McMaster University

January 11, 2011

Operations and Maintenance Plan related to CFI – funded infrastructure

As a research intensive university McMaster is committed to developing, enhancing, and supporting its researchers and research initiatives in a fiscally responsible manner; this includes access to and the maintenance of leading edge infrastructure and facilities. To meet this end McMaster provides centralized operations and maintenance (O&M) services such as hydro, personnel, heat, security, custodians, capital planning, insurance, technological services, environmental services, accounting services, etc., to support the above research infrastructure initiatives. In addition, budget allocations of Faculties, Departments, Institutes, and Centres may include centralized administrative and technical support.

When McMaster University enters into an award agreement with the CFI for an awarded project the University becomes responsible for ensuring that sufficient funds are provided for the operation and maintenance of the CFI infrastructure. The objective of this document is to provide an overview of the provision and administration of operating and maintenance support for CFI-funded infrastructure through all available funding including McMaster University funds, infrastructure facilities generated revenues (where appropriate), the CFI Infrastructure Operating Fund (IOF) and other available sources.

Anticipated O&M costs along with a financing plan must be identified during the CFI application stage. Each plan requires University sign off once internal approval processes are followed including vetting and approval through the appropriate Dean(s) prior to submission of the application to CFI.

McMaster applauds the CFI in recognizing that ongoing operations and maintenance support is required for these large infrastructure projects and as such provides support through the allocation of the CFI-Infrastructure Operating Funds. In order to ensure compliance to the CFI/Institutional Award Agreement McMaster’s Vice President, Research and International Affairs determines the internal allocation and contribution to research projects to support their O&M costs.

Researchers are asked to provide a detailed budget regarding their need for IOF support. These requests are approved by the Faculty Dean prior to release of IOF funds. The Dean is advised of IOF account balances on an annual basis by the Research Finance Office. Substantiated requests for additional support are vetted through the Dean of the Faculty, who has the discretion to supplement or realign budgets as required. Further, the Dean will discuss any identified extraordinary needs with Research Finance. The Research Finance office coordinates with the Vice-President, Research and International Affairs, who will consider additional support. Such requests include a report on the use of the IOF funding allocated to the infrastructure, an up to date O&M plan and budget, and a support letter from the appropriate Department Head and Dean.

(1) McMaster Innovation Park operates on a cost-recovery basis and as such research infrastructure located in this facility may be subject to an occupancy cost.