Getting started with the CFI Awards Management System

An overview document for institutional administrators

May 2016

INNOVATION.CA

CANADA FOUNDATION FOR INNOVATION | FONDATION CANADIENNE POUR L'INNOVATION

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1 DEFINITIONS

Institution refers to the Canada Foundation for Innovation (CFI)-eligible institution or an authorized representative acting on behalf of the institution.

Institutional administrator refers to individuals responsible for managing CFI projects on behalf of the institution. These individuals are responsible for pre-award and post-award activities.

Pre-award activities encompass all activities related to applying for CFI funding, uploading supporting documents, collaborating with researchers to submit proposals, and viewing the funding decisions and review materials for proposals.

Post-award activities encompass all activities related to managing successful projects including award finalization, amendments, *Project progress reports* and financial reports. This also includes managing the institution's Infrastructure Operating Fund (IOF) allocation and IOF annual reports.

Project leader refers to individuals mandated by the institution to lead CFI-funded projects.

Reviewer refers to individuals who participate in the review process of proposals submitted to the CFI.

2 REFERENCE MATERIAL

This guide is intended for institutional administrators who use CAMS to manage pre-award and post-award activities. Other guides are available, depending on your role and the type of activity you perform in CAMS.

Researcher: If you are a researcher, please refer to *Getting started with CAMS: An overview document for researchers*.

Reviewers: If you are a reviewer, please refer to *Getting started with CAMS: An overview document for reviewers*.

3 WHAT IS CAMS?

The Canada Foundation for Innovation Awards Management System (CAMS) is the secure online portal that allows universities, colleges, research hospitals and non-profit research institutions to apply for CFI funding and assists them in managing the full life cycle of a CFI-funded project.

CAMS allows institutional administrators to manage pre-award and post-award activities related to CFI funding. It also allows researchers to prepare proposals for internal submission to the institution, as well as have access to information related to the projects they lead. Finally, CAMS gives reviewers access, in a single location, to the information and documentation necessary to assess the proposals assigned to them.

4 ACCESS TO CAMS

The CFI liaison and account administrator are responsible for setting access privileges for all institutional administrators. Please contact them to obtain a CAMS account. If you are the CFI liaison or the account administrator for your institution, refer to section 15 (“Managing institutional agreements and access privileges”).

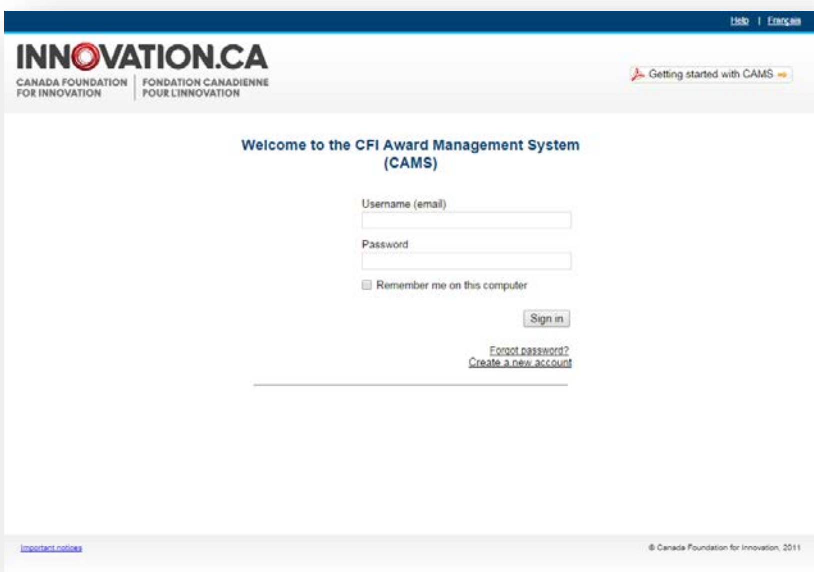
If you are an individual with an institutional agreement role (i.e. President, authorized signatory, liaison or account administrator), the CFI will create or update your account in CAMS. This will be done by the CFI following the receipt of a signed institutional agreement from your institution.

Following the creation of a new account, an activation email notification will be sent to the user. The account must be activated within 30 days of receipt, so please ensure that the CFI’s automated activation messages (from notification@cfi-fci.ca) will not be blocked by your institution’s firewall.

4.1 CAMS sign-in page

Once your CAMS account is created and the appropriate privileges assigned, you can access CAMS as follows:

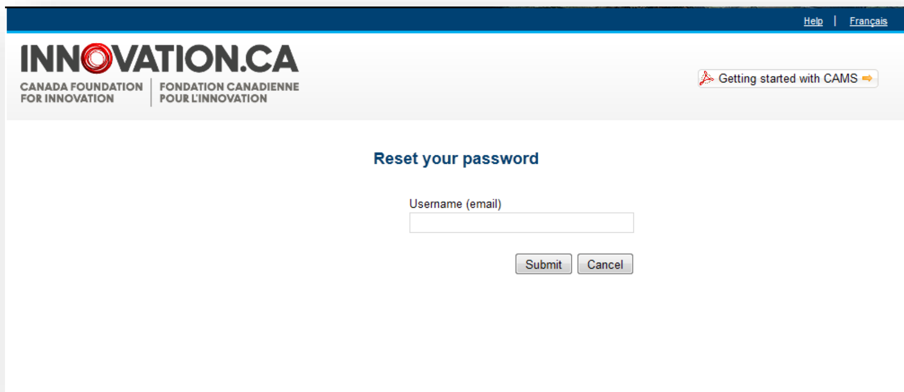
- Navigate to Innovation.ca;
- Click “CFI online” from top of screen;
- Click “Sign in” in right-hand menu; and,
- The CAMS sign-in page will appear.



On this page:

- Registered users can sign in;
- Registered users who have forgotten their password can reset their password; and,
- Researchers and institutional administrators can create a CAMS account.

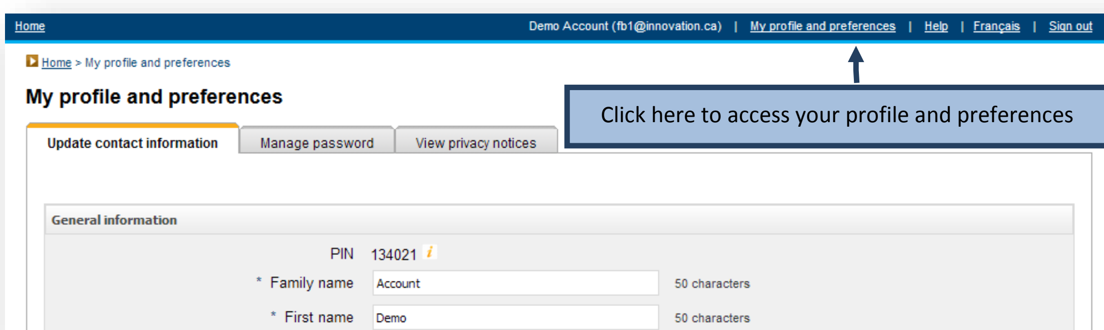
4.2 Resetting your password



If you have forgotten your password, you can request to have the password automatically reset by clicking "Forgot password?" on the sign-in page. You will be required to provide your username (email) and the answer to the security question in your profile. If you do not remember the answer to this question, please contact the CFI help desk at help.aide@innovation.ca. Your temporary password will be emailed to you. Use this password to sign in to CAMS. Please note that the temporary password will expire after 30 days.

4.3 Accessing user profile and preferences

These pages allow you to manage your contact information and password, as well as view privacy notices from the CFI.



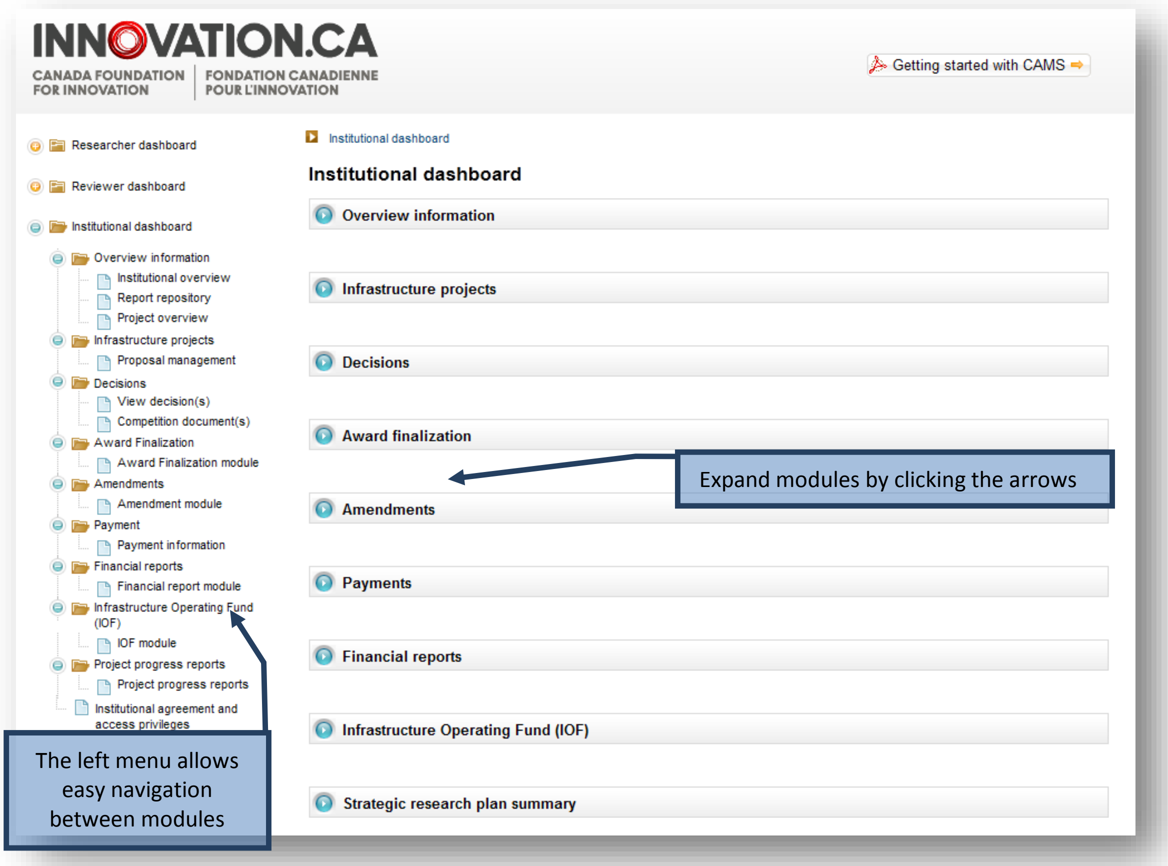
5 THE INSTITUTIONAL DASHBOARD

5.1 Overview

Once signed in as an institutional administrator in CAMS, you are automatically directed to your institutional dashboard. The information you can access is dependent on the access privileges granted to you by your institution for every module.

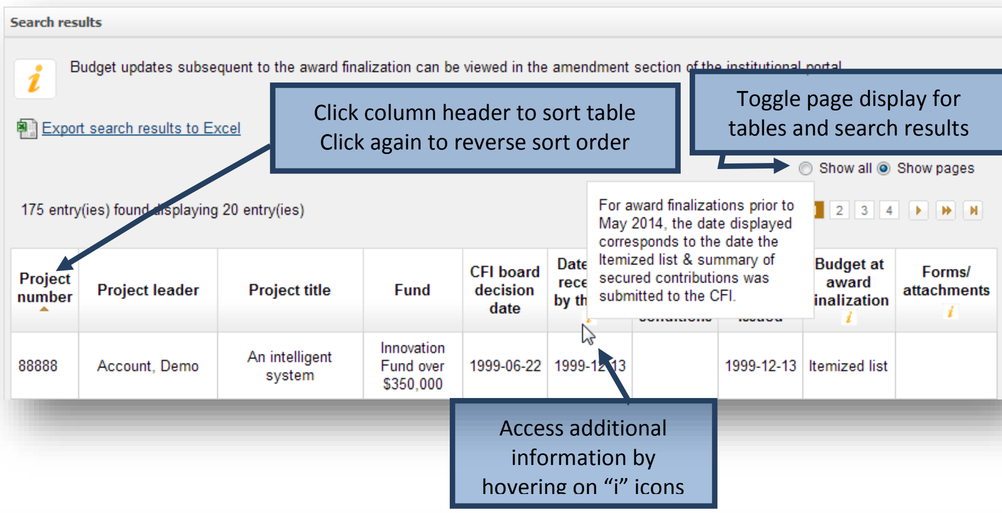
5.2 Navigation

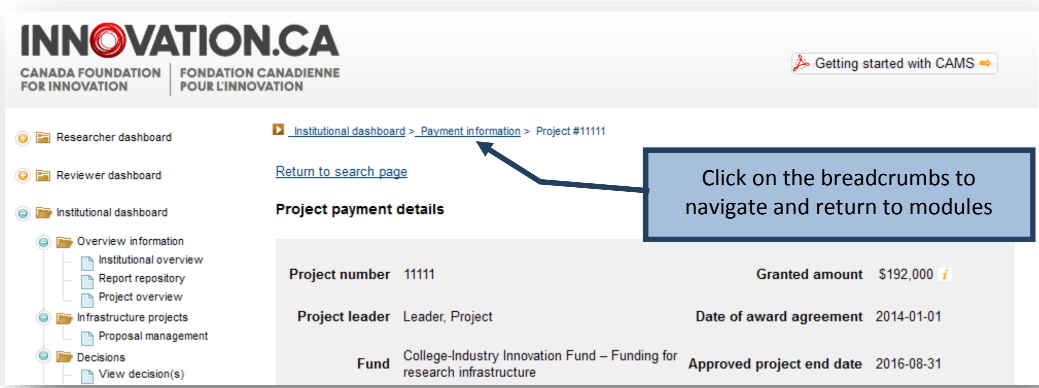
The institutional dashboard contains a number of sections. The following image describes these sections and illustrates their functionalities.

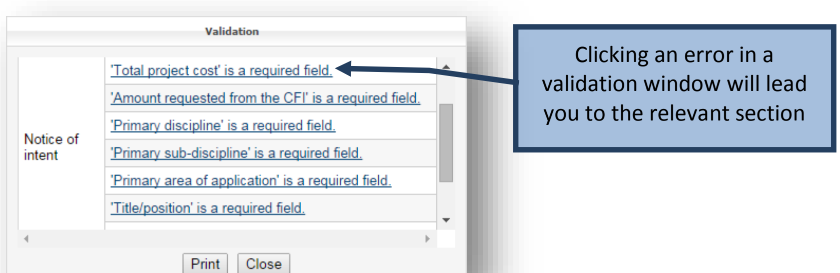


Note: You may not see all the sections displayed above. The sections displayed on your institutional dashboard will depend on the access privileges associated to your account.

A number of features are available in most CAMS modules that can help you navigate between screens or provide contextual information for certain fields.



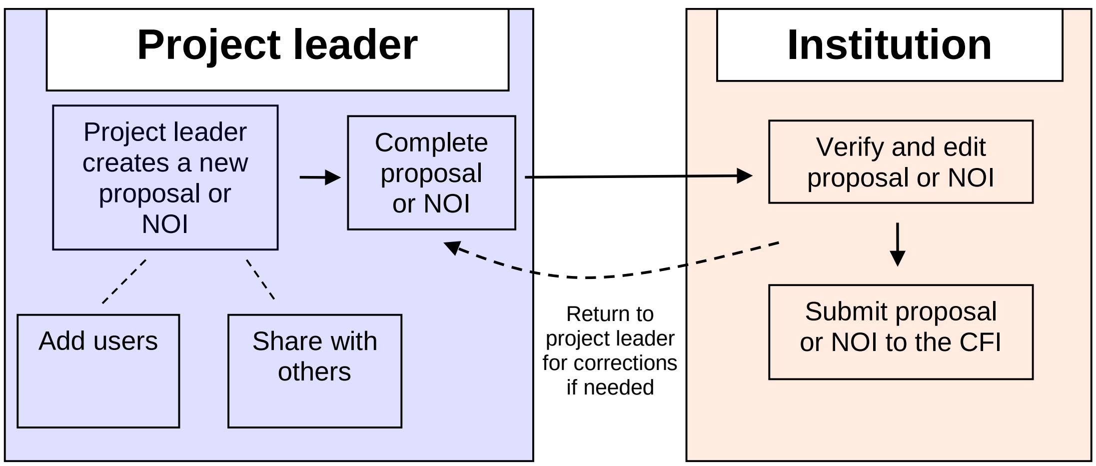




6 THE APPLICATION PROCESS

The process to submit a Notice of Intent (NOI) or proposal to the CFI typically involves three steps:

1. The project leader creates a new NOI or proposal and completes the forms online. Once the project leader has marked the form as complete he or she will no longer have access to modify it. Institutional administrators with appropriate access can also complete the forms online on behalf of the project leader.
2. The institution may edit the form and/or return it to the project leader for revision. When the NOI or proposal is deemed final, the institution indicates that the form has been verified. The system will generate the final PDF version of the NOI or the proposal at this point.
3. An institutional administrator with submission privileges then submits the NOI or proposal to the CFI.

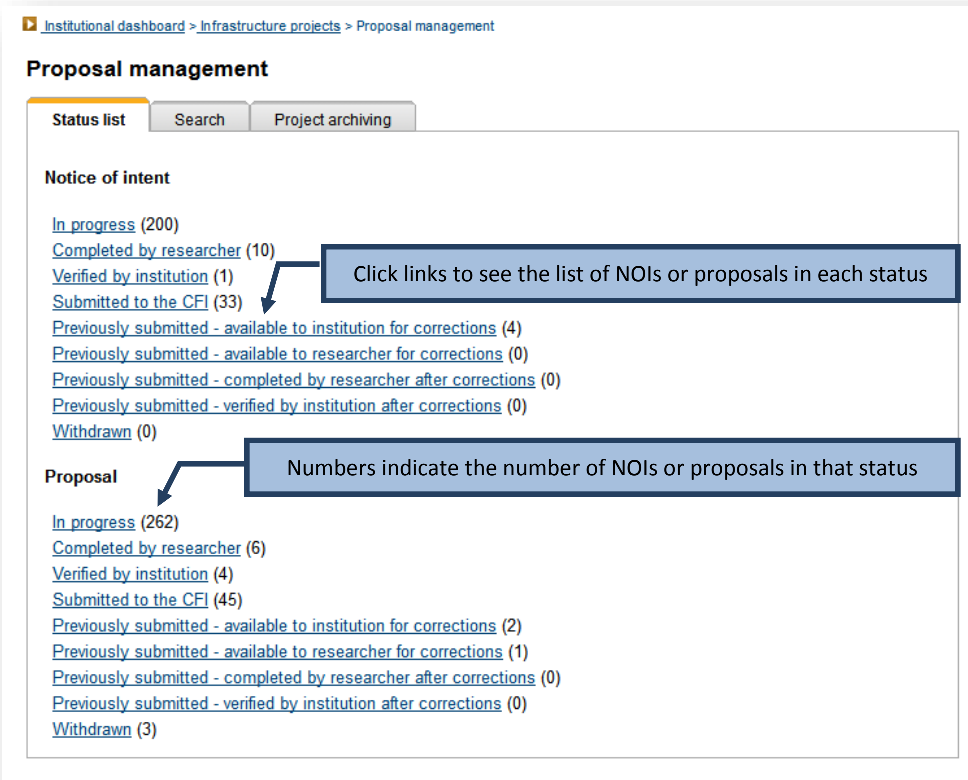


Application process

Note: For more information on the application process, refer to the specific instructions for each fund available through the "Our funds" page of the CFI website.

6.1 Managing proposals

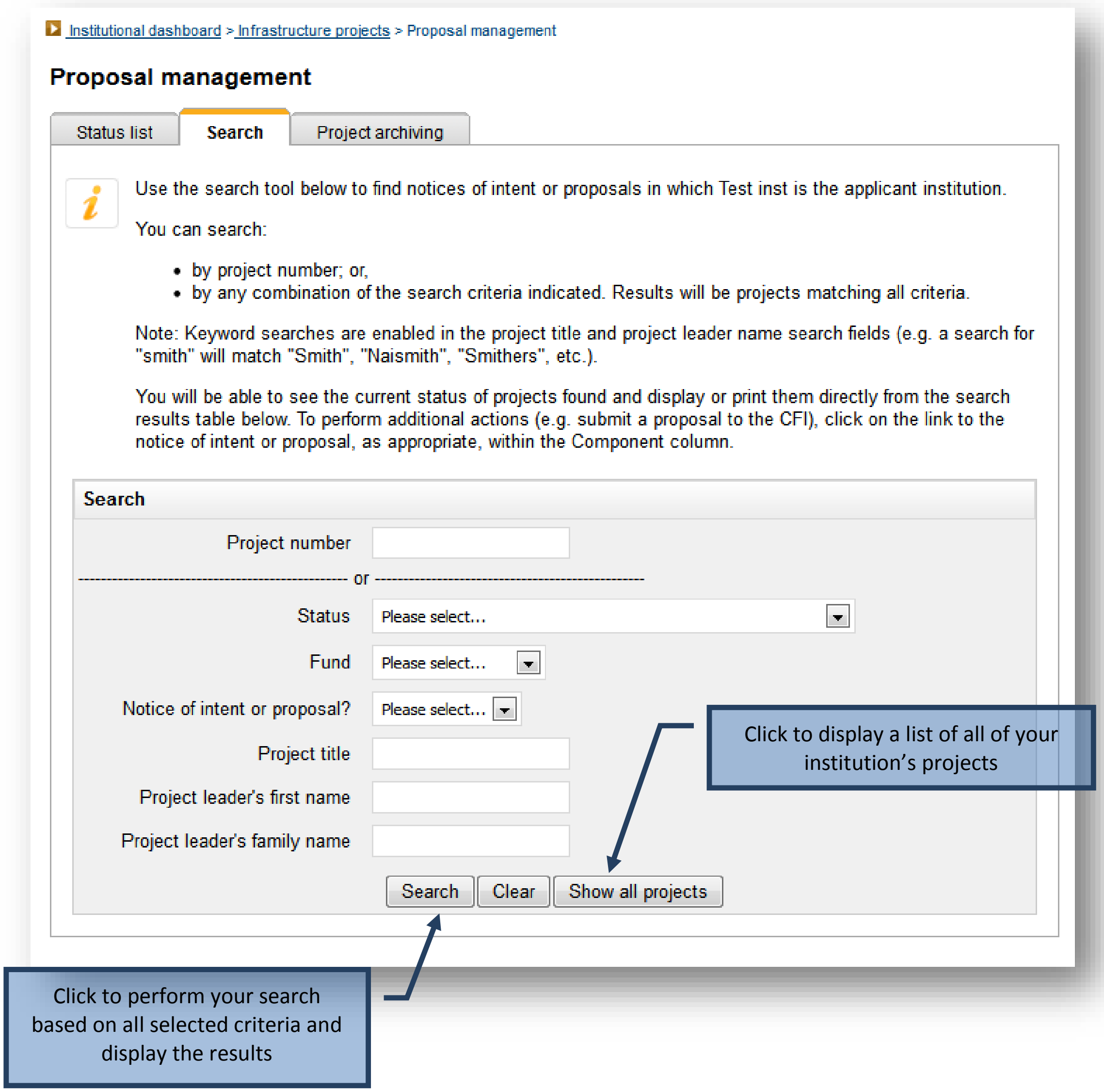
As an institutional administrator involved in pre-award activities, your institution may have given you access to the CAMS proposal management section. The proposal management section allows you to view the status of your institution's NOIs and proposals.



