

**CERTIFICATION
SALARY OF TECHNICIANS AND PROFESSIONALS
INFRASTRUCTURE OPERATING FUND (IOF)**

Please read the information on the next page carefully before completing this form.

Employee name: _____ Title: _____

Period: _____

Annual salary (including benefits): _____

Salary (including benefits) reported under the IOF: _____

Related CFI-funded infrastructure (please list):

CFI project number	Infrastructure item(s)

Description of the O&M activities performed in relation to the infrastructure item(s), and justification of why these activities were essential to the operation of the infrastructure:

Certification:

I hereby certify that the above information is accurate and that activities performed were essential to the operation of the infrastructure.

(Employee signature)

(Supervisor approval - signature)

Note: The CFI will also accept a certification of this information from another person (e.g. Project Leader or department head) if this person is knowledgeable of the activities performed by the employee.

Please read the following information carefully before completing the above form:

- The related infrastructure item must have been funded by the CFI (i.e. it appears on the proposal or updated budget and/or the final financial report).
- The CFI-funded project to which it relates must have been approved after July 1, 2001. However, projects funded under the Canada Research Chairs Infrastructure Fund, Career Awards and the international funds are not eligible for funding from the IOF.
- The related CFI-funded infrastructure project must have passed the stage of award finalization, and the related CFI-funded infrastructure item must be operational and still used for research purposes during the period claimed.
- The institution may choose to report under the IOF an amount that is equal to, or lesser than, the full salary (including benefits) of the individual for the period where the operations and maintenance (O&M) activities were performed. Salary expenditures are only eligible if the highly qualified personnel is directly involved in the O&M of the CFI-funded infrastructure and if such infrastructure cannot be operated without the assistance of the highly qualified personnel.
- The institution must keep on file all documentation for audit purposes for a minimum of six years and provide it upon request. This six-year period starts at the end of the fiscal year to which the records relate.
- This form should not be used when reporting personnel costs in a CFI infrastructure project. A different form is available for that purpose.