

# Project progress report template for colleges

**INNOVATION**  
Canada Foundation for Innovation    Fondation canadienne pour l'innovation



# Project progress report template for colleges

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As of April 2022, researchers leading infrastructure projects funded under either the former College-Industry Innovation Fund or the new College Fund will be required to submit project progress reports once their infrastructure becomes operational.

This document displays the screens you will see at each step of the new project progress report (PPR) module for colleges. For technical instructions related to accessing, managing and submitting your PPR, consult the [“Getting started with CAMS”](#) guides for researchers and institutional administrators.

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## Project overview

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<b>Institution</b>	
<b>Project number</b>	
<b>Project leader</b>	
<b>Project title</b>	
<b>Fund</b>	College-Industry Innovation Fund — Funding for research infrastructure associated with a CCI-Build IE grant application (Tri-Agency program)
<b>CFI contribution (\$)</b>	\$1,000,000
<b>CFI Board decision date</b>	2017-03-28
<b>Reporting year</b>	1 of 4

Display/Print



You are requested to fill out this annual project progress report (PPR) as part of the requirements of the award agreement between your college and the Canada Foundation for Innovation (CFI).

Data collected in this PPR will help us understand any challenges you faced in implementing the CFI-funded infrastructure associated with this award. It also provides us insight into the outcomes and impacts stemming from the applied research or technology development associated with the infrastructure.

Project progress reporting commence only when the infrastructure is operational. An infrastructure project is deemed operational once a positive response to the operational status question was given in CAMS or once the college submits a final financial report to the CFI for the project.

Information and data provided should reflect actual outcomes and results that materialized over the CFI's past fiscal year (April 1 to March 31), and not previous or anticipated outcomes or results. We encourage respondents to be as accurate as possible when entering information.

Colleges are required to submit scheduled PPR by June 30. Projects with a total CFI contribution of \$1 million or less complete a PPR on an annual basis for four years, while projects with a total CFI contribution exceeding \$1 million will complete the reports for five years.

## Previously funded projects

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\* Does this project link to other projects at your college that are in the same area of applied research or technology development and which were previously funded through the College Fund and/or College-Industry Innovation Fund?

Yes  No  Unknown

The following questions and text fields will appear only if "Yes" is selected.

\* Provide the project number(s) for projects previously funded through the College Fund and/or College-Industry Innovation Fund. If more than one project, use commas to separate the numbers.

100 characters

\* Explain how this project links to other projects at your college that are in the same area of applied research or technology development and which were previously funded through the College Fund and/or College-Industry Innovation Fund.

0%

The limit for this text field is 2,000 characters.

## Infrastructure implementation

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On a scale of 1 to 5, where one is "strongly disagree" and 5 is "strongly agree" indicate your level of agreement with each of the following statements about the college's ability to implement the CFI-funded infrastructure between April 2021 and March 2022.

If all infrastructure has been operational for more than a year, select "Not applicable for all statements".

\* It was easy to secure the matching funds required to obtain the CFI contribution, which covers up to 40 percent of total infrastructure cost.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Our college had in place the experienced researcher(s) and/or institutional administrator(s) needed to support the planning and/or management of the research infrastructure project.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Existing space/facilities to receive the requested infrastructure was suitable.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Construction or renovation of spaces/facilities were completed within the expected timeframe.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* We did not face any issues in procuring the infrastructure (e.g., delays with requests for proposals, timely delivery of equipment, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* We did not encounter any challenges in commissioning the infrastructure (e.g., issues with on-site set-up, technical and regulatory compliance of equipment, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Recruiting and/or training of staff to operate the infrastructure was easy.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Complying with CFI policies and processes (e.g., completing the finalization process, requests for amendments, eligibility of expenses, etc.) was easy.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Our college had sufficient administrative capacity to support implementation (e.g., administrative staff level was adequate to support needs of the project, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

In the box below, describe any challenges you faced in implementing the CFI-funded infrastructure.

The limit for this text field is 2,000 characters.

## Infrastructure quality and useful life

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\* For the period April 2021 to March 2022, how would you rate the status of the infrastructure funded through the award? Select all types of infrastructure that apply and provide the number of years of useful life remaining for this infrastructure.