Note: Archived projects are not listed or counted in this form.

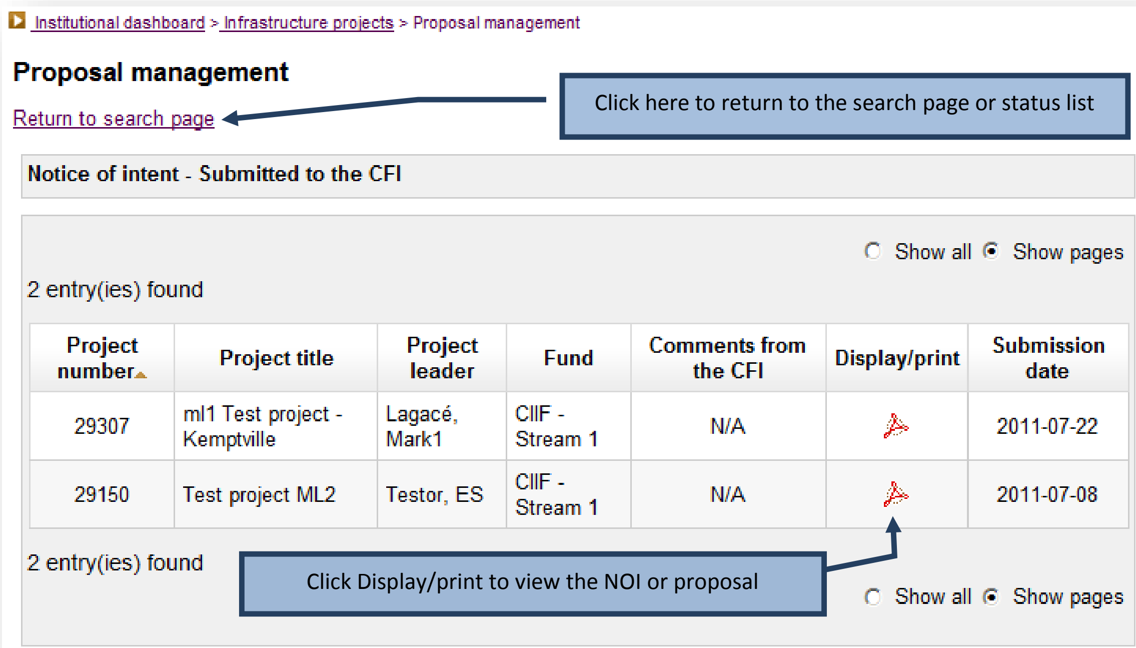
6.1.1 Searching

CAMS provides a search functionality to help institutional administrators locate specific NOIs or proposals. You can use this search functionality by providing a project number, or other search criteria.



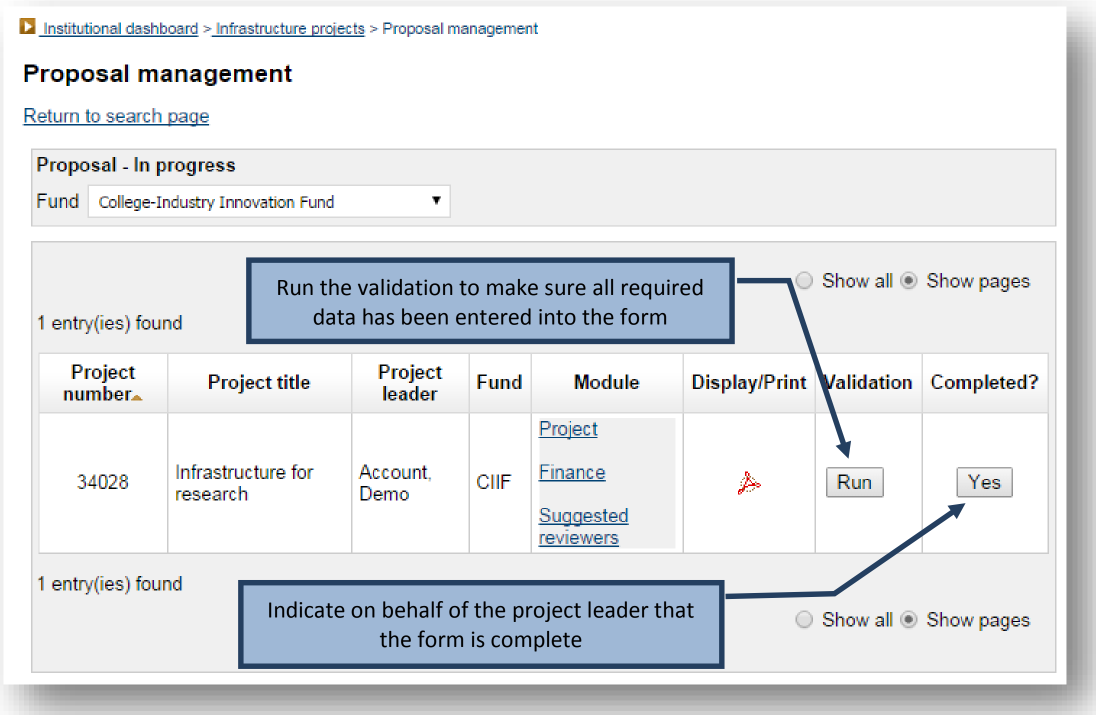
6.1.2 Listing and sorting

Whether you list items by status, or search for specific projects, you will be presented with a table of results. The available actions will depend on the status of the NOIs or proposals listed. Some basic features are available on each table, including the ability to sort by column and return to the search page.

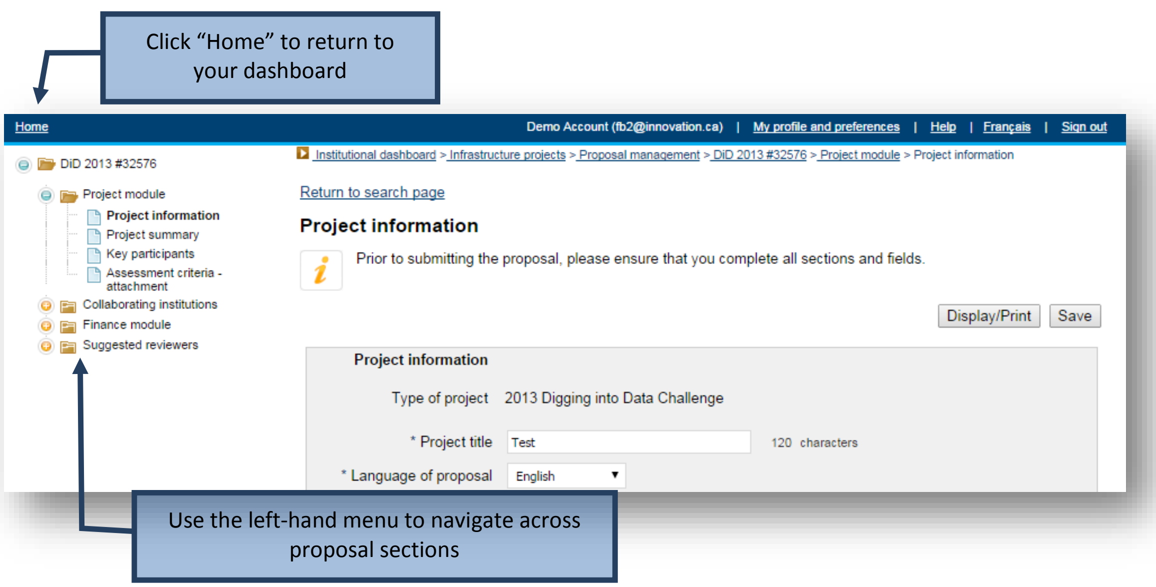


6.1.3 Completing and validating forms

The status of all newly created forms in CAMS is "in progress." Project leaders have full access to the forms to enter data. If the institution wishes to mark the form as complete on behalf of the project leader, it will be able to do so from this table. Once the form is marked as complete the project leader will no longer be able to modify it.



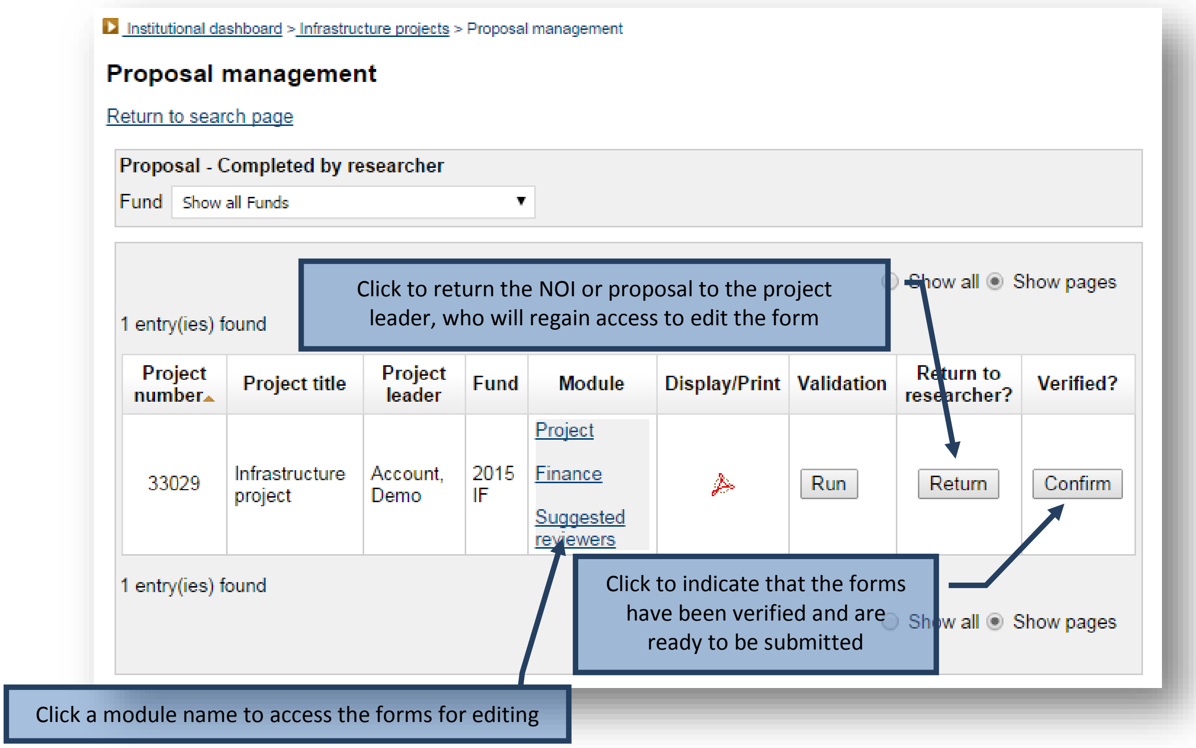
6.1.4 Navigating within the form



6.1.5 Verifying or returning to the project leader for corrections

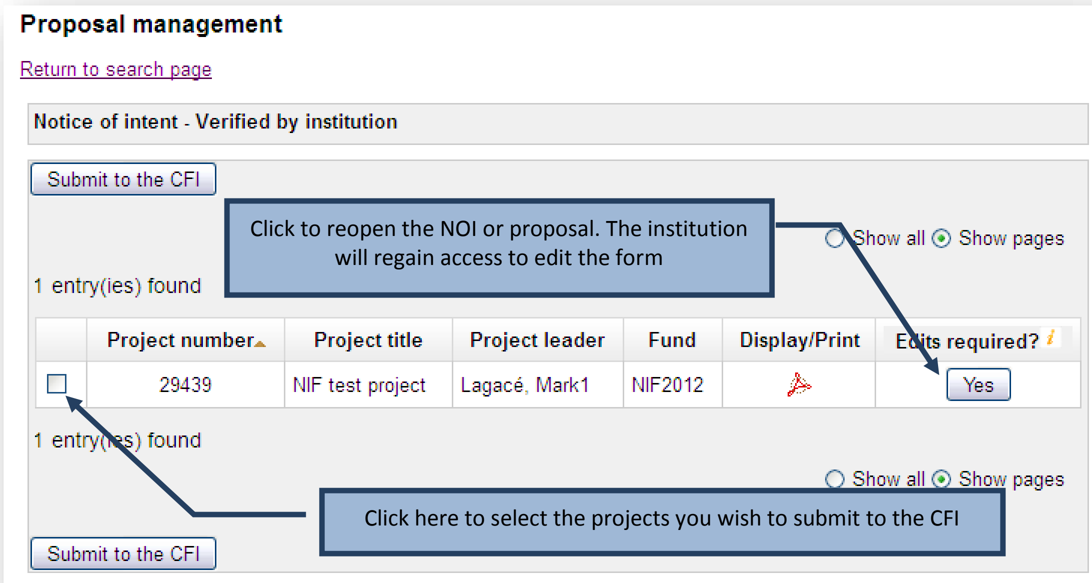
Once the form has been marked as complete, the institution retains access to edit the forms and can return them to the project leader for corrections. Once the institution is satisfied that the NOI or proposal is final and ready for submission to the CFI, it must indicate this by clicking on the button in the "Verified?" column. Note: Depending on the fund, additional validation rules might apply at this stage. Run the validation to check if all required data has been entered in the form.

For NOIs and proposals that include several modules or CVs, the system will generate a complete PDF of the form by merging all components into a single file. The merged PDF will be available within two hours and will appear in the "Display/print" window. Proposals can be submitted to the CFI prior to having the merged PDF available.



6.1.6 Reopening or submitting to the CFI

Verified NOIs and proposals can be submitted in bulk by institutional administrators with submission privileges. If the institution needs to modify a form, it must be reopened for editing.

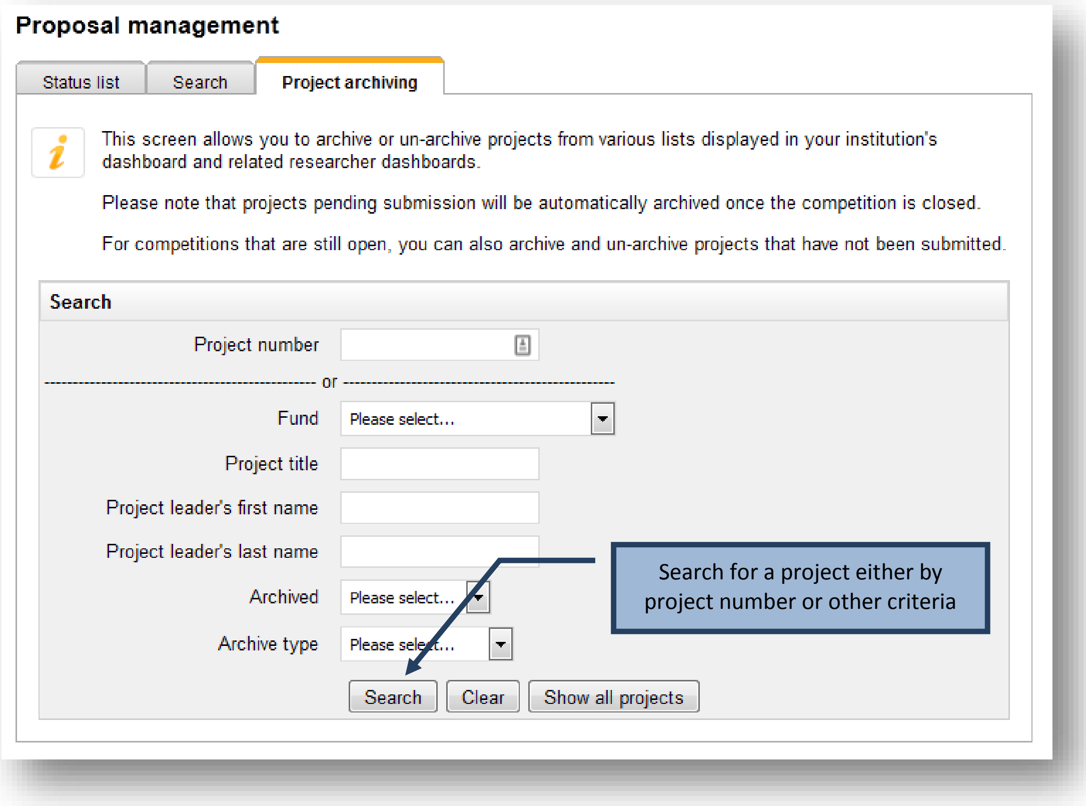


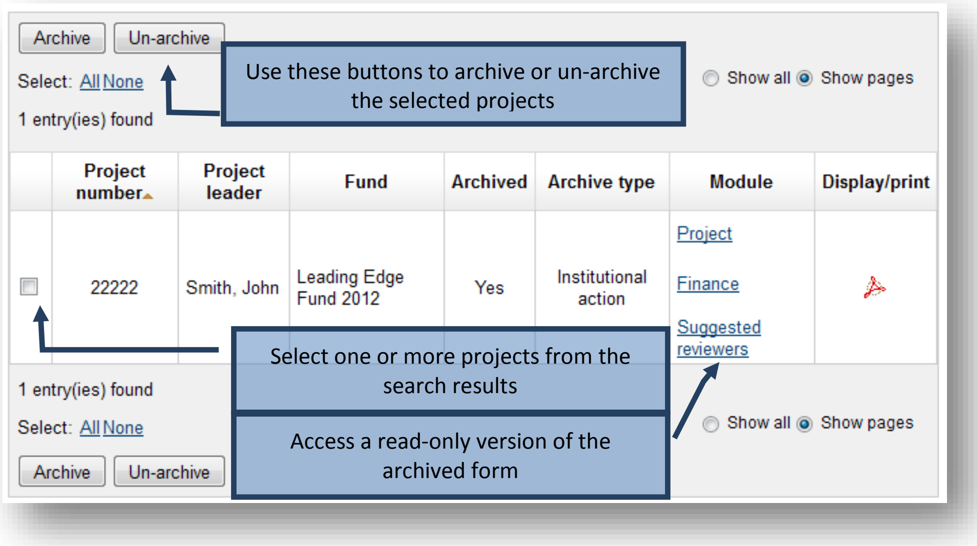
In some cases, the CFI may return a NOI or proposal to your institution so that corrections can be made. These can be found in the status list (see section 6.1, “Managing proposals”).

6.1.7 Project archiving

At any time, an institution may decide that it will not submit a particular project or group of projects. Institutions can archive these projects to remove them from the institutional and researcher dashboards. Note that you can only archive projects if the proposal for it has never been submitted.

Archived projects can be accessed in read-only mode from the project archiving tab. Researchers may also access archived project forms from the researcher dashboard.





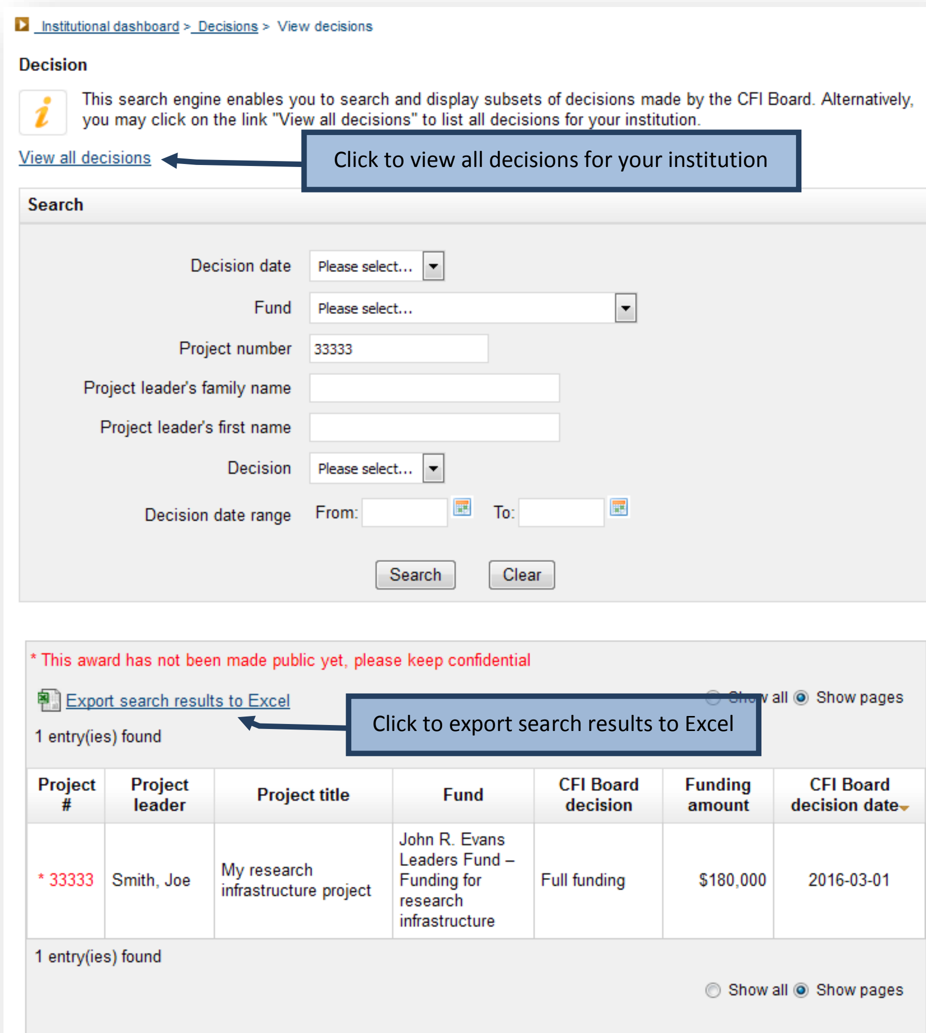
Note: Once a competition is closed by the CFI, all NOIs and proposals that were never submitted will be automatically and permanently archived.

