

The Infrastructure Operating Fund (IOF) is designed to contribute to the operating and maintenance costs of CFI-funded infrastructures. As such, eligible costs are only those that are required for operation and maintenance. Direct costs of research are not eligible.

Supervisors are reminded that time sheets must be kept on file which log the number of hours and nature of work for wages paid to highly qualified technicians. Time sheets or an annual confirmation will be requested prior at the end of each year.

Justification may be required if you spend more than 10% of your budget on supplies and consumables.

For further information on the IOF fund, please see our [Infrastructure Operating Fund Information Sheet](#).

To read the program guide, please consult the Canada Foundation for Innovation website at www.innovation.ca.

To view your current balance or spending to date, log into MyResearch at www.carleton.ca/fast.

Fiscal Year : _____ New Annual Max Allocation : _____

CFI Project Number or Fund No. : _____ Spent to Date : _____

Principal Investigator : _____ Available : _____

Budget Request

Personnel (technical or other operational): _____

Maintenance and Repairs: _____

Supplies and consumables* (max 10%): _____

Services: _____

Total request for this fiscal year: _____

***Supplies Justification (if requesting greater than 10% of allocation):**

Note: Spent to date and Available amounts are based on March 31 of the previous fiscal year. If your fund was in the negative as of March 31, you will be granted funds in addition to your budget request, if it does not exceed your maximum allocation. If you had funds remaining as of March 31, your budget request will be reduced by the amount remaining so that your available funding for the year will equal your budget request. What does this mean? Make sure your request is a fair estimate of your expense requirements for this year. For example, if you had \$1,000 leftover last year, and you request \$14,000, you will only be granted \$13,000 so that your funds available as of April 1 would have equaled your request.

Principal Investigator

Date

Please send your form to Sandra Nelson, Research Accounting, 301 Robertson Hall or email it to sandra_nelson@carleton.ca by May 15th.