

**Facilities charges for CFI-funded space or
 space essential to house and use CFI-funded infrastructure
 Infrastructure Operating Fund (IOF)**

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

Project number: _____

Project title: _____

Period covered by this report: _____

Description of space funded by the CFI or space essential to house and use CFI-funded infrastructure
 (location, size, nature, brief description of function or use of space):

Calculation of facilities charges:

Nature of space (e.g., wet lab, dry lab, etc.)	Size ¹ (square feet or square metres) (A)	Annual cost ² (per square foot or square metre) (B)	Total ³ (A*B)	Key CFI-funded infrastructure located in the space (if applicable)
Total				

¹ Attach final floor plans showing size of space

² Use detailed or simple method

³ Report total under "Services" category

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

- Facilities charges may be reported for space funded by the CFI or for space that is essential to house and use CFI-funded infrastructure, and may include common areas if applicable.
- When the space is used for multiple purposes (e.g., research and clinical/teaching use), facilities charges must be pro-rated accordingly.
- The CFI-funded project to which the facilities charges relate to must have been approved after July 1, 2001. However, the project must not have been funded through the Canada Research Chairs Infrastructure Fund (2000–06), the Career Awards (2002–06) or the international funds (2002 and 2007).
- The CFI-funded 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 for the period reported.
- 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.
- Attach the final floor plans for the space and clearly highlight the funded space or the space that is essential to house and use the CFI-funded infrastructure. This may include common areas. The scale of the plans should allow for confirmation of the size of the space (square feet or square metres). Alternatively, confirmation from an architect can be provided to this effect.
- Use either a detailed method or a simple method to establish the annual cost. If you use a detailed method, it must be appropriate for calculating the actual cost per square foot (or square metre). Maintain supporting documentation for all cost elements.

If you use the simple method, you need not calculate the actual facilities costs, but you must use the provincial rate prescribed by the CFI. Rates are updated annually and include (for the space and built-in equipment): electricity, heating, cooling, water, sewer, custodial, security, built-in equipment repairs, as well as maintenance and repairs for the space.

When using the simple method, you must ensure that you do not report any of these costs separately to the CFI as they are already included in the rate (e.g. do not report maintenance and repairs costs, the cost of electricity for built-in equipment, or security costs separately since these costs are already included in the rate). Costs related to non-built-in equipment are not included in the rate and should be calculated and reported separately.

- Total facilities charges should be reported under the “Services” category in the IOF annual report. The total annual cost should be prorated to reflect the eligible portion if either of the following situations took place during the year: award finalization; space became, or ceased to be, operational or used for research purposes.

Space funded by the CFI or essential space – facilities charges and rates

Simple method Provincial rates for facilities charges April 1, 2023 to March 31, 2024

Use either a detailed method or a simple method to calculate facilities charges related to space funded by the CFI or space essential to house and use CFI-funded infrastructure.

- If you use a detailed method, it must be appropriate for calculating the actual cost per square foot (or square metre). Maintain supporting documentation for all cost elements.
- If you use the simple method, you need not calculate the actual facilities costs, but you must use the provincial rate prescribed by the CFI in the table below (rates are updated annually). This rate should be multiplied by the amount of space funded by the CFI or space essential to house and use CFI-funded infrastructure.

Table - Annual rate (\$) per square metre*

	Animal facility	Animal facility (pathogen free)	Wet lab	Offices	Clean room	Dry lab and engineering facility	Greenhouse	Common areas	Server rooms
British Columbia	97.50	98.87	93.19	86.93	98.87	90.42	101.04	87.51	102.10
Alberta	158.69	161.11	150.36	138.93	161.11	145.06	165.69	139.61	167.06
Saskatchewan	145.68	147.69	139.48	130.35	147.69	135.47	150.74	131.26	152.47
Manitoba	138.21	140.08	132.55	124.12	140.08	128.89	142.77	125.03	144.42
Ontario	135.24	137.14	129.20	120.47	137.14	125.33	140.19	121.27	141.64
Quebec	115.34	116.89	110.71	103.74	116.89	107.70	119.08	104.52	120.73
Nova Scotia	133.20	135.10	127.04	118.23	135.10	123.09	138.28	118.97	139.72
New Brunswick	98.91	100.30	94.53	88.18	100.30	91.72	102.50	88.77	103.81
Prince Edward Island	104.08	105.56	99.32	92.48	105.56	96.26	108.00	93.07	109.31
Newfoundland and Labrador	112.16	113.74	107.20	100.00	113.74	104.01	116.23	100.67	117.66

*1 square metre = 10.76 square feet