7 DECISIONS

As an institutional administrator, your institution may have given you access to the CAMS decisions module. This module allows you to view decisions related to proposals submitted to the CFI by your institution and gives you access to competition documents uploaded by the CFI.

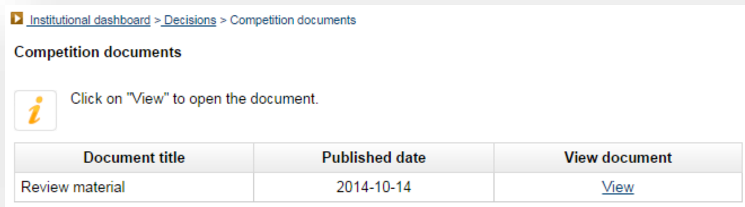
7.1 View decisions

This search engine enables you to search and display subsets of decisions made by the CFI Board. Alternatively, you may click on "View all decisions" to list all decisions for your institution.



7.2 Competition documents

This section allows you to view documents uploaded by the CFI in relation to competitions, such as review material.



8 AWARD FINALIZATION

As an institutional administrator involved in post-award activities, your institution may have given you access to the award finalization module. The award finalization module allows you to view award finalization status information related to the projects at your institution, thereby helping you manage your award finalization process. The search features allow you to obtain/view lists of projects for various award finalization statuses. In addition, you can view specific project-related information such as the award agreement, the budget at award finalization, the award finalization form, and award agreement special conditions (if any).

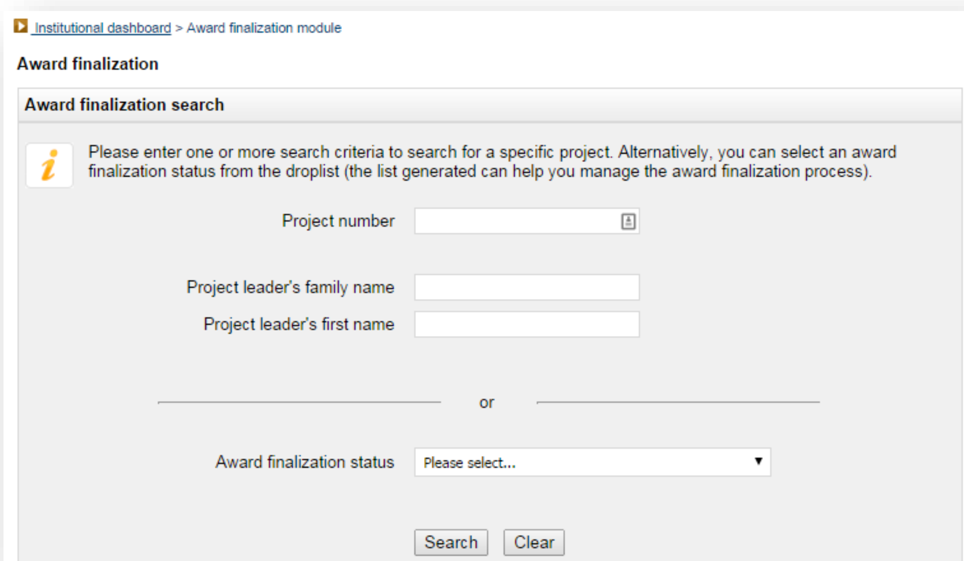
As indicated in the institutional agreement submitted to the CFI by your institution, if you are the President, the liaison, the account administrator or an authorized signatory, you must submit the award finalization form using this module.

This section provides additional information on the award finalization module within CAMS. You should consult the *Policy and program guide* for complete information on requirements and guidelines related to finalizing CFI awards.

If an updated budget is required prior to finalizing the award agreement, institutions must submit an amendment using the amendment module. Refer to the next section of this guide for further information regarding the amendment module.

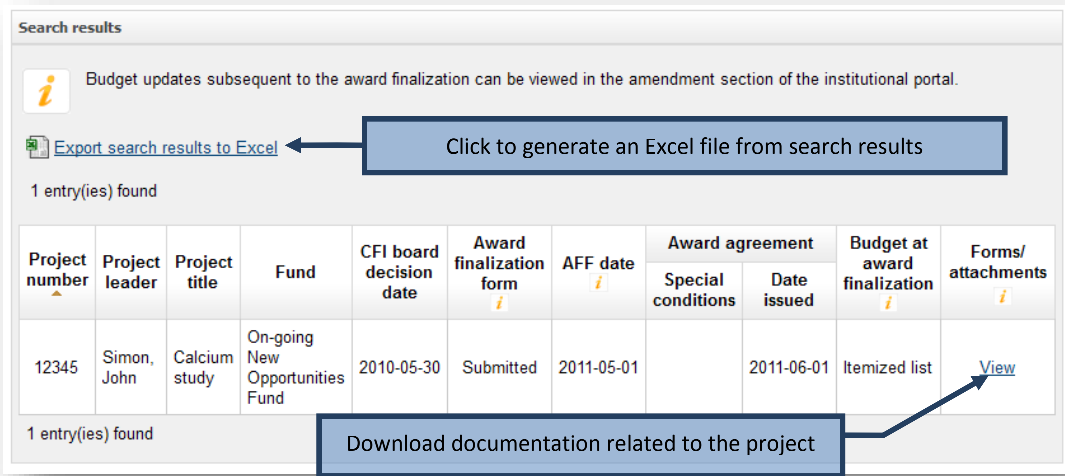
8.1 Searching

The award finalization module allows you to search for a specific project, search by project leader, or search for projects based on their current award finalization status.



8.2 Search results

Whether you search for a specific project or by award finalization status, you will be presented with a table of results listing the projects that match your search criteria. The list is by default sorted by project number ascending, but you can sort the information by clicking on most of the column headers in the table. You also have the option of exporting your search results to Excel.



Project number	Project leader	Project title	Fund	CFI board decision date	Award finalization form	AFF date	Award agreement		Budget at award finalization	Forms/ attachments
							Special conditions	Date issued		
12345	Simon, John	Calcium study	On-going New Opportunities Fund	2010-05-30	Submitted	2011-05-01		2011-06-01	Itemized list	View

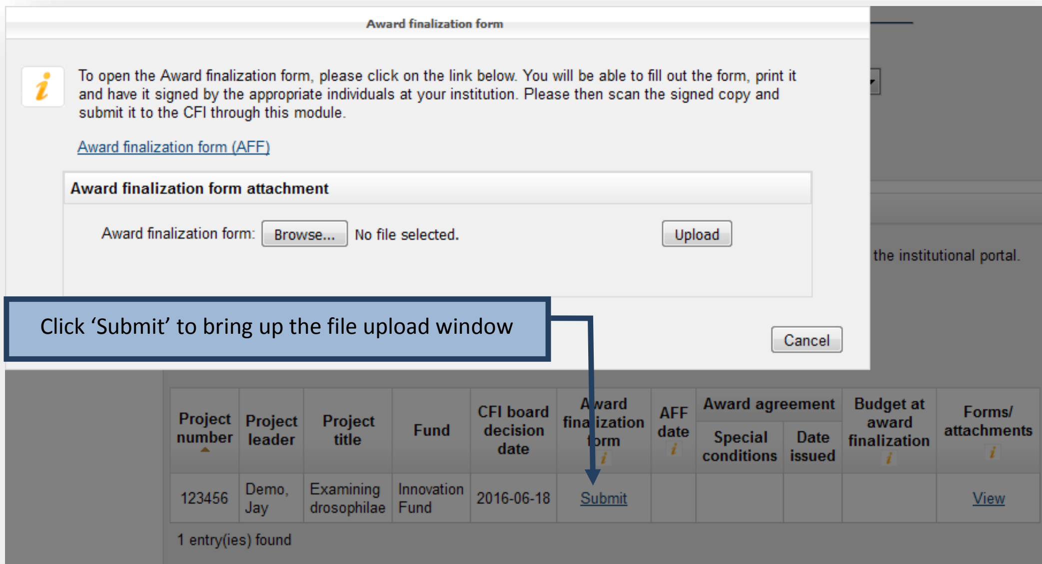
The search results will show you the date the award finalization form was received by the CFI, the date the award agreement was issued by the CFI and which budget was used at award finalization (itemized list[1], amendment or proposal). You will also be able to view special conditions included in the award agreement and whether these have been met or not.

Finally, you will be able to view the forms and attachments related to a project such as the award finalization form, the award agreement and the budget at award finalization (in both PDF and Excel format) by clicking on "View." If applicable, you will also be able to view all revised award agreements issued for the project.

[1] The use of the itemized list form has been discontinued by the CFI in December 2014.

8.3 Submit the award finalization form

As indicated in the institutional agreement submitted to the CFI by your institution, if you are the President, the liaison, the account administrator or an authorized signatory, you must submit a PDF scan of the award finalization form to the CFI by clicking on "Submit."



9 AMENDMENTS

As an institutional administrator involved in post-award activities, your institution may have given you access to the amendment module. The amendment module allows you to view amendment status information related to your institution's projects, thereby helping you manage the amendment request process at your institution. The search features allow you to obtain/view lists of projects based on the project or amendment status (e.g. in progress, approved, rejected). The amendment module allows you to create, update, delete and submit amendment requests, as well as view CFI comments (if any) related to a specific amendment.

This section provides additional information on the amendment module within CAMS. You should consult the *Policy and program guide* for complete information on requirements and guidelines related to changes to infrastructure projects and instances where a change request must be submitted via the amendment module in CAMS.

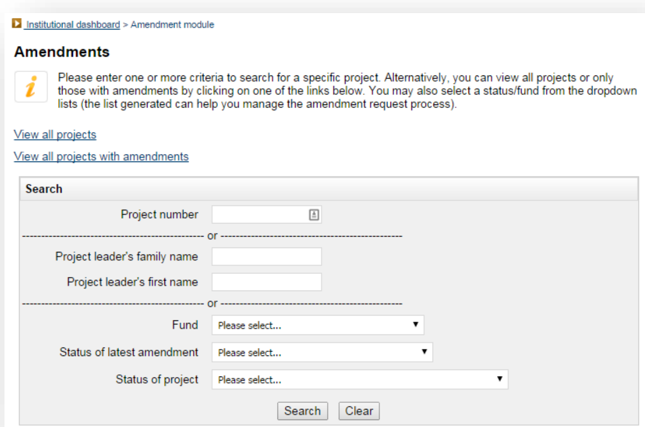
If an updated budget is required prior to finalizing the award agreement, institutions must submit an amendment using the amendment module. This same module must be used to submit an amendment request following the finalization of an award agreement.

Note: Amendment requests can only be created if a final financial report has not yet been created for a project. Inversely, a final financial report cannot be created if an amendment request is in progress.

9.1 Searching

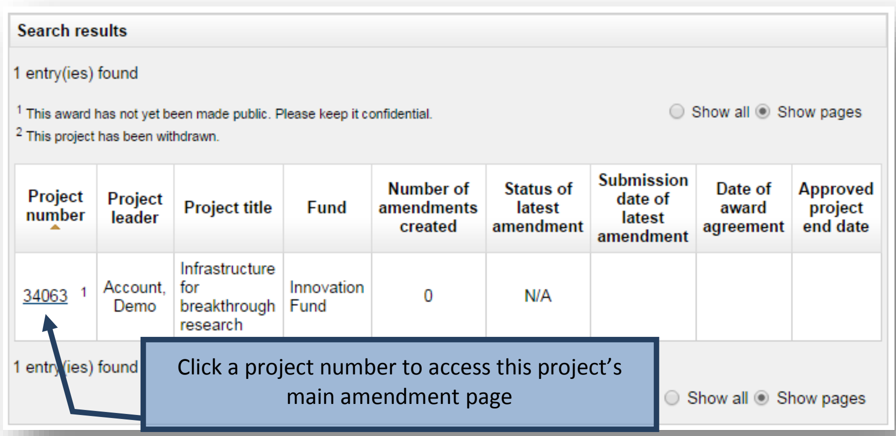
The amendment module allows you to search for a specific project, or to search for projects based on the project leader's name, the fund, the status of the latest amendment request or the status of the project. You can also view all projects or only projects with an amendment request.

When you search for a specific project using the project number, you will be brought directly to the project's main amendment page (see section 9.3, "Project's main amendment page").



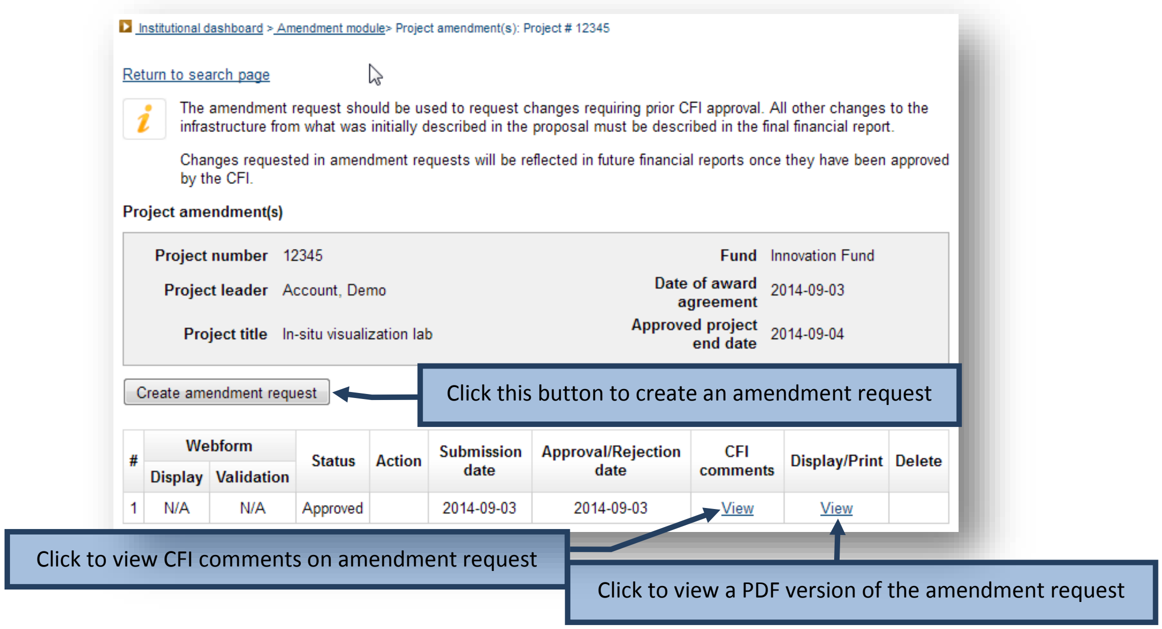
9.2 Search results

When you search using family name, first name, statuses or by using “View all projects” or “View all projects with amendment requests”, you will be presented with a table of results listing the project(s) that match your search criteria. The list is by default sorted by project number ascending, but you can sort the information by clicking on any of the column headers in the table.



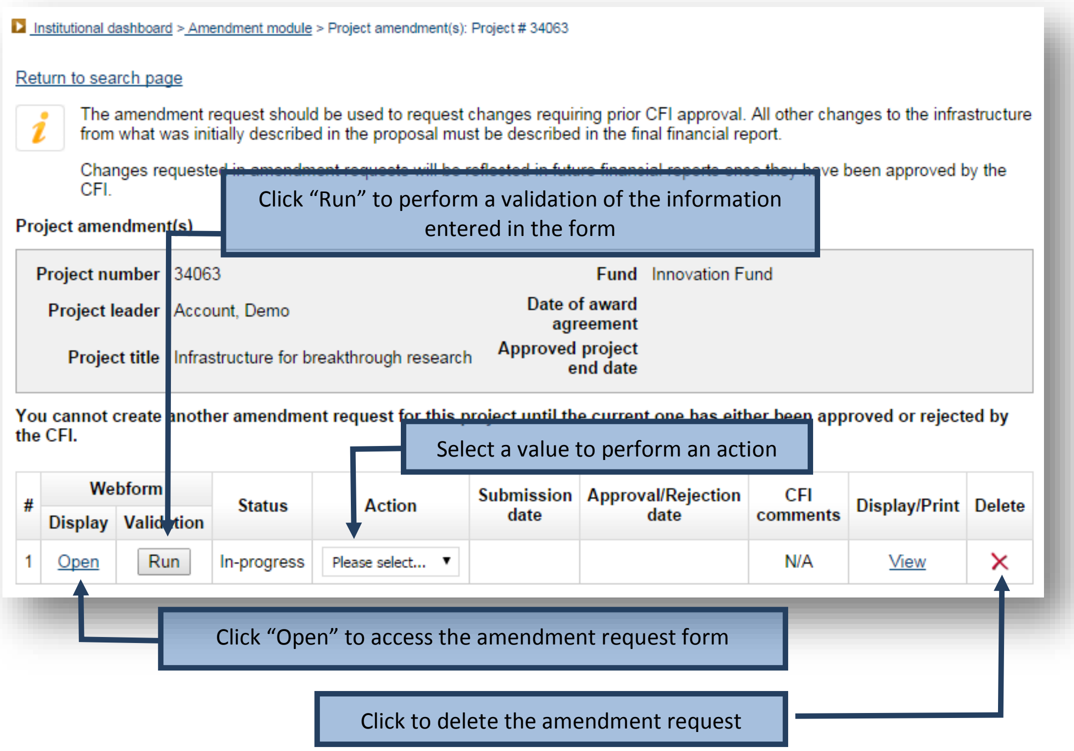
9.3 Project’s main amendment page

Each project has a main amendment page where you can view the status of previous amendment requests submitted to the CFI for this project (if any), and create new amendment requests.

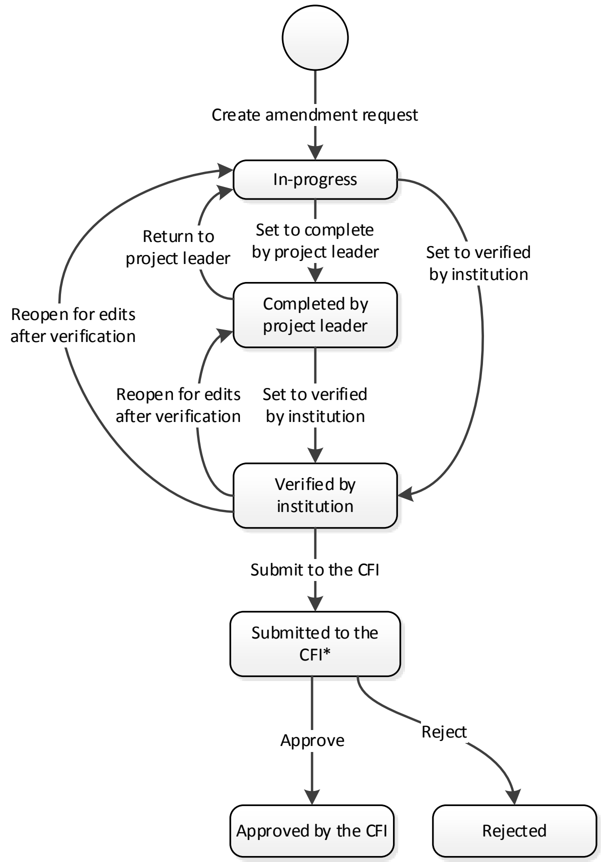


Note that only amendment requests that relate to changes to the infrastructure will include an Excel version in addition to the PDF version. If the amendment request pertains only to a change in the project end date, only the PDF version of the amendment request will be available.

For amendments that are in progress, you will be able to run a validation (to check for errors in the amendment form) and perform various actions, depending on the status of the amendment. You can also delete an amendment request previously created but not yet submitted to the CFI.



9.4 Amendment requests: statuses and actions



*In some cases, the CFI may return an amendment request to your institution so that corrections can be made.

The status of all newly created amendment requests in CAMS is “in progress.” The amendment requests can be created only by institutional administrators with appropriate access. They can then be accessed by the project leader if institutional access has been granted.

If given access, and once a project leader has finished entering data in the amendment request, he/she will be required to confirm that the form is complete. Once this is done, he/she will no longer have access to modify it.

Note that completion of the amendment request by a project leader is not a mandatory step. An institutional administrator with the appropriate privileges can fill in the form and set its status as verified, even if project leaders have been granted access to the amendment module.