Definition: Useful life is the period of time over which the infrastructure is expected to be usable for its intended purpose and provide benefits, factoring in normal repairs and maintenance.

Type of infrastructure funded	Select those that apply	Status of the infrastructure	Number of years of useful life remaining
Highly specialized research equipment	<input type="checkbox"/>	<input type="radio"/> State of the art <input type="radio"/> Useful for supporting research and training, but not state of the art <input type="radio"/> Obsolete	<input type="text"/>
Non-specialized or standard research equipment	<input type="checkbox"/>	<input type="radio"/> State of the art <input type="radio"/> Useful for supporting research and training, but not state of the art <input type="radio"/> Obsolete	<input type="text"/>
Computing hardware or software	<input type="checkbox"/>	<input type="radio"/> State of the art <input type="radio"/> Useful for supporting research and training, but not state of the art <input type="radio"/> Obsolete	<input type="text"/>
Building(s)	<input type="checkbox"/>	<input type="radio"/> State of the art <input type="radio"/> Useful for supporting research and training, but not state of the art <input type="radio"/> Obsolete	<input type="text"/>
Space to house the infrastructure	<input type="checkbox"/>	<input type="radio"/> State of the art <input type="radio"/> Useful for supporting research and training, but not state of the art <input type="radio"/> Obsolete	<input type="text"/>
Other <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px; margin-top: 5px;">Please specify ...</div> <div style="text-align: right; font-size: small; margin-top: 5px;">200 characters</div>	<input type="checkbox"/>	<input type="radio"/> State of the art <input type="radio"/> Useful for supporting research and training, but not state of the art <input type="radio"/> Obsolete	<input type="text"/>

\* Indicates a required field

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**Applied research capacity**

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\* Between April 2021 and March 2022, to what extent did the infrastructure funded through this award have an impact on the capacity of the college to carry out applied research or technology development?

Please select...

- No impact or very low impact
- Low impact
- Moderate impact
- High impact
- Very high impact

\* Ir

As depicted below, you will need to briefly explain your rating, if "High impact" or "Very high impact" was selected.

**Applied research capacity**

Validate Display/Print Save

\* Between April 2021 and March 2022, to what extent did the infrastructure funded through this award have an impact on the capacity of the college to carry out applied research or technology development?

High impact

\* Briefly explain your rationale for the rating selected.

0%

The limit for this text field is 2,000 characters.

## Infrastructure operations and maintenance



The CFI expects that appropriate levels of human and financial resources are available in order to capitalize on the full potential of the funded infrastructure.

On a scale of 1 to 5, where one is "strongly disagree" and 5 is "strongly agree" indicate your level of agreement with each of the following statements about the college's ability to use and maintain the CFI-funded infrastructure between April 2021 and March 2022.

\* Sufficient administrative staff was available to support the applied research or technology development projects enabled by the CFI-funded infrastructure.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Recruitment/retention of college faculty members was easy.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* College faculty members had sufficient time to dedicate to applied research or technology development projects (e.g., reduced workload through course and/or administrative release, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Recruitment/retention of technical and professional research personnel was easy.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Recruitment/retention of students was easy.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Securing funding from research partners was easy.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Securing research grants or awards from government organizations and programs was easy (e.g., Tri-Agency, NRC-IRAP, MITACS, PROMPT, regional development agencies, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Access to and administration of the CFI's Infrastructure Operating Fund (e.g., eligibility of expenses, reporting) was easy.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

Use the box below to briefly discuss, if applicable, any key challenges you faced over the last year in using and maintaining the CFI-funded infrastructure.

0%

The limit for this text field is 1,000 characters.



## Infrastructure sustainability



The CFI expects funded research infrastructure to be usable and provide benefits for its intended purpose over its useful life.

On a scale of 1 to 5, where one is "strongly disagree" and 5 is "strongly agree" indicate your level of agreement with each of the following statements about the college's ability to sustain the use and performance of the CFI-funded infrastructure between April 2021 and March 2022.

