



British Columbia
Knowledge Development Fund (BCKDF)

Guidelines



Updated: July 2015

For more information, please contact:

Dr. Cecile Lacombe
Director, Research and Knowledge Development
Technology and Innovation Branch
Ministry of Technology, Innovation and Citizens' Services
Telephone: 250-387-6157
Email: BCKDF@gov.bc.ca

CONTENTS

1. INTRODUCTION	1
1.1 Overall objectives	1
1.2 Program responsibility	1
1.3 BCKDF funding principles	1
2. BRITISH COLUMBIA STRATEGIC RESEARCH PRIORITIES	2
3. ELIGIBILITY	3
3.1 Eligible applicants.....	3
Public post-secondary institution	3
Non-profit research agency affiliated with a public post-secondary institution	4
Research hospital	4
Multi-institution applications	4
3.2 Eligible funding partners	4
3.3 Eligible contributions: Cash and in-kind.....	5
3.4 Eligible Project Costs	5
3.5 Eligible infrastructure location.....	6
4. SUBMISSION INSTRUCTIONS	6
4.1 Submission principles: 2-step process	6
4.2 Submissions deadlines	6
4.3 Application documents and signatures	7
4.4 Electronic submissions	7
5. BCKDF'S COLLABORATION WITH CFI	8
6. APPLICATION REVIEW PROCESS	8
6.1 Assessment of project basic eligibility (Form - Step 1)	9
6.2 Alignment with provincial strategic research priorities.....	9
6.3 Financial information and final content review (Form - Step 2).....	11
6.4 Announcing results	11 12
7. ADMINISTRATION OF BCKDF AWARDS	12
7.1 Release of BCKDF funding	12
7.3 Construction and renovation start time	13
7.4 Accountability and reporting requirements	13
7.5 Ownership of Infrastructure and Intellectual Property	14
7.6 Liability	14
7.7 Increases to approved BCKDF funding awards	15

1. INTRODUCTION

Established in 1998, the British Columbia Knowledge Development Fund (BCKDF) is the Province's primary capital investment in support of research infrastructure in British Columbia.

Thanks to BCKDF investment in state-of-the-art research facilities and equipment, the research institutions and their affiliated research entities are attracting and retaining the world's top researchers. They are training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen British Columbia's position in today's economy.

1.1 Overall objectives

The main objectives of the BCKDF are to:

- maximize economic and social benefits of investing in research infrastructure within British Columbia;
- promote excellence in research and the enhancement of research infrastructure within the province;
- encourage increased collaboration among the province's post-secondary institutions, as well as between post-secondary institutions and industry;
- improve British Columbia's ability to attract and retain high-quality researchers and skilled technicians; and
- ensure that British Columbia's public post-secondary institutions and research hospitals are able to compete successfully for private-sector and federal funding, such as that available through the [Canada Foundation for Innovation \(CFI\)](#).

1.2 Program responsibility

The BCKDF and all associated program policies, review processes, and operations are the responsibility of the Ministry of Technology, Innovation and Citizens' Services (the Ministry). The Ministry of Advanced Education (AVED) is responsible for budget allocations and management of the BCKDF funding awards.

These guidelines will be revised regularly and any substantial changes will be communicated to the research institutions prior to publishing.

1.3 BCKDF funding principles

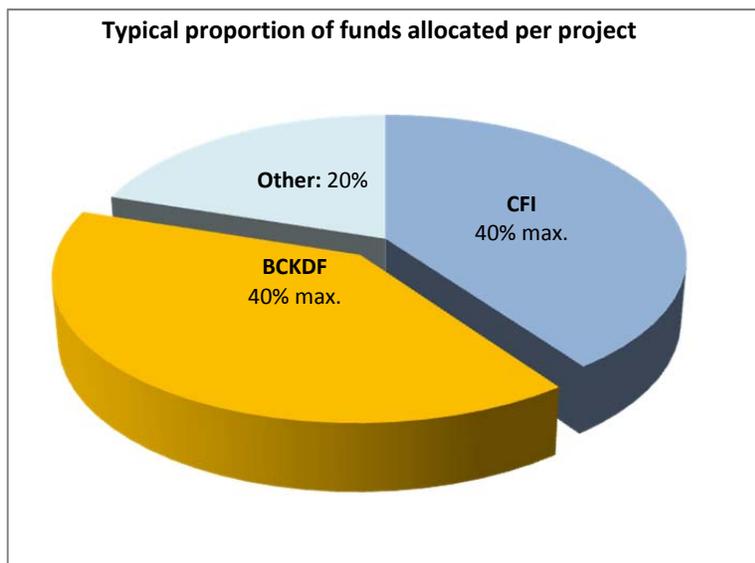
BCKDF provides funding as a restricted capital contribution for the development of a capital project supporting research infrastructure, in accordance with Public Sector Accounting Standards. BCKDF does not cover operating and research costs. BCKDF award recipients are responsible for funding ongoing operating and research expenditures.