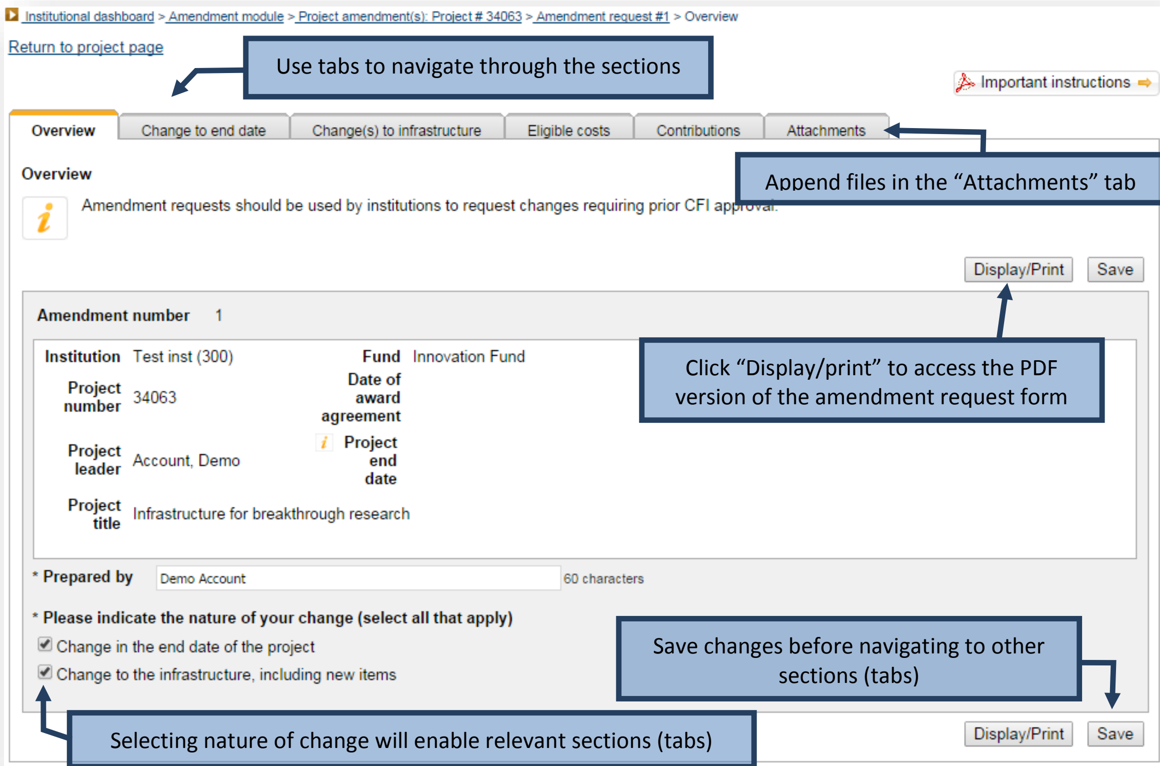
You will then verify the amendment request and set the status as verified. If changes are required, you can also return the amendment request to the project leader so that he/she can make the appropriate changes.

Once an amendment request has been set as verified, it can be reopened to make additional changes. If no further changes are required, the amendment request can be submitted to the CFI. No further changes are possible at this point, and the status of the amendment request changes to “submitted to the CFI.”

The CFI will approve, reject or return the amendment request to your institution for corrections. Note that it is possible to delete an amendment request at any stage in the process, except after it has been submitted to the CFI.

9.5 Amendment request form

The amendment request form consists of six tabs. When an amendment request is first opened, the default tab is the "Overview" and the other tabs are not accessible. You will first need to indicate the nature of your change (i.e. change to the end date of the project or change to the infrastructure, including new items, or both). This will determine which tabs will become available and need to be filled out. The last tab allows you to attach up to three documents (PDF format) to further explain changes made to the project.



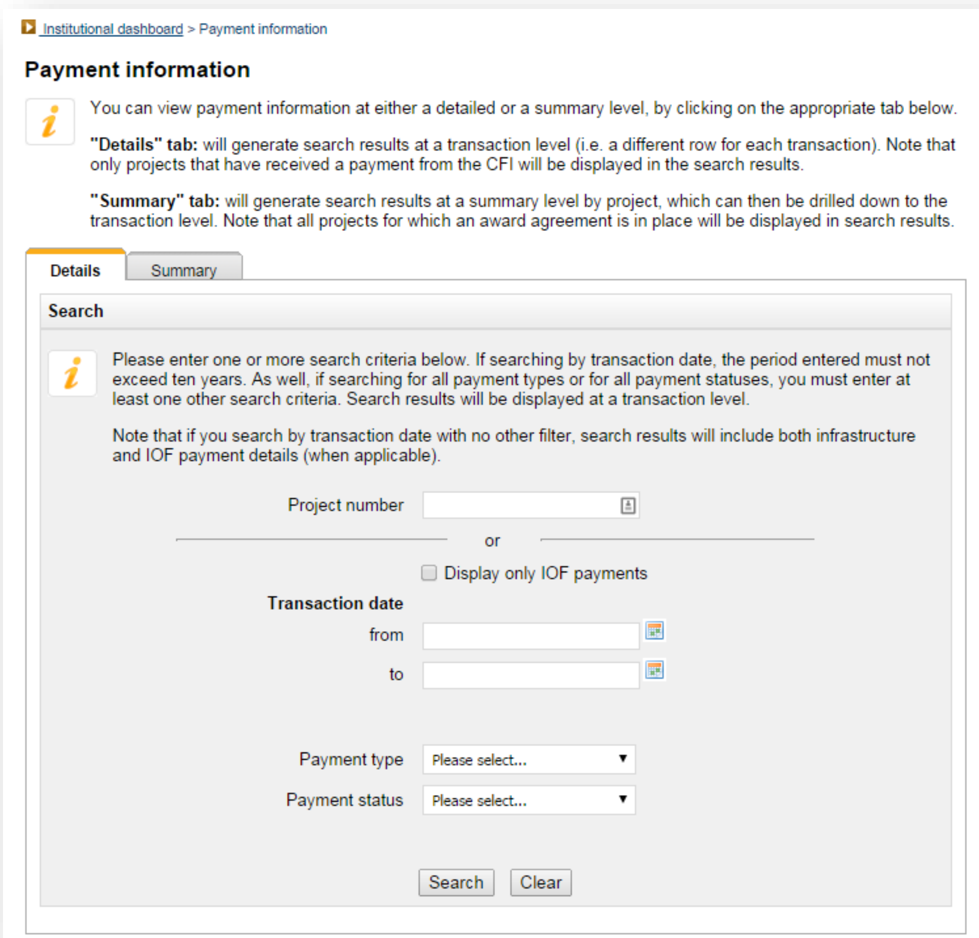
10 PAYMENT

As an institutional administrator involved in post-award activities, your institution may have given you access to the payment module. The payment module allows you to view payment information related to an infrastructure project or the IOF. You can also view payment information by transaction date or for a specific period for all projects. Finally, payment information can be viewed by type or status.

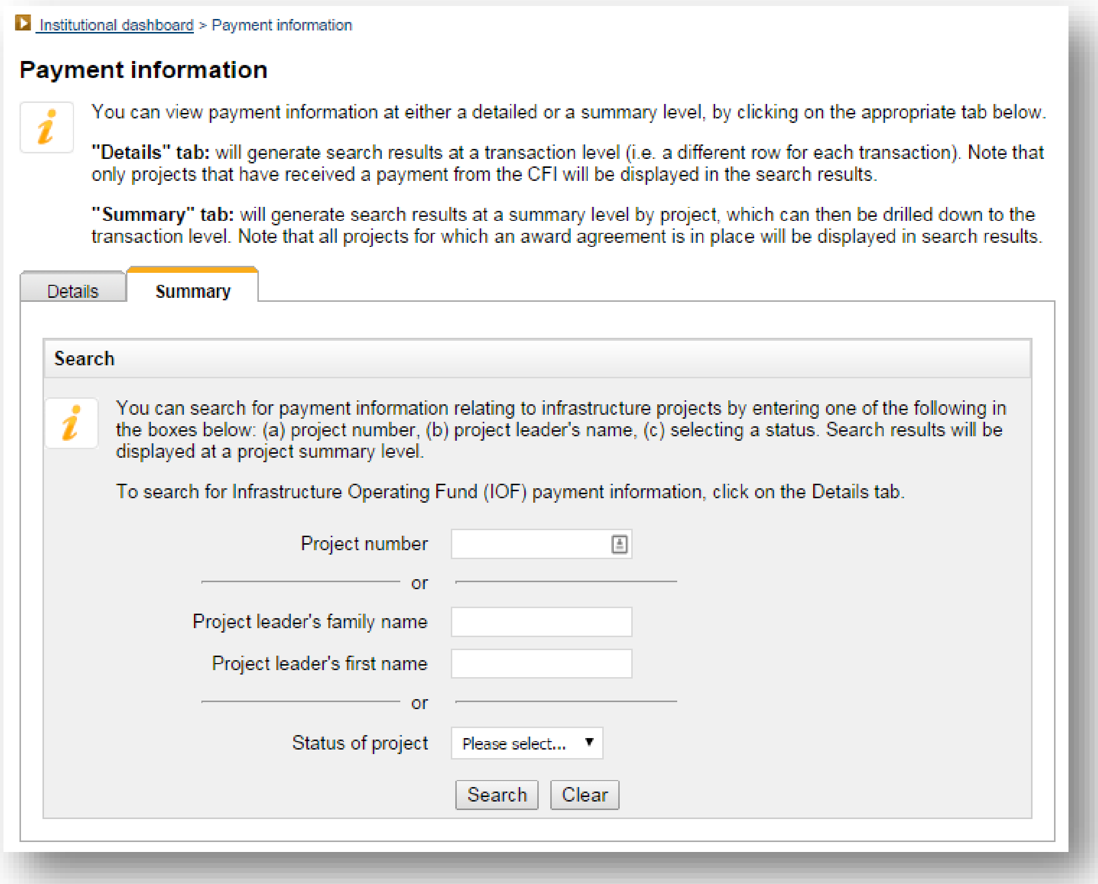
10.1 Searching

The payment module allows you to search at either a detailed level or at a summary level.

Searching at a detailed level will allow you to view individual payment transactions. You can use various search criteria such as project number, transaction date, payment type, payment status or a combination of these. You also have the option of displaying only IOF payments.

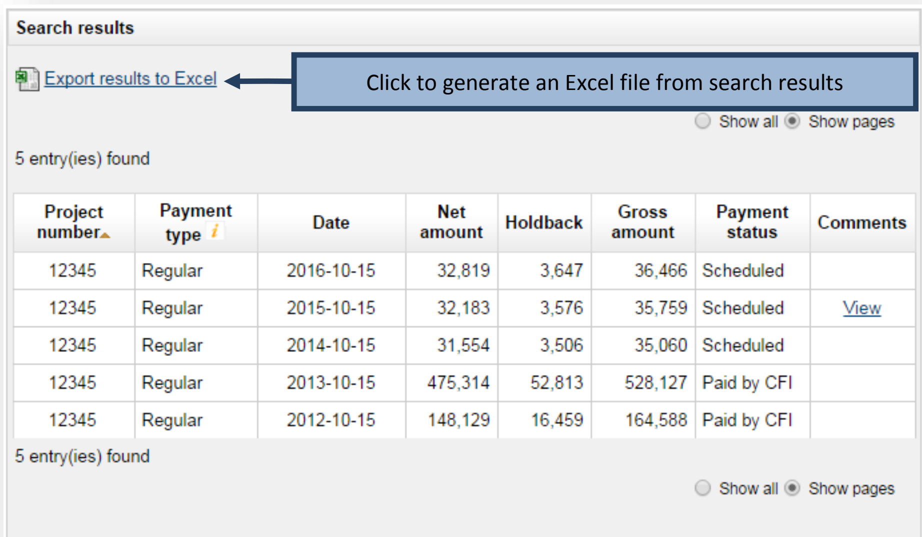


Searching at a summary level will allow you to view summary payment information. You can search for a specific project or by status of project (all, on-going or completed).



10.2 Search results

The search results displayed for the “Details” tab will list all individual transactions that match the search criteria entered. The search results can be exported to Excel.


Search results

Export results to Excel

Click to generate an Excel file from search results

Show all Show pages

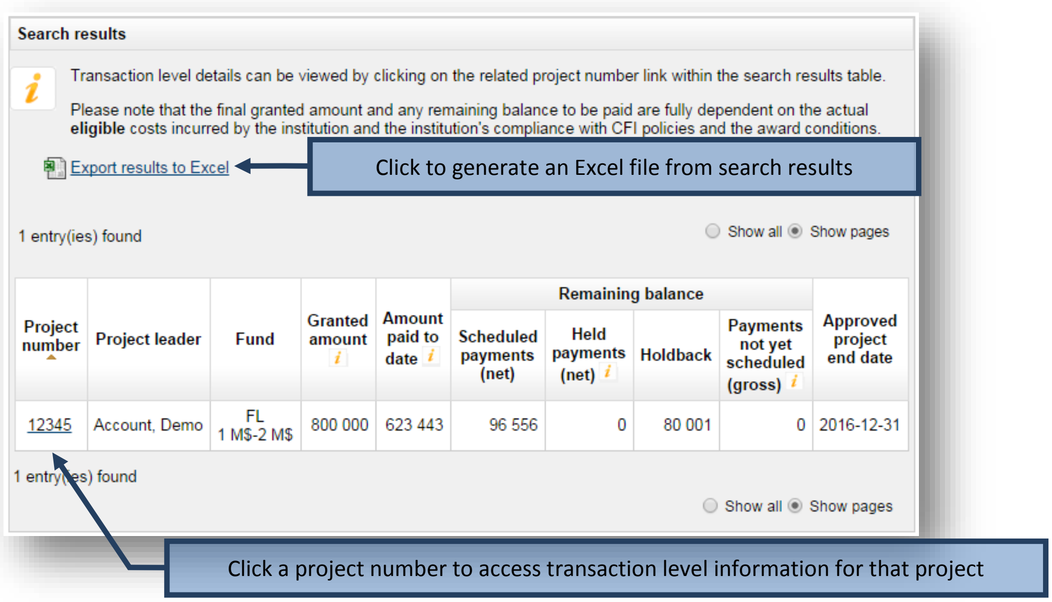
5 entry(ies) found

Project number	Payment type	Date	Net amount	Holdback	Gross amount	Payment status	Comments
12345	Regular	2016-10-15	32,819	3,647	36,466	Scheduled	
12345	Regular	2015-10-15	32,183	3,576	35,759	Scheduled	View
12345	Regular	2014-10-15	31,554	3,506	35,060	Scheduled	
12345	Regular	2013-10-15	475,314	52,813	528,127	Paid by CFI	
12345	Regular	2012-10-15	148,129	16,459	164,588	Paid by CFI	

5 entry(ies) found

Show all Show pages

The search results displayed from the summary tab will list all projects that match the search criteria entered. From the search results displayed, you will be able to drill down to transaction level information by clicking on the project number link. The search results can be exported to Excel.


Search results

Transaction level details can be viewed by clicking on the related project number link within the search results table.

Please note that the final granted amount and any remaining balance to be paid are fully dependent on the actual **eligible** costs incurred by the institution and the institution's compliance with CFI policies and the award conditions.

Export results to Excel

Click to generate an Excel file from search results

1 entry(ies) found

Show all Show pages

Project number	Project leader	Fund	Granted amount	Amount paid to date	Remaining balance				Approved project end date
					Scheduled payments (net)	Held payments (net)	Holdback	Payments not yet scheduled (gross)	
12345	Account, Demo	FL 1 M$-2 M$	800 000	623 443	96 556	0	80 001	0	2016-12-31

1 entry(ies) found

Show all Show pages

Click a project number to access transaction level information for that project

11 FINANCIAL REPORTS

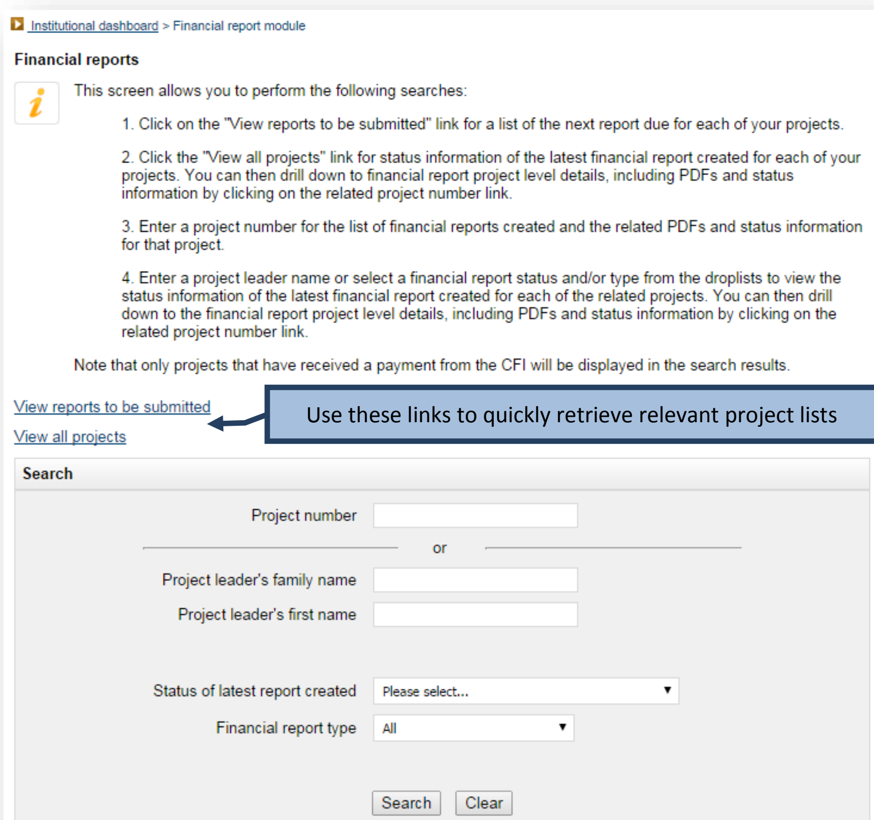
As an institutional administrator involved in post-award activities, your institution may have given you access to the financial report module. The financial report module allows you to view financial report status information related to a project, thereby helping you manage the financial reporting process at your institution. The search features allow you to obtain lists of projects by financial report status or type (e.g. in progress, submitted, approved, interim, final). The financial report module allows you to create, update, delete and submit financial reports, as well as view CFI comments (if any) related to a specific financial report.

This section provides additional information on the financial report module within CAMS. You should consult the *Policy and program guide* for complete information on requirements and guidelines related to the financial reporting process.

11.1 Searching

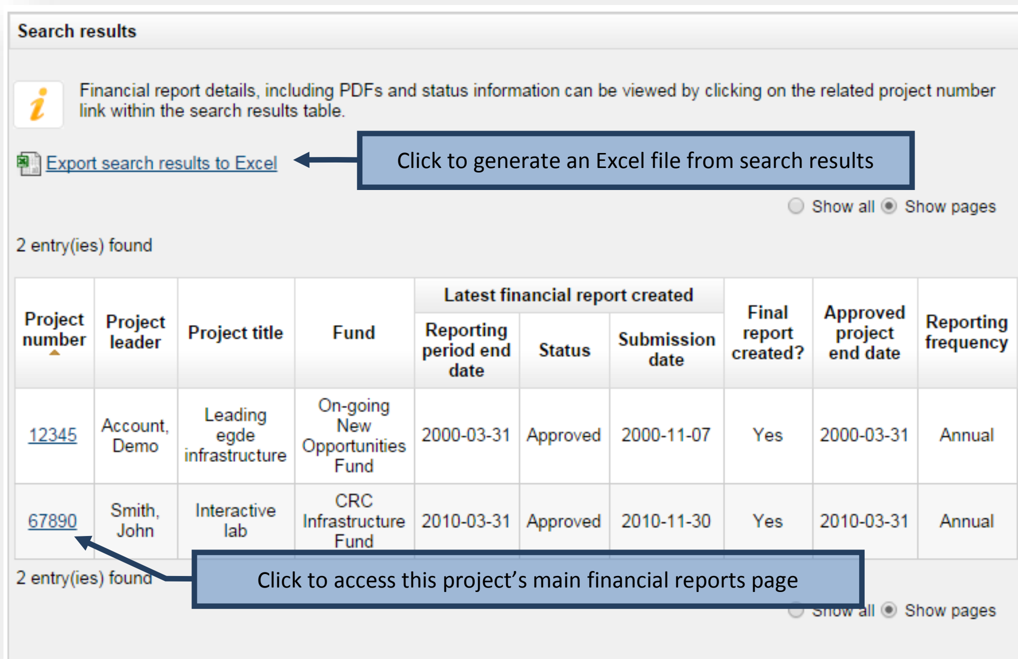
The financial report module allows you to search for a specific project (using project number or project leader name), or to search for projects based on the status of the latest report created or the financial report type. You can also view the information for all projects or view a list that includes information of the next report due for each project.

When you search for a specific project using the project number, you will be brought directly to this project's main financial report page (see section 11.3, "Project's main financial report page").

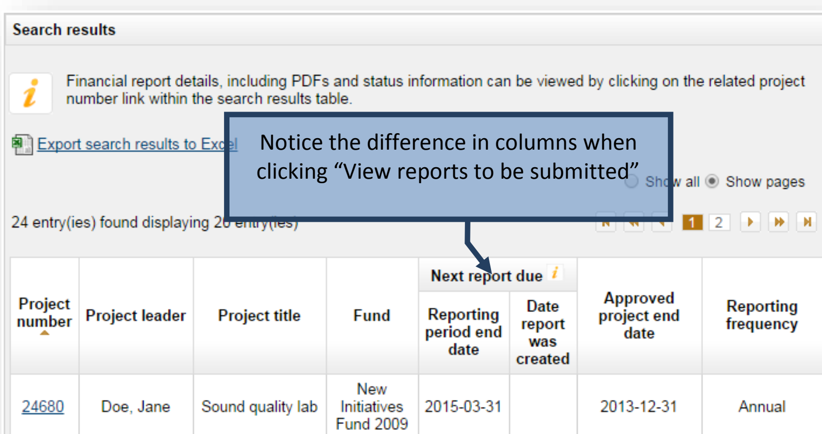


11.2 Search results

When you search using family name, first name, status of latest financial report created, financial report type or by using the “View all projects” link, you will be presented with a table of results listing the projects that match your search criteria. The list will indicate the status of the latest financial report created.