### Performance

\* Our college has faced significant issues with the reliability and after-sales services for the CFI-funded infrastructure (e.g., equipment breaks, malfunctions, lack of support from vendors, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* No significant issues affected the routine material maintenance of the infrastructure (e.g., adequate resources to repair any wear and tear, to cover the costs of service contracts, to provide for in-house maintenance staff, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* No significant issues prevented the effective and optimal use of the infrastructure in support of applied research or technology development projects (e.g., adequate resources to pay the stipends/salaries of students, research assistants or research professionals, adequate resources to defray the costs of consumables, supplies, utilities, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Sufficient resources were available to ensure the update and/or upgrade of aging infrastructure.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

### Use

\* Loss of industry or community partners that were anticipated at the time the project application was submitted to the CFI affected our ability to conduct applied research or technology development projects (e.g., due to significant changes in their research needs, economic hardship, merger with another organization, etc.).

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Sufficient resources were available to support activities aimed at increasing the awareness of potential partners of the colleges' capacity to undertake applied research or technology development projects and contracts.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Securing funding from research partners was easy.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

\* Our college has demonstrated strong capability to maintain collaborative relationships with existing applied research or technology development partners resulting in new or expanded applied research or technology development opportunities.

1       2       3       4       5       NA  
Strongly disagree      Strongly agree      Not applicable

Use the box below to briefly discuss, if applicable, any key challenges faced over the last year and that could affect the long-term sustainability of the CFI-funded infrastructure.

0%

The limit for this text field is 1,000 characters.

## Operation and maintenance: sources of funds

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\* For the period April 2021 to March 2022, identify the sources of funds that have been used to support the operation and maintenance of the infrastructure funded through this CFI award. Select all those that apply.

- Funds from your college
- Funds from other post-secondary institutions
- Funds from the CFI's Infrastructure Operating Fund (IOF)
- Funds from private sector
- Funds from not-for-profit/community organizations
- Funds from charitable organizations/foundations
- Funds, in the form of grants or awards, from federal, or federally funded organizations and programs (e.g., SSHRC, NSERC, CIHR, NRC-IRAP, MITACS, Regional Development Agencies)
- Funds from provincial government grants or awards
- Funds from municipal government grants or awards
- Funds from foreign government or organization grants or awards
- Other: You will need to provide a short description if you selected "Other."
- None

\* Indicates a required field

Validate Display/Print Save

## Infrastructure use

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\* To what extent was the infrastructure used between April 2021 and March 2022?

Please select... ▾

- Please select...
- Underused
- Fully used
- Oversubscribed

\* Ir

Validate Display/Print Save

As depicted below, you will need to briefly explain your decision if "Underused" or "Oversubscribed" was selected.

## Infrastructure use

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\* To what extent was the infrastructure used between April 2021 and March 2022?

Underused ▾

\* Describe why the infrastructure was either underused or could not meet the demand (oversubscribed) between April 2021 and March 2022.

0%

The limit for this text field is 2,000 characters.

## Infrastructure users

\* Between April 2021 and March 2022, how many of the following user types used or directly benefited from the infrastructure funded through this award?

Each user should only be counted once. Enter "0" if none.

User type	Number (enter '0' if none)
Faculty member from the college	<input type="text"/>
Faculty member from another college	<input type="text"/>
Technical and professional personnel (excluding faculty members or administrative personnel) at the college	<input type="text"/>
Faculty member from a university	<input type="text"/>

\* Indicates a required field

## Partners

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\* Between April 2021 and March 2022, how many distinct research partners benefited from applied research or technology development enabled by the infrastructure funded through this award?

Note: Research partners are typically collaborators who have a direct interest or involvement in the research and technology development activities enabled by CFI-funded infrastructure, or are interested in using and exploiting the results of those activities (e.g., private company wishing to improve an industrial process, vendors of specialized instruments who are seeking technological improvements or non-governmental organizations looking to improve public policies, etc.)

Each partner should only be counted once. Enter "0" if none.

Partner type	Number (enter '0' if none)
Small or medium-sized enterprise (SME) from the private sector	<input type="text"/>
Large enterprise from the private sector	<input type="text"/>
Semi-public/parapublic or public institution (e.g., Crown corporation, national museum/library/archive, prison, primary school or high school, etc.)	<input type="text"/>
Federal government	<input type="text"/>
Provincial/territorial government	<input type="text"/>
Municipal government	<input type="text"/>
External research institution (e.g., other college, university, research hospital, research institute)	<input type="text"/>
Professional or industrial association	<input type="text"/>
Charitable or not-for-profit organization	<input type="text"/>
Indigenous group or organization	<input type="text"/>
Community group	<input type="text"/>
Practitioner (e.g., healthcare professional, lawyer, teacher, nurse, etc.)	<input type="text"/>
Other <input type="text" value="Please specify ..."/> <small>200 characters</small>	<input type="text"/>

\* Indicates a required field

Validate Display/Print Save

## Research outputs

Validate Display/Print Save

\* Between April 2021 and March 2022, how many of each of the following types of research outputs were enabled by the infrastructure funded through this award?

