Sources of Revenue



**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





CFI: 12345  
PL: Dr. Project Leader

**Groups of related equipment items**

CFI Line Item #	Description	# of items	STATUS (Indicate Quote, RFP or Already Purchased)	Date to be acquired (YYYY)	Currency (USD, CDN, EUR)	Exchange rate (If CDN use 1)	List Price	Educ Disc	Educ Price	CFI In-Kind Contribution	In-kind contributor (Vendor)	CFI Price (Net Cash)	Shipping and Insurance	CFI Price + Shipping & Insurance + 5% GST	Cash (CDN\$)	In-kind (CDN\$)
<b>Category 13 - Equipment</b>																
1	Surgical suite															
1.1	Anesthesia system	1	Quote 1234567	2021	CDN	1.00	\$ 134,875.98	\$ 13,487.60	\$ 121,388.38	\$ 20,231.40	Vendor 1	\$ 101,156.98	\$ 1,348.76	\$ 102,505.74	\$ 107,631.03	\$ 20,231.40
1.2	Small animal imager	1	Quote ABC-123	2022	USD	1.50	\$ 423,778.00	\$ 33,902.24	\$ 389,875.76	\$ 84,755.60	Vendor 2	\$ 305,120.16	\$ 1,521.00	\$ 306,641.16	\$ 482,959.83	\$ 127,133.40
1.3	Surgical equipment	1	Quote 987654	2021	CDN	1.00	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	Vendor 3	\$ 8,000.00	\$ 80.00	\$ 8,080.00	\$ 8,484.00	\$ -
1	<b>TOTAL</b>	<b>3</b>					\$ 566,653.98	\$ 47,389.84	\$ 519,264.14	\$ 104,987.00		\$ 414,277.14	\$ 2,949.76	\$ 417,226.90	\$ 599,074.86	\$ 147,364.80
<b>Category 2 - Microscopes</b>																
2.1	Stereomicroscope	1	Quote 123-ABC	2021	CDN	1.00	\$ 13,447.00	\$ 1,347.70	\$ 12,099.30	\$ 2,695.40	Vendor 4	\$ 9,403.90	\$ -	\$ 9,403.90	\$ 9,874.10	\$ 2,695.40
2.2	Light microscope	1	Quote 111222333	2021	CDN	1.00	\$ 9,265.00	\$ -	\$ 9,265.00	\$ 1,853.00	Vendor 4	\$ 7,412.00	\$ -	\$ 7,412.00	\$ 7,782.60	\$ 1,853.00
2	<b>TOTAL</b>	<b>2</b>					\$ 22,712.00	\$ 1,347.70	\$ 21,364.30	\$ 4,548.40		\$ 16,815.90	\$ -	\$ 16,815.90	\$ 17,656.70	\$ 4,548.40
<b>Category 3 - q-PCR system</b>																
3	q-PCR system	1	Quote XYZ-999	2022	CDN	1.00	\$ 32,687.26	\$ -	\$ 32,687.26	\$ 6,537.45	Vendor 5	\$ 26,149.81	\$ 326.87	\$ 26,476.68	\$ 27,800.51	\$ 6,537.45
3	<b>TOTAL</b>	<b>1</b>					\$ 32,687.26	\$ -	\$ 32,687.26	\$ 6,537.45		\$ 26,149.81	\$ 326.87	\$ 26,476.68	\$ 27,800.51	\$ 6,537.45
<b>Category 19 - Extended Warranties and Service Contracts</b>																
4	Extended warranties															
4.1	Extended warranty for LI#1.2 (4 yrs)	1	Quote ABC-123	2022	USD	1.50	\$ 111,263.56	\$ -	\$ 111,263.56	\$ 22,252.71	Vendor 2	\$ 89,010.85	\$ -	\$ 89,010.85	\$ 140,192.09	\$ 33,379.07
4.2	Extended warranty for LI#3 (5 yrs)	1	Quote XYZ-999	2022	CDN	1.00	\$ 4,564.00	\$ -	\$ 4,564.00	\$ -	Vendor 5	\$ 4,564.00	\$ -	\$ 4,564.00	\$ 4,792.20	\$ -
4	<b>TOTAL</b>	<b>2</b>					\$ 115,827.56	\$ -	\$ 115,827.56	\$ 22,252.71		\$ 93,574.85	\$ -	\$ 93,574.85	\$ 144,984.29	\$ 33,379.07
<b>Category 20 - Construction or renovation costs (research related)</b>																
Item No.	Description of Work	Room Number	Faculty space authorization received on	Type of Space	m <sup>2</sup>	Cost	Contingency	Total Cost	Estimate prepared by	Floorplan Compiled on				Preliminary Concept design completed?	TOTAL ELIGIBLE COST (CDN\$)	
5	Renovations														\$15,636.97	
<b>SUBTOTAL: Category 20</b>															<b>15,636.97</b>	

<b>SUB TOTALS</b>	\$ 805,153.32	\$ 191,829.72
<b>TOTAL PROJECT COST</b>	<b>\$996,983.04</b>	

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
<b>SUBTOTALS</b>		<b>805,153</b>	<b>191,830</b>	<b>996,983</b>
<b>TOTAL PROJECT REVENUE</b>				<b>996,983.04</b>

Note – in this example, CFI and EDTT requests cover <40% of total project costs.

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.

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>	
<b>Total</b>	<b>100%</b>



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.

The infrastructure will be used 100% for research and research training.

**RSO will complete this section**