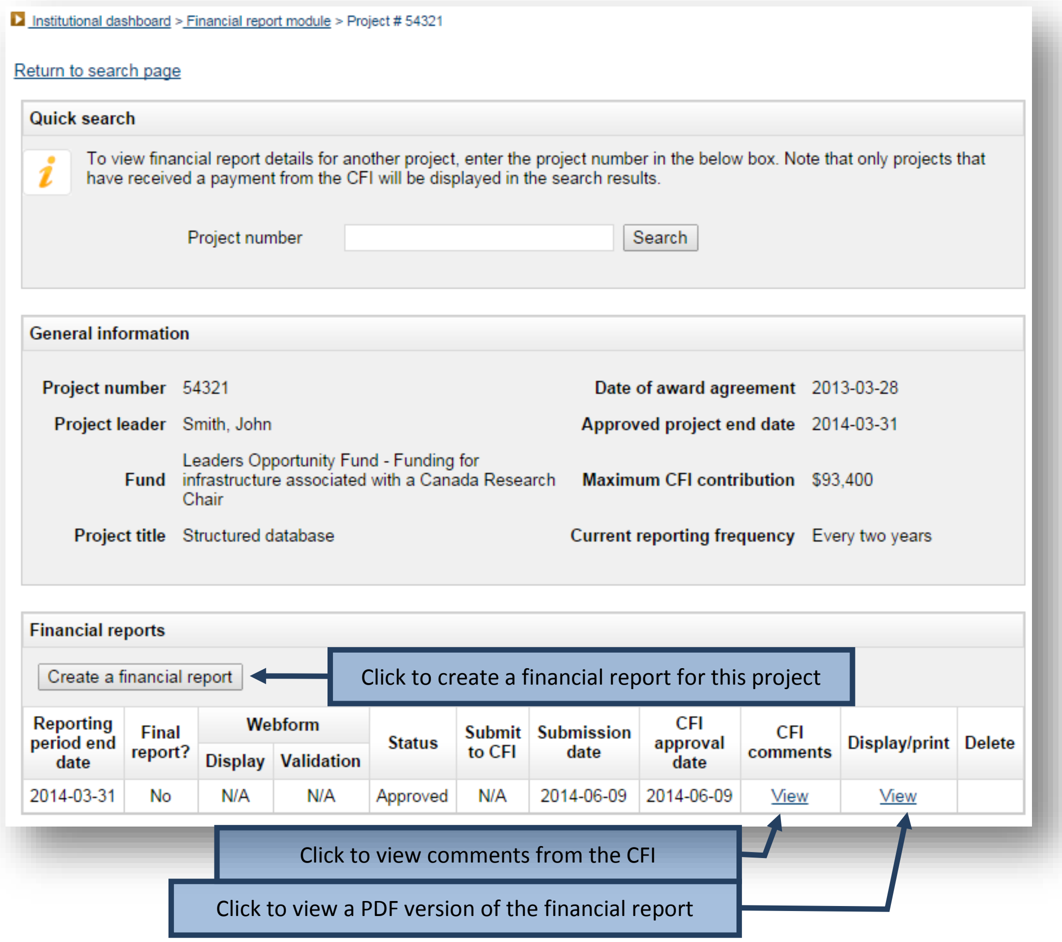


When you use the “View reports to be submitted” link, you will be presented with a table of results listing the next report due for the ongoing project(s) at your institution.

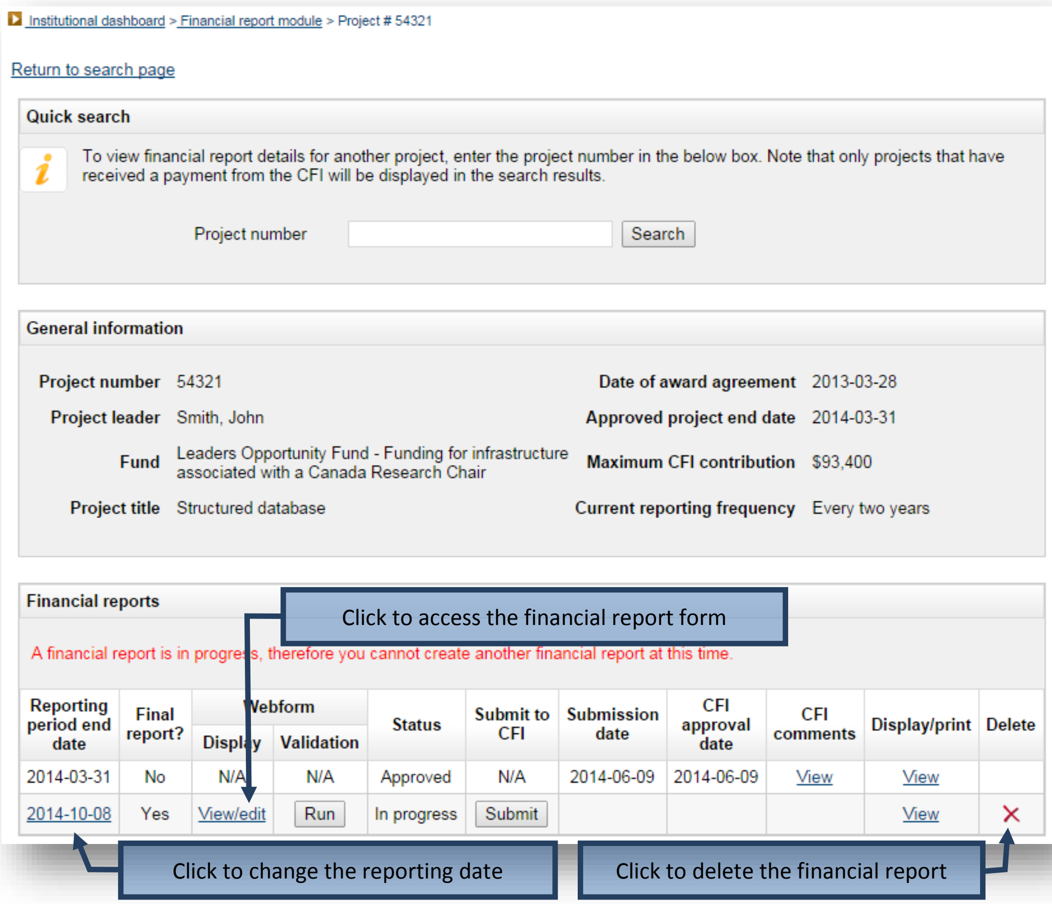


11.3 Project's main financial report page

Each project has a main financial report page where you can view the status of previous financial reports submitted to the CFI for the project (if any) and create a new financial report.



For financial reports that are in progress, you will be able to run a validation (to check for errors in the financial report form) and submit the financial report to the CFI. You can also delete a financial report previously created but not yet submitted to the CFI.



11.4 Financial report statuses

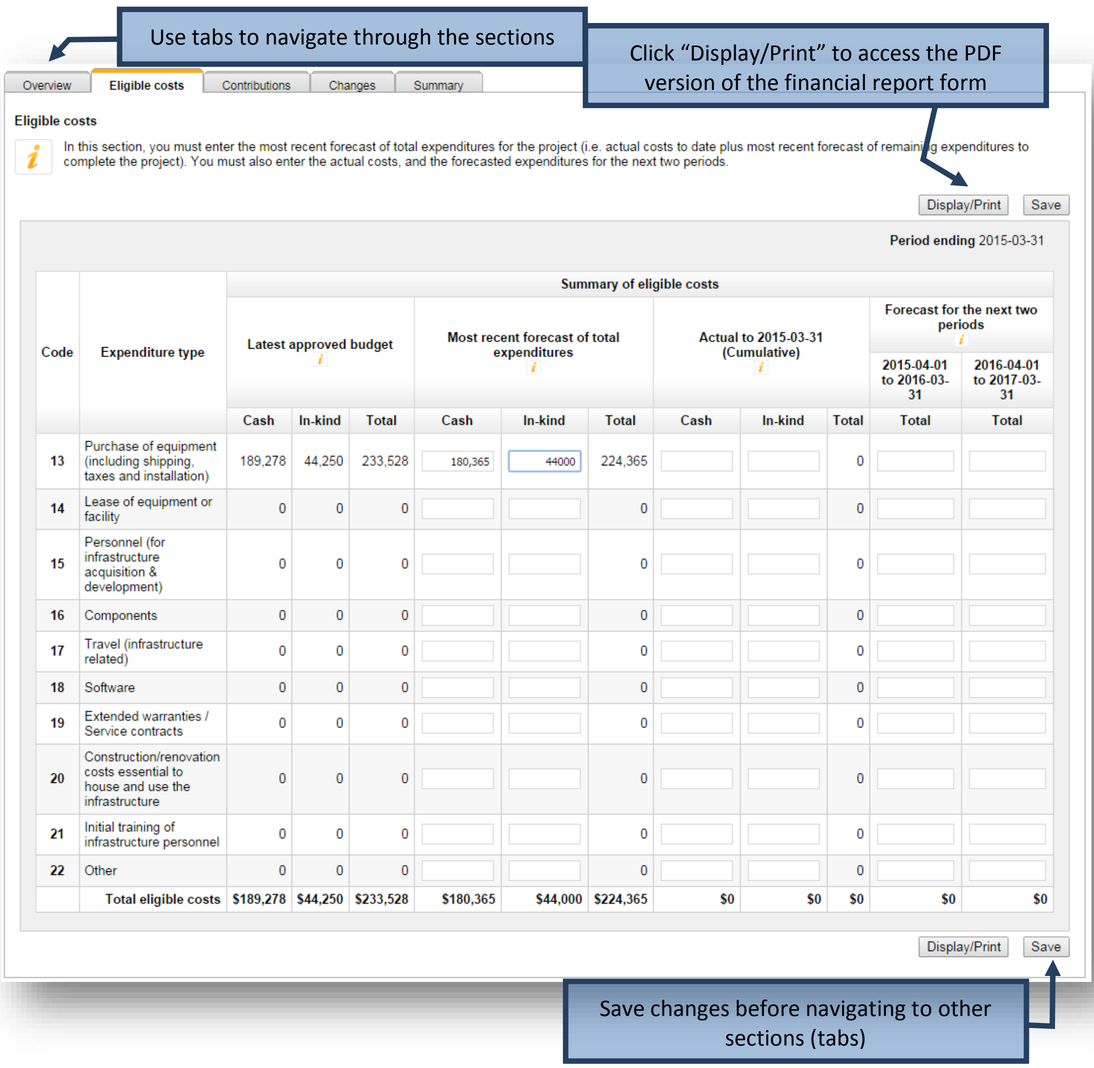
Once a financial report is submitted to the CFI, the CFI will assign one of the following statuses to the report:

- **Approved**: the financial report has been reviewed by the CFI and approved. No further action is required from your institution.
- **Returned to institution for corrections**: the financial report has been reviewed by the CFI but corrections are required. You will need to view the CFI comments for this report, make the appropriate corrections, and re-submit the report to the CFI.
- **Issue pending**: the financial report has been reviewed by the CFI but there is an issue pending that requires follow-up by your institution. You will need to view the CFI comments for this report and address the issue described.
- **Submitted to the CFI — no CFI action required**: In some cases, your institution may choose to create a financial report even if one is not required by the CFI. In those cases, the CFI will not review the financial report and will indicate that no CFI action is required. Please note that this status only applies to interim financial reports.

11.5 Financial report form

When you create a financial report for a project, you will first need to indicate whether the report is an interim report or a final report for the project. Depending on your answer, the appropriate form (i.e. interim financial report or final financial report) will be created.

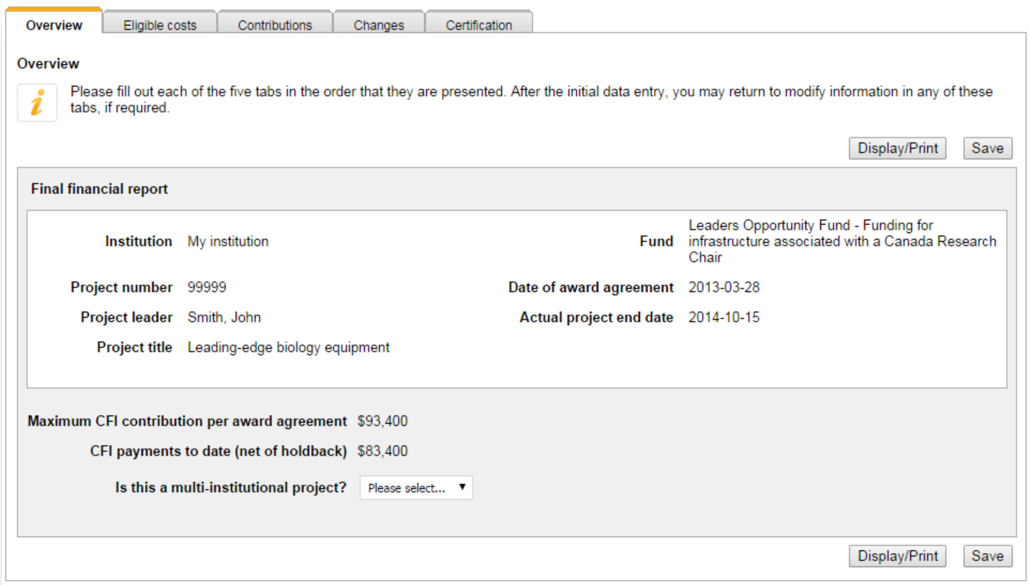
The interim financial report form consists of five tabs. When an interim financial report is first opened, the default tab is the “Overview,” which is a read-only section and is provided for your reference only. Each of the three tabs, “Eligible costs,” “Contributions” and “Changes,” needs to be filled out by your institution. The fifth tab, “Summary,” is read-only and is updated every time information is entered in the “Eligible costs” or the “Contributions” tab.



Summary of eligible costs

Code	Expenditure type	Latest approved budget			Most recent forecast of total expenditures			Actual to 2015-03-31 (Cumulative)			Forecast for the next two periods: 2015-04-01 to 2016-03-31	Forecast for the next two periods: 2016-04-01 to 2017-03-31
		Cash	In-kind	Total	Cash	In-kind	Total	Cash	In-kind	Total	Total	Total
13	Purchase of equipment (including shipping, taxes and installation)	189,278	44,250	233,528	180,365	44000	224,365			0		
14	Lease of equipment or facility	0	0	0			0			0		
15	Personnel (for infrastructure acquisition & development)	0	0	0			0			0		
16	Components	0	0	0			0			0		
17	Travel (infrastructure related)	0	0	0			0			0		
18	Software	0	0	0			0			0		
19	Extended warranties / Service contracts	0	0	0			0			0		
20	Construction/renovation costs essential to house and use the infrastructure	0	0	0			0			0		
21	Initial training of infrastructure personnel	0	0	0			0			0		
22	Other	0	0	0			0			0		
	Total eligible costs	$189,278	$44,250	$233,528	$180,365	$44,000	$224,365	$0	$0	$0	$0	$0

The final financial report form also consists of five tabs. When a final financial report is first opened, the default tab is the “Overview.” You will need to indicate whether or not this project is a multi-institutional project. Each of the four tabs, “Eligible costs,” “Contributions,” “Changes” and “Certification,” needs to be filled out by your institution. The “Changes” tab also contains a section where you can attach a document (PDF format) to further explain changes made to the project.



12 PROJECT PROGRESS REPORT

As an institutional administrator involved in post-award activities, your institution may have given you access to the *Project progress report* (PPR) module. The PPR module allows you to view the infrastructure operational statuses and PPR submission statuses related to the projects at your institution, thereby helping you manage the PPR reporting process at your institution.

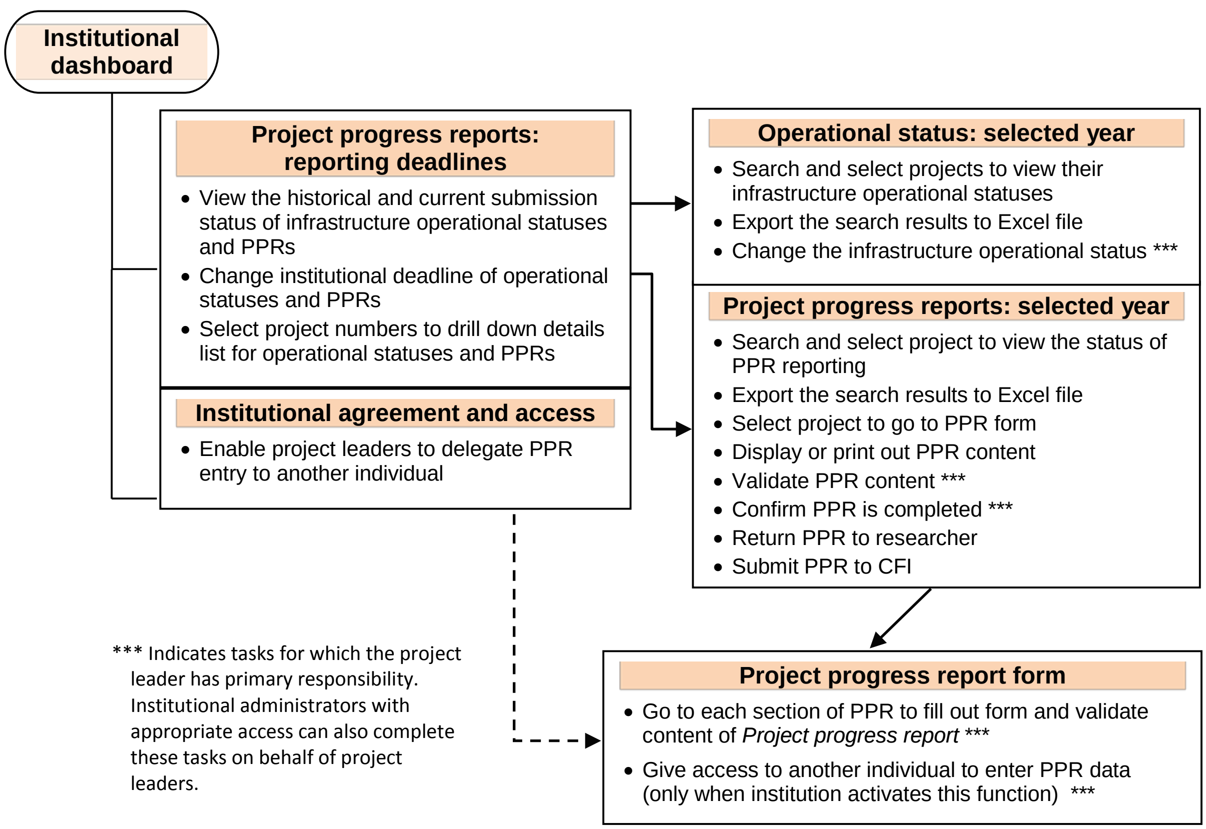
This section provides additional information on the PPR module within CAMS. You should consult the *Policy and program guide* for information on requirements and guidelines related to completing the PPR.

The process to submit a PPR to the CFI typically involves three steps:

1. The project leader indicates infrastructure operational status online (if applicable). Institutional administrators with appropriate access can also indicate operational status online on behalf of the project leader.
2. The project leader fills out, validates, and completes the PPR.
3. The institution may edit the PPR and/or return it to the project leader for revision. An authorized institutional administrator submits the PPR to the CFI.

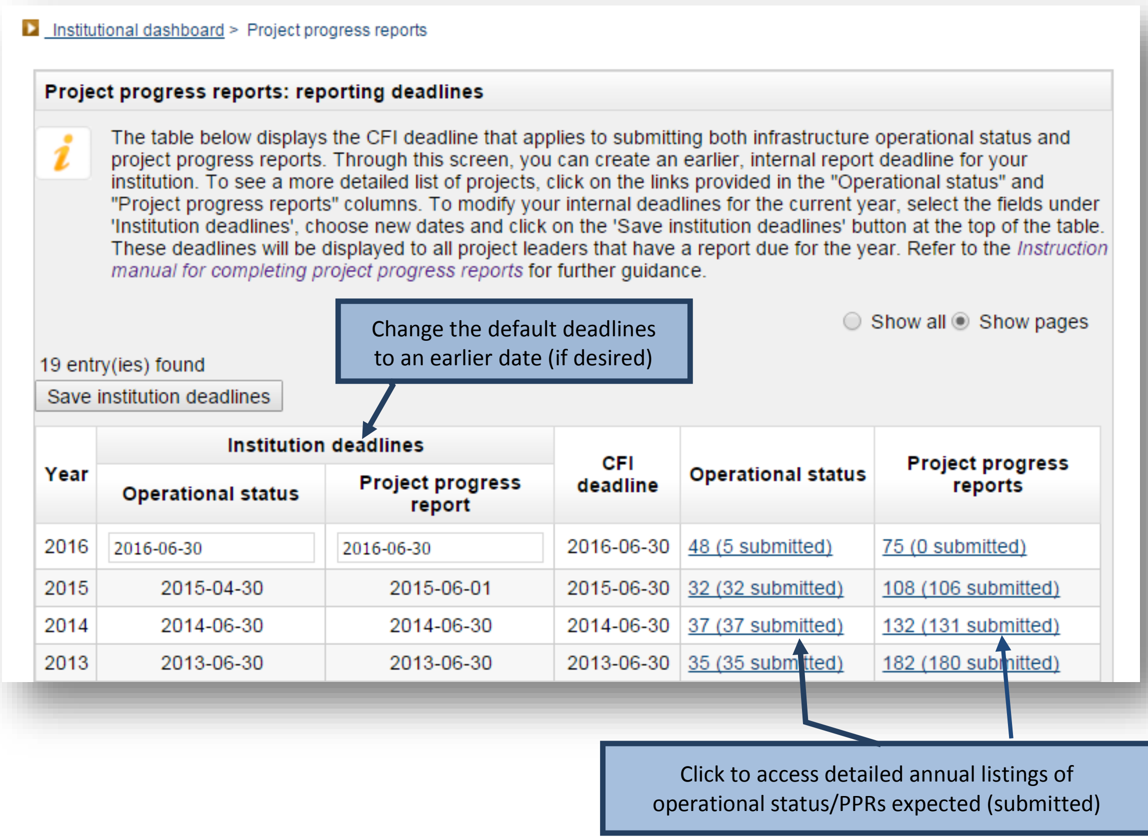
Although completion of the PPR is under the responsibility of the project leader, a delegation tool allows her/him to share access to the online form with another individual with a CAMS account to support data entry.

The graphic below depicts the overview of CAMS PPR modules and associated tasks for institutions.



12.1 Operational statuses and PPR submissions: reporting deadlines

The summary table indicates annual requirements and the latest submissions for infrastructure operational statuses and the PPRs. From this list, you will be able to drill down to the page in the selected year to manage operational statuses and the PPRs. You will be able to set the institutional deadlines if applicable.