Each output should only be counted once. Enter "0" if none.

Research output type	Number (enter '0' if none)
Research or technical report, consultancy report	<input type="text"/>
Conference, symposium or workshop presentation or publication	<input type="text"/>
Peer-reviewed academic publication (article, review, editorial)	<input type="text"/>
Monograph, book, or book chapter authored, co-authored or edited	<input type="text"/>
Reference or training tool/material (manual, guide)	<input type="text"/>
Thesis, dissertation, capstone project report	<input type="text"/>
Policies, technical and industry standards or guidelines	<input type="text"/>
Other <input type="text" value="Please specify ..."/> 200 characters	<input type="text"/>

\* Indicates a required field

Validate Display/Print Save

## Dissemination, awareness and outreach



Research dissemination, awareness building and outreach activities can serve to communicate the findings of applied research or technology development activities enabled by the CFI-funded infrastructure, to introduce stakeholders to new concepts, methods or skills, or to inform external actors and organizations of the capacity of the college to undertake applied research or technology development projects and contracts.

Validate

Display/Print

Save

\* Between April 2021 and March 2022, how many of each of the following types of activities were undertaken to disseminate research findings, build awareness or conduct outreach?

Each activity should only be counted once. Enter "0" if none.

Activity	Number (enter '0' if none)
Participation in a working group/expert panel/advisory committee	<input type="text"/>
Publication in a magazine or newsletter (article, review, editorial)	<input type="text"/>
Conduct media interview/press conference	<input type="text"/>
Creation/use of an engagement-focused website	<input type="text"/>
Production of or participation in a broadcast/podcast (other than news or press)	<input type="text"/>
Booth at trade show/conference/fair/convention	<input type="text"/>
Publication in a professional/trade journal/magazine (article, review, editorial)	<input type="text"/>
Participation in a networking and marketing event (open house, research showcase day)	<input type="text"/>
Participation in an industry/community/general public event	<input type="text"/>
Creation/use of a blog, social media channel	<input type="text"/>
Organization of symposia, seminars, conferences	<input type="text"/>
Organization of courses, workshops, training sessions	<input type="text"/>
Presentations to potential partners	<input type="text"/>
Other: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                     Please specify ...                 </div> <div style="text-align: right; margin-top: 5px;">200 characters</div>	<input type="text"/>

\* Indicates a required field

Validate

Display/Print

Save

## Knowledge assets



The CFI would like to know if its investments contribute to the creation, protection and/or commercialization of knowledge assets like patents and trademarks, and their transfer and use.

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\* Between April 2021 and March 2022, which, if any, of the following activities were undertaken to create, protect and/or commercialize knowledge assets related to applied research or technology development activities enabled by the infrastructure funded through this award? Select all those that apply.

- Provisional patent
- Patent
- Trademark
- Industrial design right or registered design
- Copyright
- Licensing agreement
- Research- or technology-based spin-off company
- Exclusivity agreement
- Trade secret
- Plant breeders' right
- Other:
- None

\* Indicates a required field

Validate Display/Print Save



## Training environment

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\* Between April 2021 and March 2022, to what extent did the infrastructure funded through this award impact the quality of the training environment for students (i.e., use of the infrastructure to improve student levels of knowledge and skill)?

Please select... ▼

Please select...

- \*  No impact or very low impact
- Low impact
- Moderate impact
- High impact
- Very high impact

Validate Display/Print Save

## Highly qualified personnel



One of the CFI's key objectives is to expand research and job opportunities by fostering the establishment of high-quality research and training environments for highly qualified personnel (HQP), such as college, PhD, master's and undergraduate students, and postdoctoral fellows.

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\* Between April 2021 and March 2022, did the infrastructure funded through this award enable college, PhD, master's or undergraduate students, and/or postdoctoral fellows to conduct applied research or technology development?