Institutional dashboard > Project progress reports

Project progress reports: reporting deadlines

The table below displays the CFI deadline that applies to submitting both infrastructure operational status and project progress reports. Through this screen, you can create an earlier, internal report deadline for your institution. To see a more detailed list of projects, click on the links provided in the "Operational status" and "Project progress reports" columns. To modify your internal deadlines for the current year, select the fields under 'Institution deadlines', choose new dates and click on the 'Save institution deadlines' button at the top of the table. These deadlines will be displayed to all project leaders that have a report due for the year. Refer to the *Instruction manual for completing project progress reports* for further guidance.

Show all Show pages

19 entry(ies) found

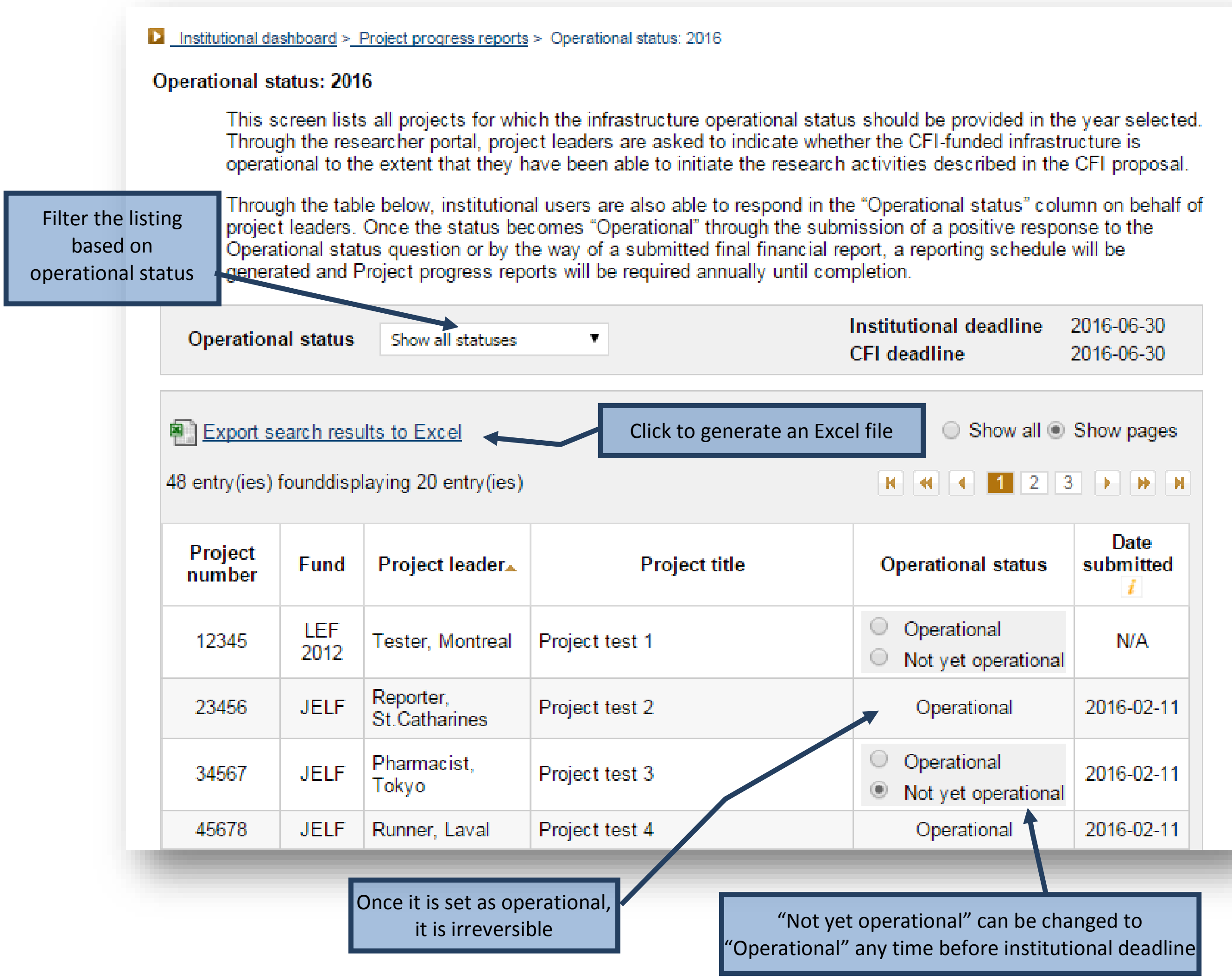
Save institution deadlines

Year	Institution deadlines		CFI deadline	Operational status	Project progress reports
	Operational status	Project progress report			
2016	2016-06-30	2016-06-30	2016-06-30	48 (5 submitted)	75 (0 submitted)
2015	2015-04-30	2015-06-01	2015-06-30	32 (32 submitted)	108 (106 submitted)
2014	2014-06-30	2014-06-30	2014-06-30	37 (37 submitted)	132 (131 submitted)
2013	2013-06-30	2013-06-30	2013-06-30	35 (35 submitted)	182 (180 submitted)

12.2 Managing required operational statuses

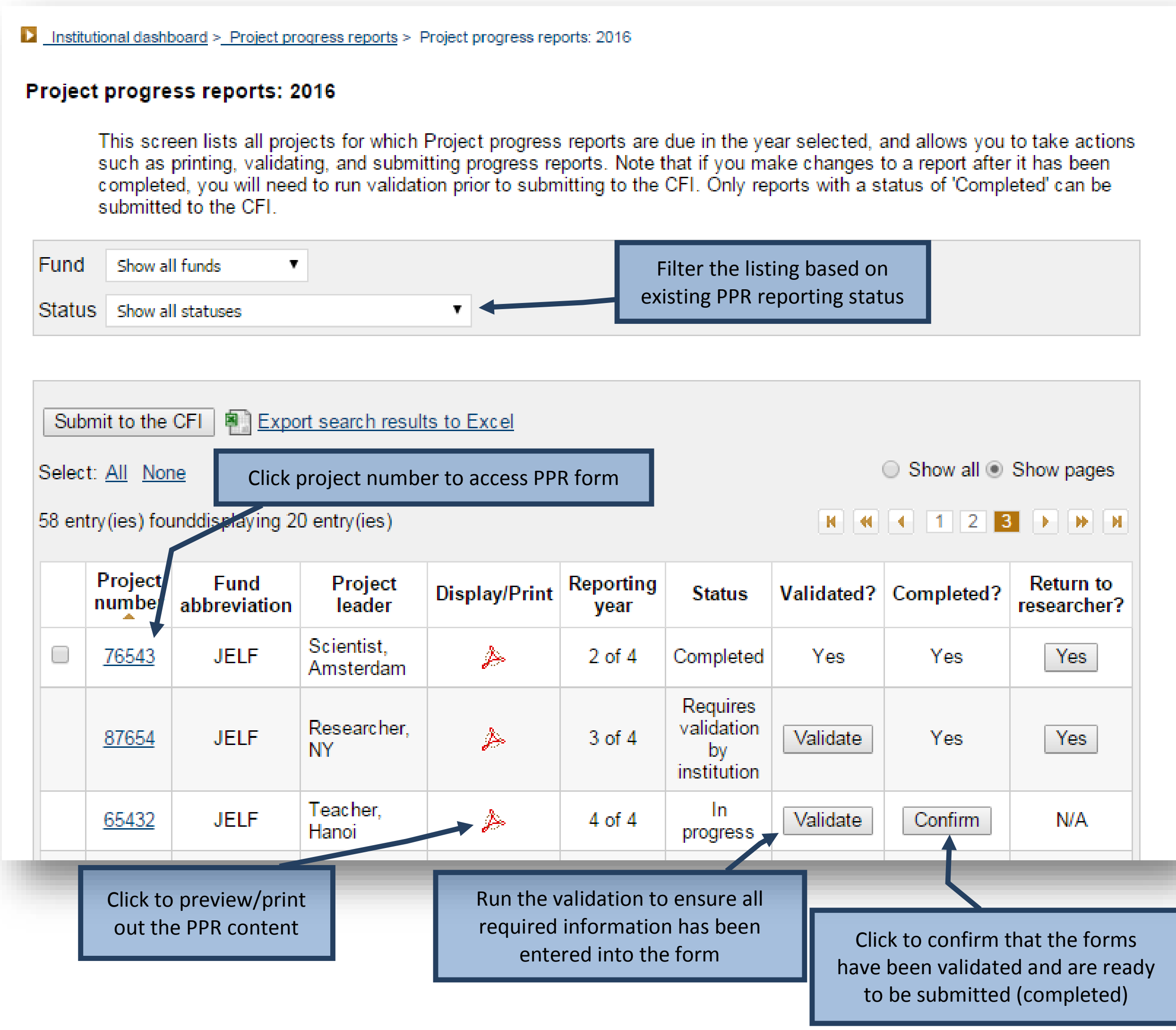
The detailed listing of operational statuses for the current year allows institutional administrators with appropriate access to view, set or change the operational statuses of projects on behalf of the project leaders. Four different statuses can be displayed under the “Infrastructure operational” column:

- **Status not submitted yet**: Infrastructure operational status needs to be reported.
- **Operational (FFR submitted)**: PPR will be required in the next reporting period following final financial report (FFR) being submitted.
- **Operational:** PPR is due in the current reporting period.
- **Not yet operational**: PPR is not required this year unless the status is changed to operational. The status can be changed to operational any time before the institutional deadline indicated.



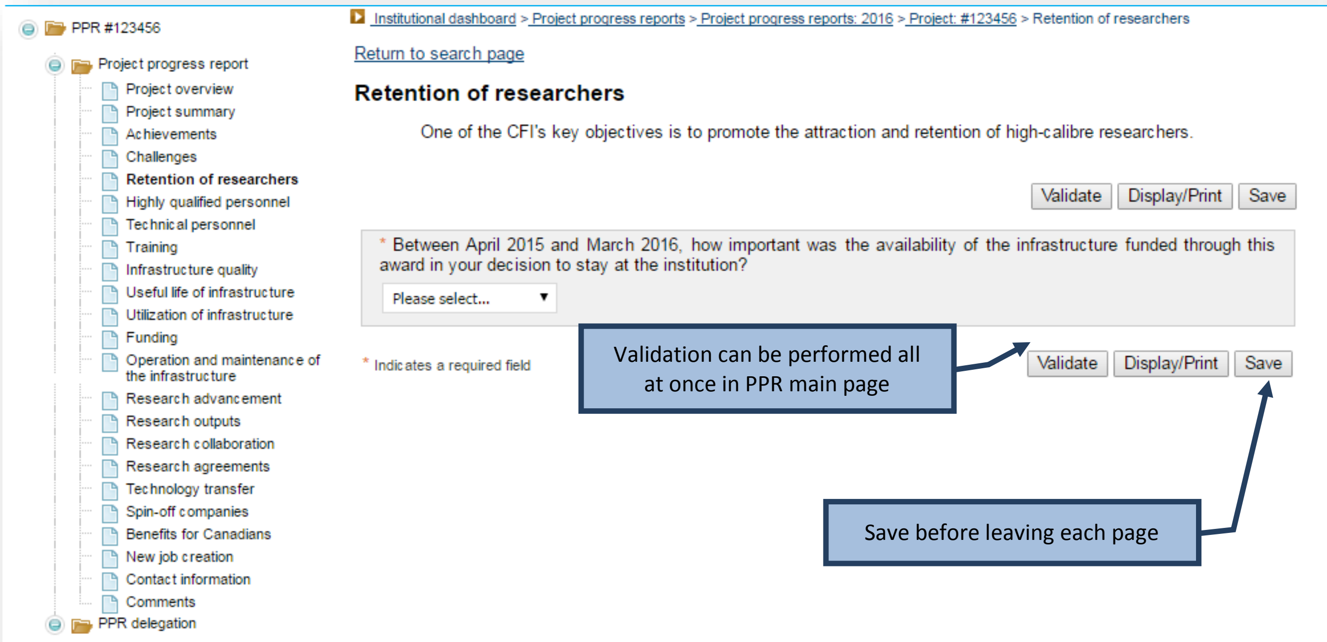
12.3 Filling out, validating and completing PPR

The statuses of all newly created PPRs in CAMS are shown as “in progress.” Project leaders have full access to the PPR form to enter, validate data and complete the PPR. Institutional administrators with appropriate access can also enter, validate and complete the forms on behalf of the project leader..



12.4 Navigating within the PPR form

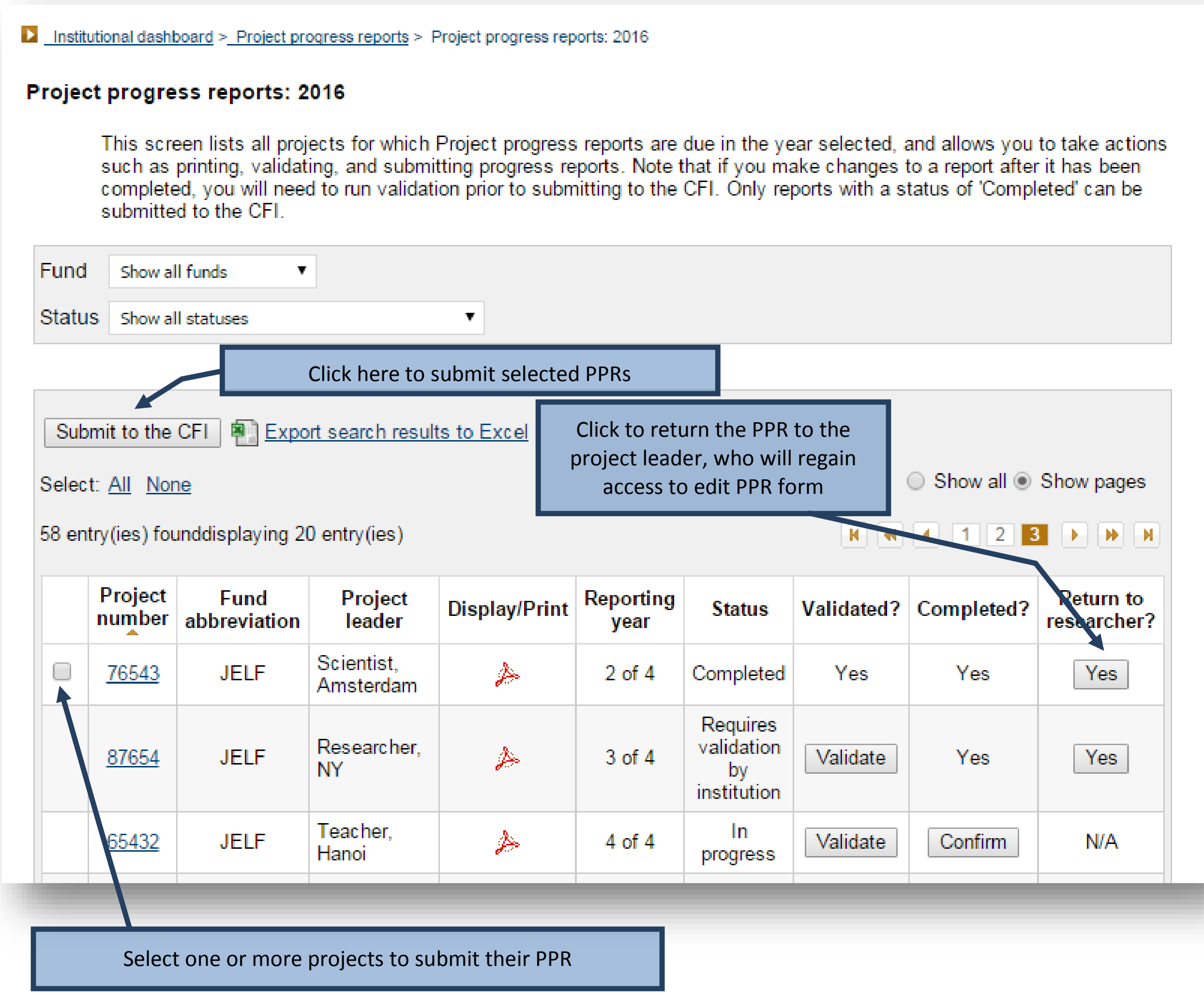
To navigate between *Project progress report* sections, use the left-hand side menu. For additional reference, you can find a page-by-page view of each screen of the PPR in the PPR template document.



12.5 Returning PPRs to project leaders or submitting PPRs to CFI

Once the form has been marked as “complete,” the project leader will no longer be able to modify the PPR. The institution retains access to edit the forms and can return them to the project leader for corrections as needed. Once the institution ensures that the PPR is completed and ready for submission, an authorized institutional administrator may submit one or more PPRs to the CFI.

Once the PPR has been submitted to the CFI, the institution will no longer be able to edit the forms.



12.6 Enabling project leaders to delegate PPR data entry

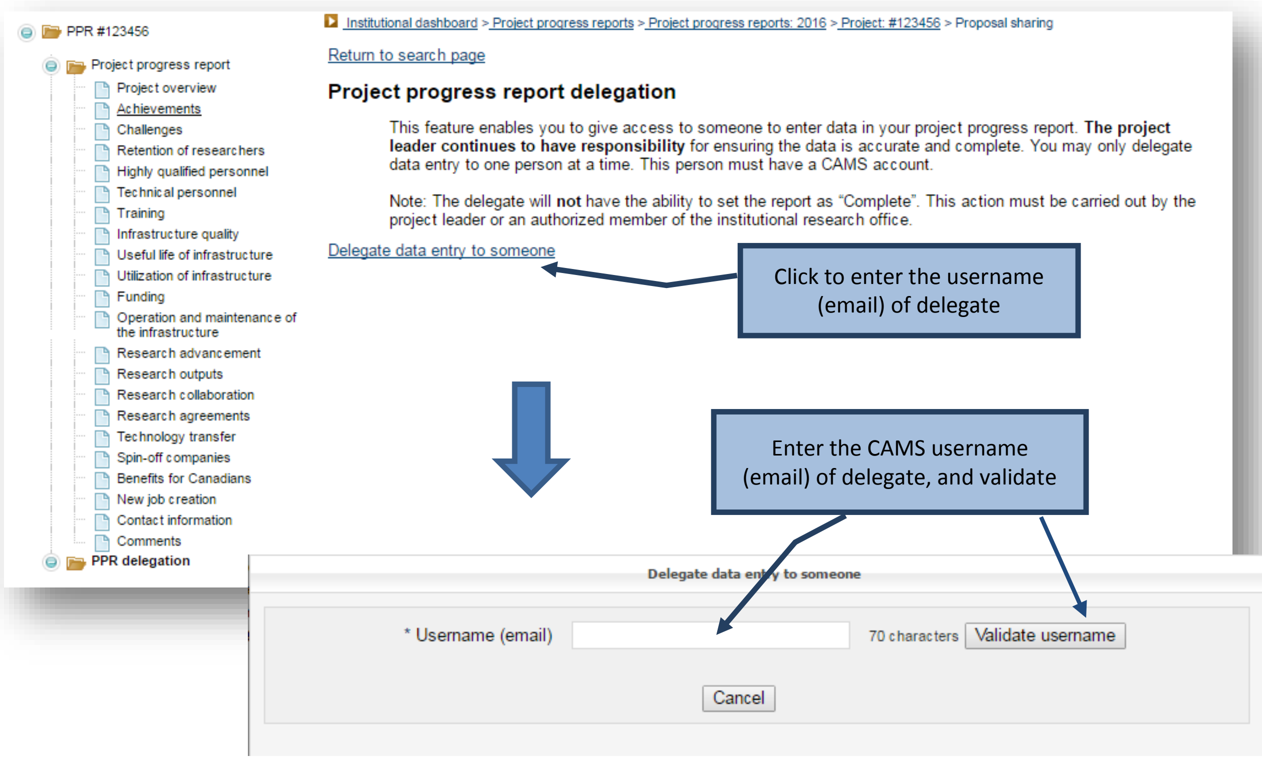
An institution can grant project leaders to delegate PPR entry to another individual who has a CAMS account. Data entry privileges of the designated individual are limited to PPR forms only and must be re-created every year.

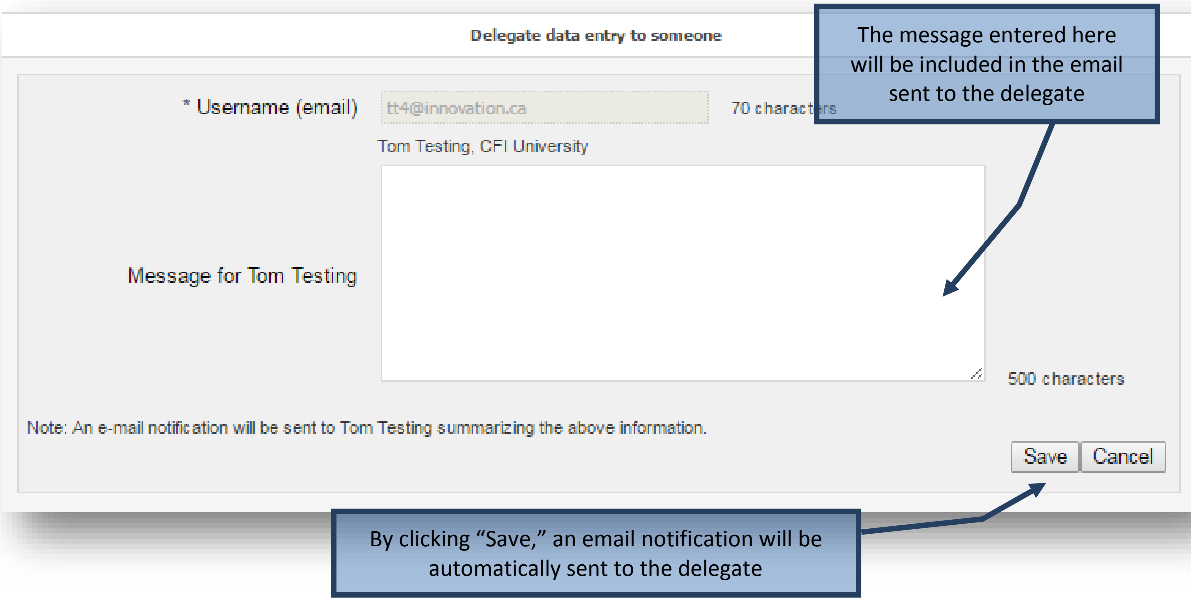
To manage access levels for project leaders, refer to section 15.3, “Access levels for project leaders”.

> **Note:** The project leader and institution will still be responsible for the PPR “complete” and “submit” functions through their CAMS dashboards, and for ensuring the completeness and accuracy of the data entered in their PPRs. The delegate will NOT have the ability to set the PPR as “complete.”

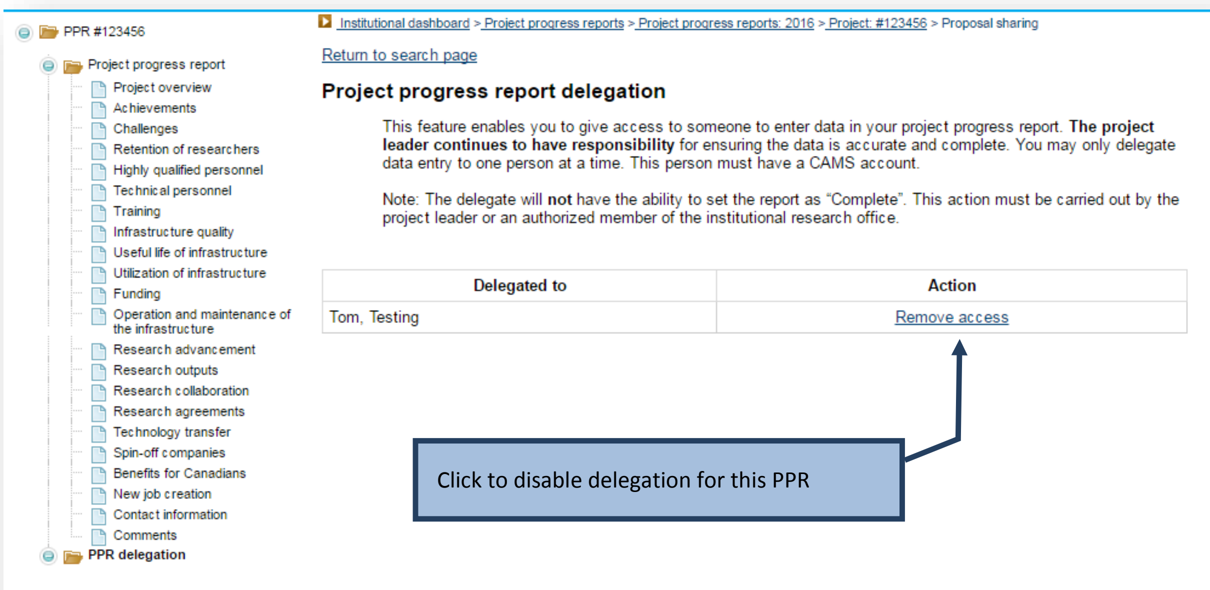
12.7 Delegating completion of the PPR

Project leaders can give access to someone with a CAMS account to enter data in their project progress report. Institutional administrators with appropriate access can also delegate entry on behalf of the project leader.





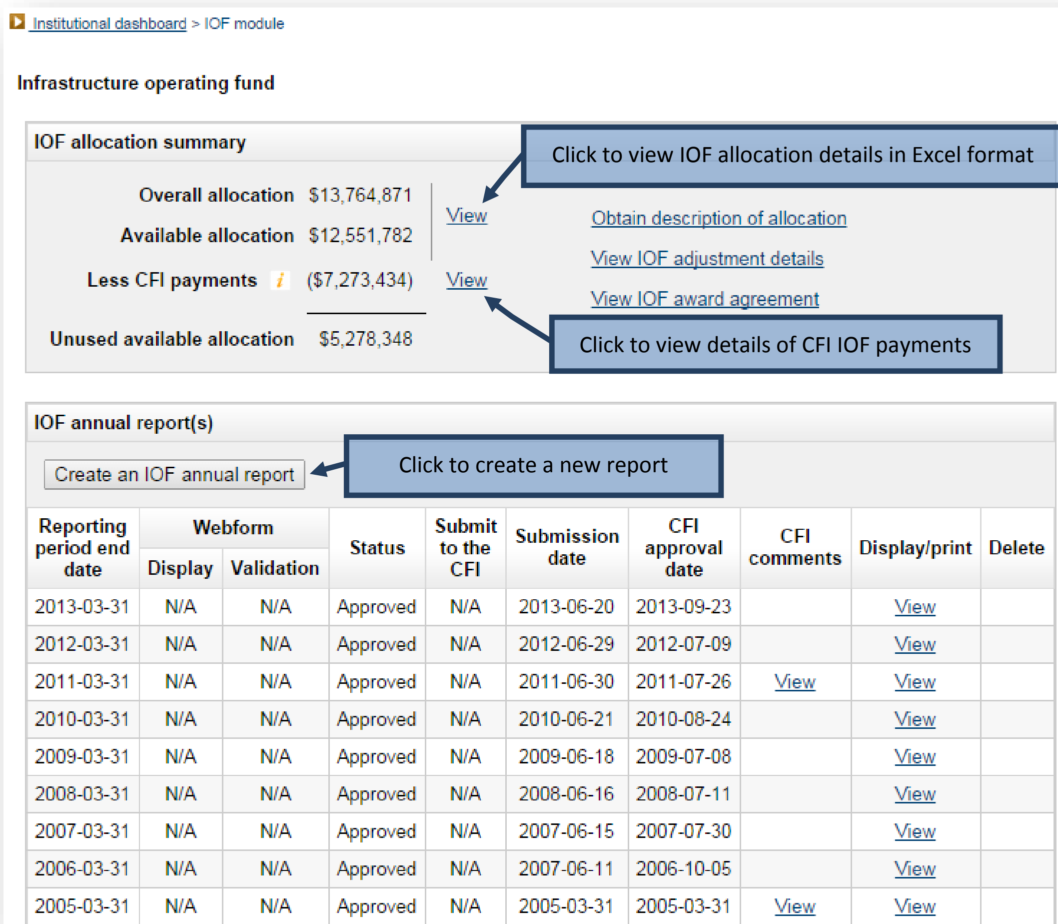
In order to deactivate delegate function, click “Remove access.”



13 INFRASTRUCTURE OPERATING FUND MODULE

As an institutional administrator involved in post-award activities, your institution may have given you access to the Infrastructure Operating Fund module. The Infrastructure Operating Fund (IOF) module allows you to view the details of your institution's IOF allocation and adjustments (if any), as well as IOF payment information. It also allows you to create, update, delete and submit IOF annual reports, as well as view the status and CFI comments (if any) related to an IOF annual report.

This section provides additional information on the IOF module within CAMS. You should consult the *Policy and program guide* for complete information on requirements and guidelines related to the IOF.



Institutional dashboard > IOF module

Infrastructure operating fund

IOF allocation summary

Click to view IOF allocation details in Excel format

Overall allocation $13,764,871

Available allocation $12,551,782 View

Less CFI payments ($7,273,434) View

Unused available allocation $5,278,348

Obtain description of allocation

View IOF adjustment details

View IOF award agreement

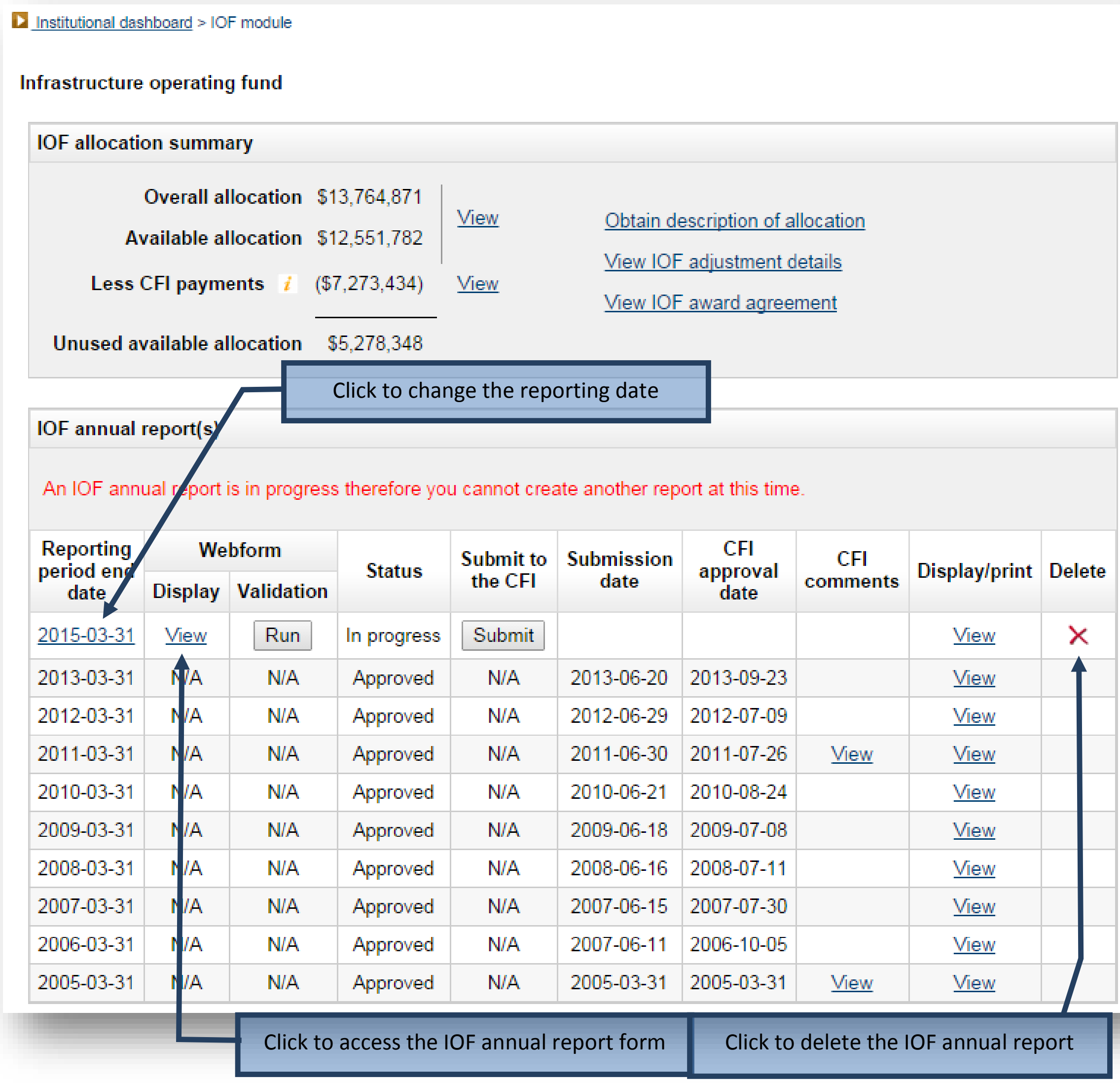
Click to view details of CFI IOF payments

IOF annual report(s)

Create an IOF annual report

Click to create a new report

Reporting period end date	Webform		Status	Submit to the CFI	Submission date	CFI approval date	CFI comments	Display/print	Delete
	Display	Validation							
2013-03-31	N/A	N/A	Approved	N/A	2013-06-20	2013-09-23		View	
2012-03-31	N/A	N/A	Approved	N/A	2012-06-29	2012-07-09		View	
2011-03-31	N/A	N/A	Approved	N/A	2011-06-30	2011-07-26	View	View	
2010-03-31	N/A	N/A	Approved	N/A	2010-06-21	2010-08-24		View	
2009-03-31	N/A	N/A	Approved	N/A	2009-06-18	2009-07-08		View	
2008-03-31	N/A	N/A	Approved	N/A	2008-06-16	2008-07-11		View	
2007-03-31	N/A	N/A	Approved	N/A	2007-06-15	2007-07-30		View	
2006-03-31	N/A	N/A	Approved	N/A	2007-06-11	2006-10-05		View	
2005-03-31	N/A	N/A	Approved	N/A	2005-03-31	2005-03-31	View	View	



Institutional dashboard > IOF module

Infrastructure operating fund

IOF allocation summary

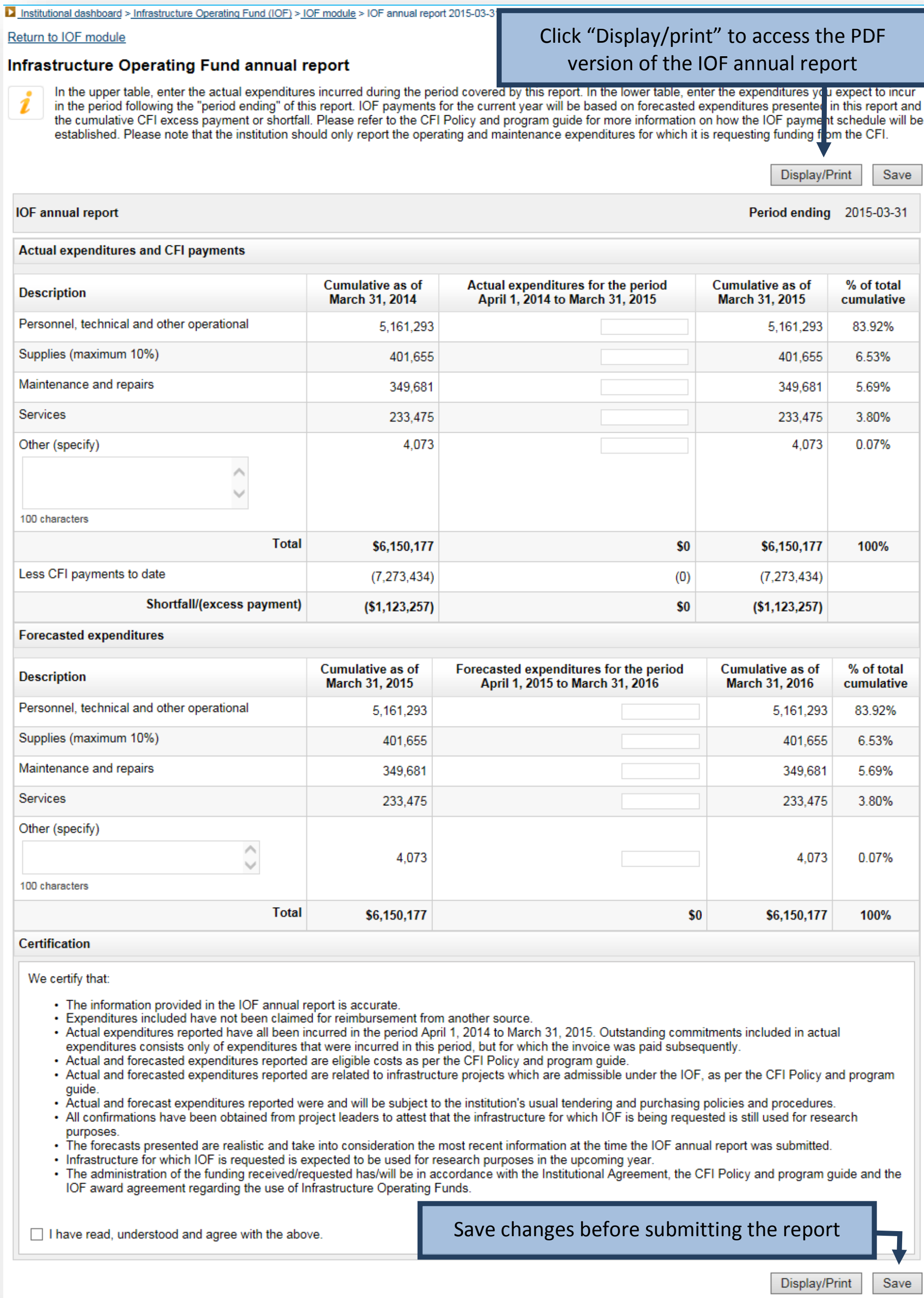
Overall allocation	$13,764,871	View	Obtain description of allocation
Available allocation	$12,551,782		View IOF adjustment details
Less CFI payments	($7,273,434)	View	View IOF award agreement
Unused available allocation	$5,278,348		

IOF annual report(s)

An IOF annual report is in progress therefore you cannot create another report at this time.

Reporting period end date	Webform		Status	Submit to the CFI	Submission date	CFI approval date	CFI comments	Display/print	Delete
	Display	Validation							
2015-03-31	View	Run	In progress	Submit				View	×
2013-03-31	N/A	N/A	Approved	N/A	2013-06-20	2013-09-23		View	
2012-03-31	N/A	N/A	Approved	N/A	2012-06-29	2012-07-09		View	
2011-03-31	N/A	N/A	Approved	N/A	2011-06-30	2011-07-26	View	View	
2010-03-31	N/A	N/A	Approved	N/A	2010-06-21	2010-08-24		View	
2009-03-31	N/A	N/A	Approved	N/A	2009-06-18	2009-07-08		View	
2008-03-31	N/A	N/A	Approved	N/A	2008-06-16	2008-07-11		View	
2007-03-31	N/A	N/A	Approved	N/A	2007-06-15	2007-07-30		View	
2006-03-31	N/A	N/A	Approved	N/A	2007-06-11	2006-10-05		View	
2005-03-31	N/A	N/A	Approved	N/A	2005-03-31	2005-03-31	View	View	

13.1 IOF annual report form



Institutional dashboard > Infrastructure Operating Fund (IOF) > IOF module > IOF annual report 2015-03-3

Click "Display/print" to access the PDF version of the IOF annual report

Return to IOF module

Infrastructure Operating Fund annual report

In the upper table, enter the actual expenditures incurred during the period covered by this report. In the lower table, enter the expenditures you expect to incur in the period following the "period ending" of this report. IOF payments for the current year will be based on forecasted expenditures presented in this report and the cumulative CFI excess payment or shortfall. Please refer to the CFI Policy and program guide for more information on how the IOF payment schedule will be established. Please note that the institution should only report the operating and maintenance expenditures for which it is requesting funding from the CFI.

Display/Print | Save

IOF annual report — **Period ending** 2015-03-31

Actual expenditures and CFI payments

Description	Cumulative as of March 31, 2014	Actual expenditures for the period April 1, 2014 to March 31, 2015	Cumulative as of March 31, 2015	% of total cumulative
Personnel, technical and other operational	5,161,293		5,161,293	83.92%
Supplies (maximum 10%)	401,655		401,655	6.53%
Maintenance and repairs	349,681		349,681	5.69%
Services	233,475		233,475	3.80%
Other (specify) 100 characters	4,073		4,073	0.07%
Total	**$6,150,177**	**$0**	**$6,150,177**	**100%**
Less CFI payments to date	(7,273,434)	(0)	(7,273,434)	
Shortfall/(excess payment)	**($1,123,257)**	**$0**	**($1,123,257)**	

Forecasted expenditures

Description	Cumulative as of March 31, 2015	Forecasted expenditures for the period April 1, 2015 to March 31, 2016	Cumulative as of March 31, 2016	% of total cumulative
Personnel, technical and other operational	5,161,293		5,161,293	83.92%
Supplies (maximum 10%)	401,655		401,655	6.53%
Maintenance and repairs	349,681		349,681	5.69%
Services	233,475		233,475	3.80%
Other (specify) 100 characters	4,073		4,073	0.07%
Total	**$6,150,177**	**$0**	**$6,150,177**	**100%**

Certification

We certify that:

- The information provided in the IOF annual report is accurate.
- Expenditures included have not been claimed for reimbursement from another source.
- Actual expenditures reported have all been incurred in the period April 1, 2014 to March 31, 2015. Outstanding commitments included in actual expenditures consists only of expenditures that were incurred in this period, but for which the invoice was paid subsequently.
- Actual and forecasted expenditures reported are eligible costs as per the CFI Policy and program guide.
- Actual and forecasted expenditures reported are related to infrastructure projects which are admissible under the IOF, as per the CFI Policy and program guide.
- Actual and forecast expenditures reported were and will be subject to the institution's usual tendering and purchasing policies and procedures.
- All confirmations have been obtained from project leaders to attest that the infrastructure for which IOF is being requested is still used for research purposes.
- The forecasts presented are realistic and take into consideration the most recent information at the time the IOF annual report was submitted.
- Infrastructure for which IOF is requested is expected to be used for research purposes in the upcoming year.
- The administration of the funding received/requested has/will be in accordance with the Institutional Agreement, the CFI Policy and program guide and the IOF award agreement regarding the use of Infrastructure Operating Funds.

☐ I have read, understood and agree with the above.

Save changes before submitting the report

Display/Print | Save

14 OVERVIEW INFORMATION

As an institutional administrator involved in managing CFI-funded projects, your institution may have given you access to the institutional overview, report repository and/or the project overview.

14.1 Institutional overview

The institutional overview will allow you to view important institutional information on one screen, such as:

- Summary information related to proposals and awards;
- Summary information related to the IOF (IOF allocation, payments, award agreement, annual report);
- Summary information related to financial reports, amendment requests and *Project progress reports* to help the institution identify action items (e.g. in progress, reports due, reports returned to the institution for corrections, payments on hold, projects past end dates); and,
- Your institution's strategic research plan.

14.2 Report repository

The report repository provides access to information in Excel format that is specific to your institution and that can be used to facilitate data analysis, project monitoring and other institutional activities.

14.3 Project overview

The project overview will allow you to view important summary information related to one project in one screen, such as:

- Approved budget and amendment requests;
- Award finalization form;
- Award agreement and special conditions (if any);
- Summary payment and expenditure information; and,
- Summary reporting information (e.g. latest financial report, *Project progress reports*).