Yes  No

The following question and table will only appear if "Yes" is selected.

\* Indicate below the number of highly qualified personnel whose research was enabled by CFI-funded infrastructure in the context of applied research or technology development partnerships.

Each individual should only be counted once. Enter "0" if none.

Type	Total number of HQP (enter '0' if none)
College student	<input type="text"/>
University undergraduate	<input type="text"/>
Master's student	<input type="text"/>
PhD student	<input type="text"/>
Postdoctoral fellow	<input type="text"/>

\* Indicates a required field

Validate Display/Print Save

## Research outcomes

Validate Display/Print Save

Not including accomplishments already addressed (i.e. research outputs, knowledge assets, training of HQP), describe at least one, and up to three, examples of applied research or technology development projects enabled by the infrastructure funded through this award between April 2021 and March 2022.

For each example, briefly describe what need(s) the applied research or technology development aimed to address, the partners involved, the research results as well as their means of dissemination and benefit(s) for the research partner(s). In addition, select the type(s) of outcomes and partners for each example from the lists provided.

### \* Example 1

0%

4,000 characters

\* From the list below, select all types of outcomes that best illustrate those achieved through this example.

- New or improved product
- New or improved process, procedure, protocol, method (e.g., manufacturing process, detection method or technique, treatment protocol, professional practice)
- New or improved service
- New or revised policy, regulation, code, guideline
- New or revised bill, law, government program or measure
- New or revised concept, model, framework, plan, strategy (e.g., decision-making framework, development plan, forecasting model, risk-mitigation strategy, etc.)
- Cultural or intellectual enrichment (e.g., documentary, multimedia presentation, performing arts, visual arts, exhibit, creative writing, etc.)
- Public education and awareness initiative
- Other benefits or notable impacts beyond academia:

\* From the list below, select all types of partner(s) who were involved in the applied research or technology development project featured in this example.

- Small or medium-sized enterprise (SME) from the private sector
- Large enterprise from the private sector
- Semi-public/parapublic or public institution (e.g., Crown corporation, national museum/library/archive, prison, primary school or high school, etc.)
- Federal government
- Provincial/territorial government
- Municipal government
- External research institution (e.g., other college, university, research hospital, research institute)
- Professional or industrial association
- Charitable or not-for-profit organization
- Indigenous group or organization
- Community group
- Practitioner (e.g., healthcare professional, lawyer, teacher, nurse, etc.)

Other: You will need to provide a short description if you selected "Other."

Add example 2

You can provide up to three examples.

You will need to provide a short description if you selected "Other benefits...".

\* Indicates a required field

Validate Display/Print Save

## New job creation

Validate Display/Print Save

\* For each grouping of individuals shown below who directly participated in the applied research or technology development activities enabled by the infrastructure funded through this award, indicate if there were any new jobs created between April 2021 and March 2022.

Faculty or technical and professional position to operate or oversee the infrastructure, or to promote its use.

Yes  No  Unknown

Students or postdoctoral fellows who participated in applied research or technology development activities and were subsequently hired by the partner or one of the partners.

Yes  No  Unknown

\* Indicates a required field

Validate Display/Print Save

## Equity, diversity and inclusion

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\* Briefly describe any actions, activities or strategies put in place to overcome challenges or systemic barriers that exist in the context of research enabled by the CFI-funded infrastructure (specific challenges or systemic barriers may prevent individuals from underrepresented groups from participating equitably within the research team). Outline the tangible outcomes achieved by these actions, activities or strategies. Describe these in terms of their contribution to facilitating the inclusion of individuals from underrepresented groups within the research team and to increasing the diversity and the equitable participation in the team.

Definition: Underrepresented groups can include, but are not limited to, women, Indigenous Peoples, persons with disabilities, members of visible minorities/racialized groups, members of LGBTQ2+ communities and early-career researchers.

0%

The limit for this text field is 4,000 characters.

## Contact person

If you are not the project leader responsible for this CFI-funded infrastructure award, provide your name and contact information below and briefly outline your role in relation to the infrastructure project funded through this award.

0%

500 characters

## Comments

Optional: Use the text box below to add any additional comment related to your CFI project or this questionnaire.

0%

1,000 characters