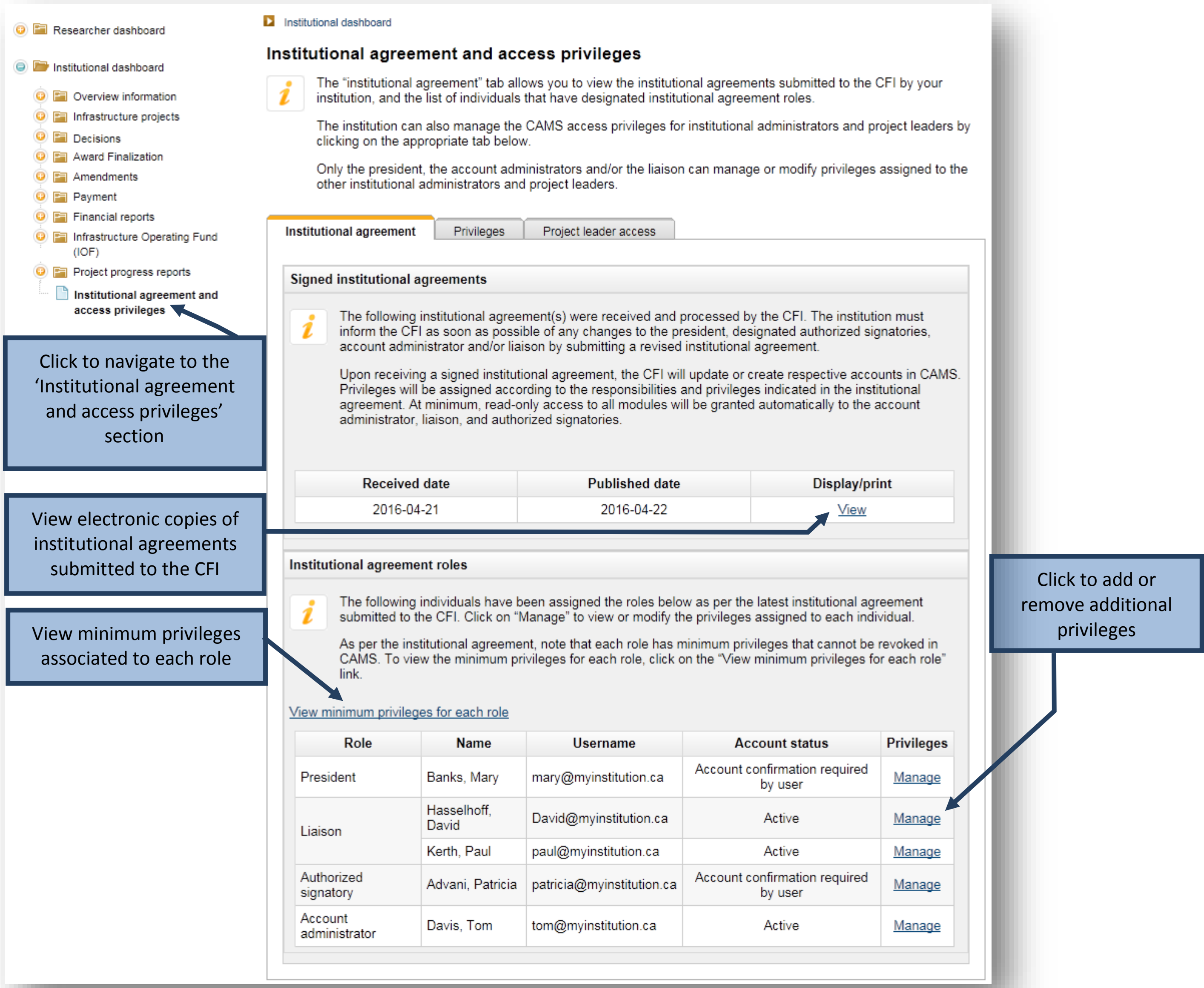
15 MANAGING INSTITUTIONAL AGREEMENTS AND ACCESS PRIVILEGES

The institutional agreement and access privileges module is only accessible if you are the President, the liaison or the account administrator, as indicated in the institutional agreement submitted to the CFI by your institution. It allows you to view the institutional agreements submitted to the CFI by your institution, and the list of individuals that have designated institutional agreement roles. It also allows you to manage the CAMS access privileges for institutional administrators and project leaders.

A video highlighting the various functions available in this module is also available on the CFI website.

15.1 Institutional agreement

The “institutional agreement” tab allows you to view the institutional agreements submitted to the CFI by your institution, and the list of individuals that have designated institutional agreement roles.



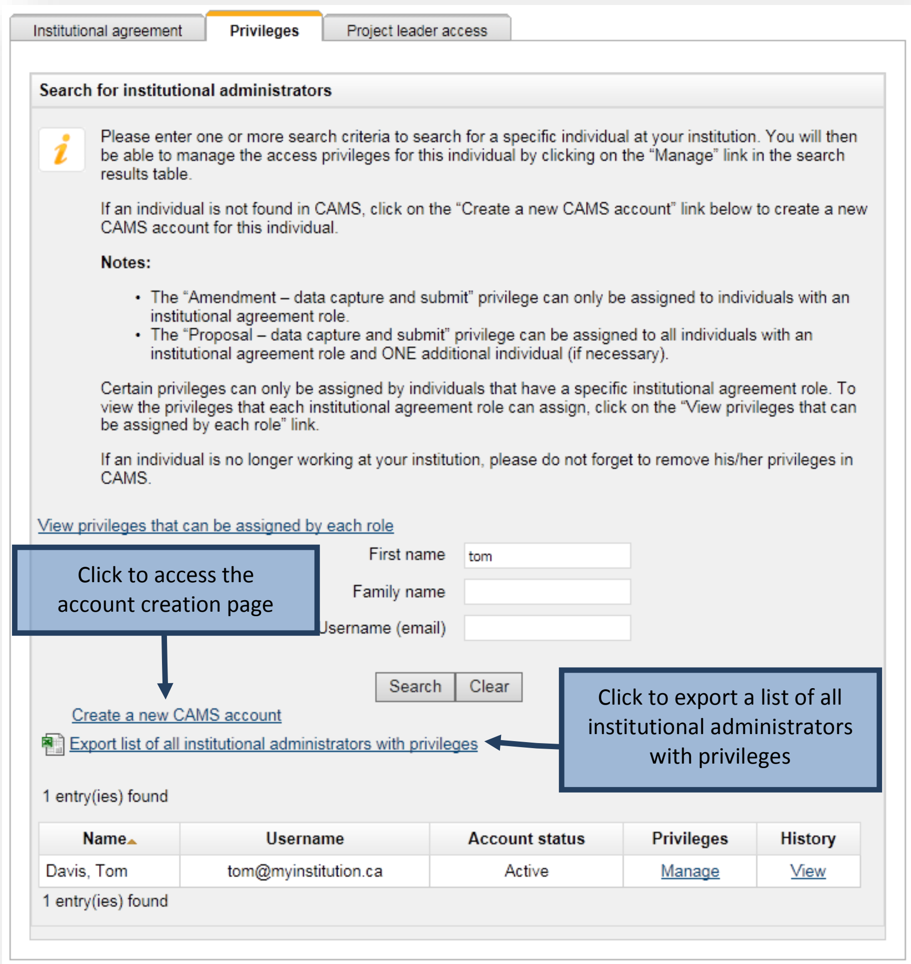
Upon receiving a signed institutional agreement from the institution, the CFI will update or create respective accounts in CAMS for the individuals who have designated institutional agreement roles (i.e. President, authorized signatory, liaison and account administrator). Privileges will be assigned according to the responsibilities and privileges indicated in the institutional agreement. Note that these individuals have minimum privileges that are automatically assigned to them in the institutional agreement and that cannot be revoked.

Appendix A – Minimum privileges describes the minimum privileges automatically assigned by the CFI and the ones that can be modified for each institutional agreement role. If needed, you can modify certain privileges for these individuals by clicking the “Manage” link.

> **Note:** The institution must inform the CFI as soon as possible of any changes to the President, designated authorized signatories, account administrator and/or liaison by submitting a revised institutional agreement to the CFI senior programs officer responsible for your institution.

15.2 Manage privileges

The “Privileges” tab allows you to assign and revoke access privileges for institutional administrators, whether they have an institutional agreement role or not. The liaison and account administrator are responsible for setting appropriate access privileges for institutional administrators with no institutional agreement role in accordance with institutional control framework and practices.



Note: Some privileges can only be assigned to a limited number of individuals:

- For amendments, data capture and submit can only be assigned to individuals with an institutional agreement role.
- For proposals, data capture and submit can only be assigned to individuals with an institutional agreement role and **ONE** additional individual (if necessary).

All other privileges can be assigned to an unlimited number of individuals.

From this screen you can create a new CAMS account for institutional administrators who do not yet have one.

As well, some privileges can only be assigned by either the liaison or the account administrator. These limitations are described in Appendix B – Privileges that can be assigned by each institutional agreement role.

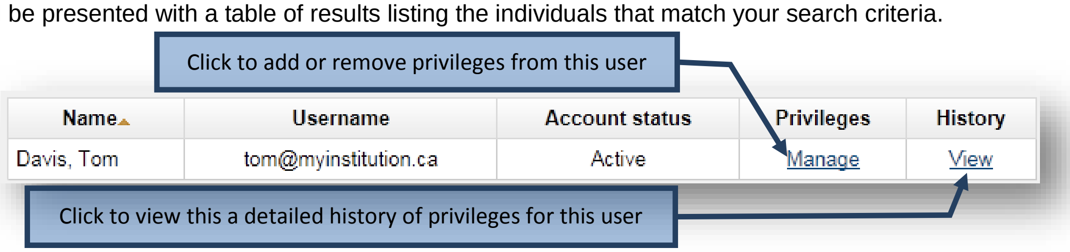
Since the institution is responsible for privilege delegation and its impact on data access and integrity, CAMS accesses and privileges for all institutional administrators should be reviewed on a regular basis to ensure that they remain appropriate. You can obtain a list of all institutional administrators and their privileges in CAMS.

You can search for an individual by first name, family name or username (email). If no results are found, you will need to create a CAMS account for the individual (refer to section 15.2.2, "Setting individual privileges").

Note that this module must not be used to create new accounts for project leaders. Project leaders can create new CAMS accounts online. Their access levels related to post-award modules can be set in CAMS by the CFI liaison or the CFI account administrator (refer to section 15.3, "Access levels for project leaders").

15.2.1 Search results

You will be presented with a table of results listing the individuals that match your search criteria.

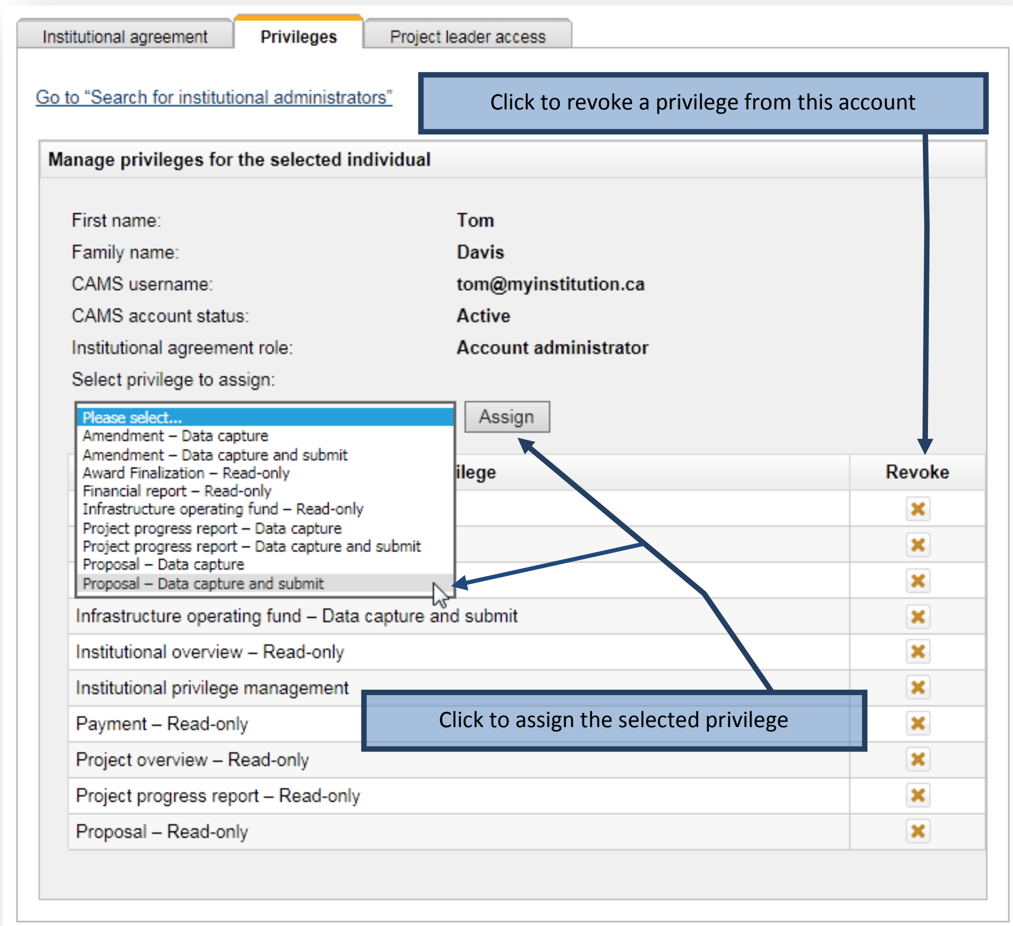


15.2.2 Setting individual privileges

You can assign different access privileges for every CAMS module and will generally be able to choose from the following access privileges:

- Read only
- Data capture (no submission capabilities)*
- Data capture and submit *

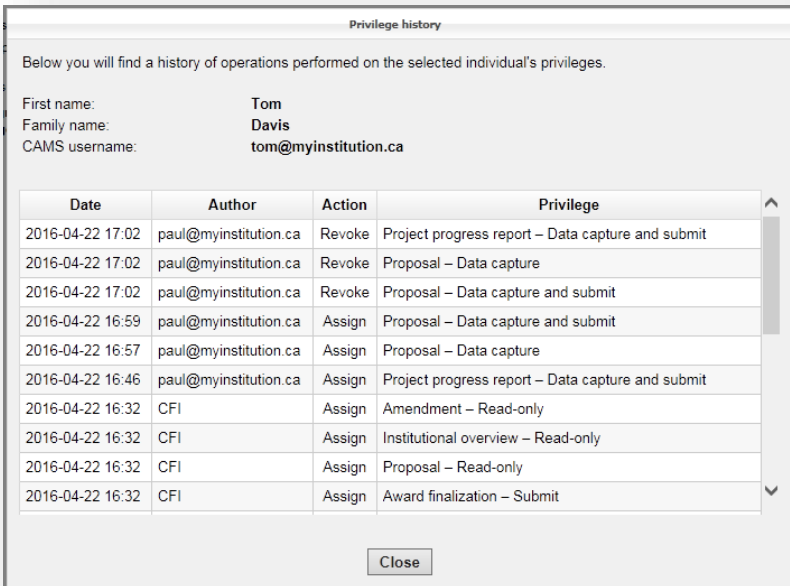
* Available only for modules that involve the completion and submission of forms and reports.



Note: If an individual is no longer working at your institution, please do not forget to revoke his/her privileges in CAMS. If the responsibilities of an institutional administrator changes, you may need to modify his/her access privileges.

15.2.3 History

You can view the history of the changes made to an individual's privileges (e.g. dates of changes and author of the change).


Privilege history

Below you will find a history of operations performed on the selected individual's privileges.

First name: **Tom**
Family name: **Davis**
CAMS username: **tom@myinstitution.ca**

Date	Author	Action	Privilege
2016-04-22 17:02	paul@myinstitution.ca	Revoke	Project progress report – Data capture and submit
2016-04-22 17:02	paul@myinstitution.ca	Revoke	Proposal – Data capture
2016-04-22 17:02	paul@myinstitution.ca	Revoke	Proposal – Data capture and submit
2016-04-22 16:59	paul@myinstitution.ca	Assign	Proposal – Data capture and submit
2016-04-22 16:57	paul@myinstitution.ca	Assign	Proposal – Data capture
2016-04-22 16:46	paul@myinstitution.ca	Assign	Project progress report – Data capture and submit
2016-04-22 16:32	CFI	Assign	Amendment – Read-only
2016-04-22 16:32	CFI	Assign	Institutional overview – Read-only
2016-04-22 16:32	CFI	Assign	Proposal – Read-only
2016-04-22 16:32	CFI	Assign	Award finalization – Submit

Close

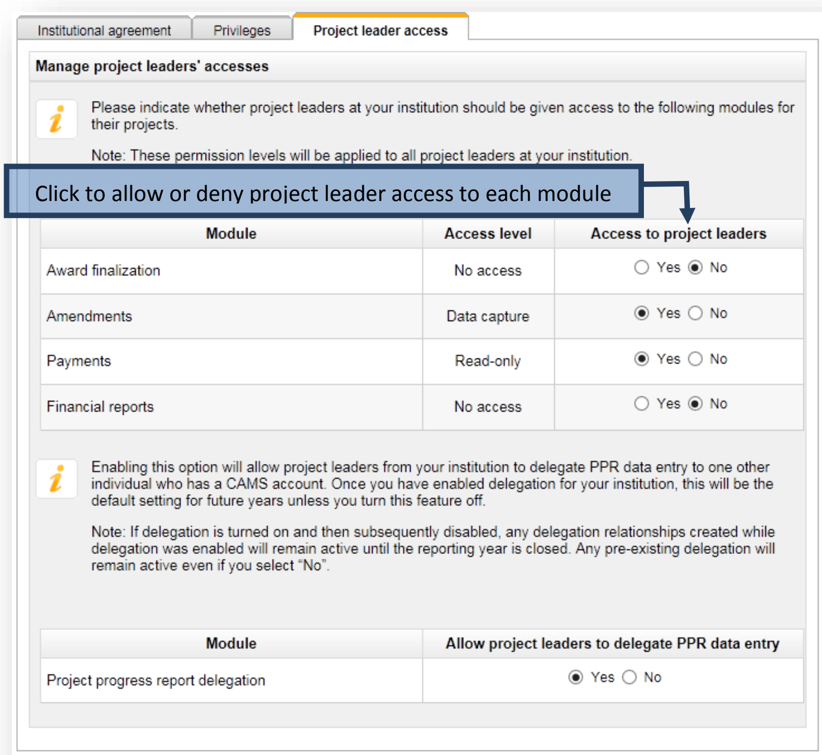
15.3 Access levels for project leaders

Project leaders must create their own CAMS accounts online. When creating an account, the project leader will automatically be given access to the Curriculum vitae, the application and the decision modules in CAMS.

The liaison and account administrator can grant project leaders access to perform any or all of the following actions in relation to the project(s) for which they are the designated project leader:

- View award finalization information (e.g. status, award agreement, budget at award finalization, CFI conditions);
- View amendment information (e.g. status, amendment in progress or submitted, CFI comments) and complete amendment requests for internal submission to the institution;
- View financial report information (e.g. status, financial reports in progress or submitted, CFI comments);
- View payment information and associated CFI comments; and,
- Delegate PPR data entry to one other individual.

Note: The access level option (“Yes” or “No”) selected for each of the modules will apply to all project leaders at the institution, as this cannot be customized at the individual project leader level.



APPENDIX A – MINIMUM PRIVILEGES

Institutional agreement role	Minimum access privileges (cannot be revoked)	Additional privileges that can be modified*
President	Amendment – Data capture and submit Award finalization – Submit Financial report – Data capture and submit Infrastructure Operating Fund – Data capture and submit Institutional overview – Read-only Institutional privilege management Payment – Read-only Project overview – Read-only Project progress report – Data capture and submit Proposal – Data capture and submit	N/A
Authorized signatory	Amendment – Read-only Award finalization – Submit Financial report – Read-only Infrastructure Operating Fund – Read-only Institutional overview – Read-only Payment – Read-only Project overview – Read-only Project progress report – Data capture and submit Proposal – Data capture and submit	Amendment – Data capture Amendment – Data capture and submit Financial report – Data capture Financial report – Data capture and submit Infrastructure Operating Fund – Data capture Infrastructure Operating Fund – Data capture and submit
Liaison	Amendment – Data capture and submit Award finalization – Submit Financial report – Read-only Infrastructure Operating Fund – Read-only Institutional overview – Read-only Institutional privilege management Payment – Read-only Project overview – Read-only Project progress report – Data capture and submit Proposal – Data capture and submit	Financial report – Data capture Financial report – Data capture and submit Infrastructure Operating Fund – Data capture Infrastructure Operating Fund – Data capture and submit
Account administrator	Amendment – Read-only Award finalization – Submit Financial report – Data capture and submit Infrastructure Operating Fund – Data capture and submit Institutional overview – Read-only Institutional privilege management Payment – Read-only Project overview – Read-only Project progress report – Read-only Proposal – Read-only	Amendment – Data capture Amendment – Data capture and submit Project progress report – Data capture Project progress report – Data capture and submit Proposal – Data capture Proposal – Data capture and submit

*Additional privileges can be selected by the institution in the institutional agreement. Alternatively, these can be managed in CAMS as needed.

APPENDIX B – PRIVILEGES THAT CAN BE ASSIGNED BY EACH INSTITUTIONAL AGREEMENT ROLE

Institutional agreement role	Privileges that can be assigned to institutional administrators by the institutional agreement role	Privileges that cannot be assigned
President	The President can assign all privileges available to institutions in CAMS	N/A
Authorised signatory	The authorised signatory cannot assign any privilege	N/A
Liaison	Amendment – Data capture Amendment – Data capture and submit[2] Amendment – Read-only Award finalization – Read-only Award finalization – Submit Financial report – Read-only Infrastructure Operating Fund – Read-only Institutional overview – Read-only Payment – Read-only Project overview – Read-only Project progress report – Data capture Project progress report – Data capture and submit Project progress report – Read-only Proposal – Data capture Proposal – Data capture and submit[3] Proposal – Read-only	Financial report – Data capture Financial report – Data capture and submit Infrastructure Operating Fund – Data capture Infrastructure Operating Fund – Data capture and submit
Account administrator	Amendment – Read-only Award finalization – Read-only Award finalization – Submit Infrastructure Operating Fund – Data capture Infrastructure Operating Fund – Data capture and submit Infrastructure Operating Fund – Read-only Institutional overview – Read-only Financial report – Data capture Financial report – Data capture and submit Financial report – Read-only Payment – Read-only Project overview – Read-only Project progress report – Read-only Proposal – Read-only	Amendment – Data capture Amendment – Data capture and submit Project progress report – Data capture Project progress report – Data capture and submit Proposal – Data capture Proposal – Data capture and submit

[2] The “Amendment – Data capture and submit” privilege can only be assigned to individuals with an institutional agreement role.
[3] The “Proposal – Data capture and submit” privilege can only be assigned to individuals with an institutional agreement role and **ONE** additional individual (if necessary).

For any questions about CAMS, feel free to contact us at:

help.aide@innovation.ca

We will be happy to answer you promptly.