Applicants will be solely responsible for any cost overruns.

BCKDF funds are subject to budget availability.

Proportion of funds allocated per project

BCKDF funds are awarded to successful applicants on a cost-sharing basis with the federal government and other funding partners. BCKDF only considers applications that have also requested funds from the [Canada Foundation for Innovation](#).



BCKDF funds up to 40 percent of a project's total eligible research infrastructure costs. This funding is leveraged to attract the remaining investment from partners in the public, private and non-profit sectors. CFI typically provides up to 40 percent, with the remaining 20 percent (cash or in-kind) from other non-provincial government partners.

In some cases, the percentage covered by BCKDF may be less than 40 percent of the total eligible project costs, for example when

projects involve multiple provinces: the amount awarded by BCKDF for a project cannot exceed the amount awarded by CFI to the applicant B.C. institution.

2. BRITISH COLUMBIA STRATEGIC RESEARCH PRIORITIES

The Government remains committed to research and innovation at British Columbia's public post-secondary institutions, and the Ministry of Technology, Innovation and Citizens' Services and the Ministry of Advanced Education are committed to continuing to support the BCKDF.

BCKDF projects will need to demonstrate their alignment with Provincial research priorities and goals, which include:

- Commercialization;
- Talent development; and
- Job creation.

All proposed projects submitted to BCKDF will only be considered for BCKDF funding if they can demonstrate alignment with these priorities and goals.

These priorities and goals highlight the importance of building our knowledge-based economy and establishing British Columbia as a leader in new technologies, and support the [BC Jobs Plan](#).

Key focuses for British Columbia are the following sectors for research and technology development:

- Agrifoods;
- Clean Technology;
- Digital and Screen-based Media;
- Health and Life Sciences;
- Information and Communication Technologies and Wireless;
- Infrastructure and Transportation;
- Natural Resources; and
- Tourism.

These sectors are broad categories that span multiple disciplines. For example, the health and life science sector may include disciplines such as genetics, chemistry, or engineering focusing on health-related products. The clean technology sector may include disciplines focusing on such topics as power generation, renewable energy, recycling, green chemistry, green material engineering, and many others.

The strategic priorities were chosen because of their particular social and economic importance to British Columbia. They represent the province's demonstrated strengths and competitive advantages, and areas where the province has particular need for research given its economic and social context.

For further details on the current Provincial priorities, please visit the [BC Jobs Plan](#) website, with its eight [associated key industry strategies](#), including [British Columbia's Technology Strategy](#).

3. ELIGIBILITY

3.1 Eligible applicants

Public post-secondary institutions based in British Columbia are eligible to apply for funding from BCKDF. Affiliated non-profit research agencies and research hospitals must submit proposals through the public post-secondary institution with which they are affiliated.

Note that only eligible institutions – and not individual researchers – may submit a proposal to BCKDF. To apply to BCKDF, researchers must work with their research services office.

The following definitions will be used by BCKDF to determine eligibility.

Public post-secondary institution

A public post-secondary institution is a degree-granting or diploma-granting entity created under any of the following British Columbia statutes:

- University Act
- Royal Roads University Act
- College and Institute Act
- Thompson Rivers University Act

Non-profit research agency affiliated with a public post-secondary institution

A non-profit research agency affiliated with a public post-secondary institution means a research agency that is defined by all of the following:

- The agency is funded by federal or provincial government grants or by charitable donations.
- The agency uses its funding to conduct research for the public good rather than for profit.
- The agency can legally receive fiscal agency loans from the provincial government (e.g., public universities, hospitals, research agencies where the provincial government appoints the majority of the members of the board or hold the majority of its shares, or research agencies that are statutory agents of the provincial government).

Non-profit research agencies should contact their affiliated institution to determine eligibility. Applications should be submitted by the institution with which the non-profit agency is affiliated.

Research hospital

A research hospital is any of the following:

- Vancouver Hospital and Health Sciences Centre
- Providence Health Care
- British Columbia Cancer Agency
- Children's and Women's Health Centre of British Columbia

Applications should be submitted by the institution with which the research hospital is affiliated.

Multi-institution applications

Multiple institutions may be listed as applicants for the same project, and may share the awarded infrastructure. In this case, a lead institution should be identified.

3.2 Eligible funding partners

The only mandatory funding partner for projects funded by BCKDF is:

- The Canada Foundation for Innovation

The following additional eligible partners may contribute to the remaining eligible costs of a project:

- Funds or trust funds held by the applicant institution where the conditions of the fund or trust fund allow this use
- Departments or agencies of the federal government
- Departments or agencies of municipal governments
- Corporations and businesses
- Voluntary organizations and foundations
- Licensing fees and royalties
- Contributions from individuals

Direct contributions to a BCKDF project from ministries of the Provincial government will be considered part of the Provincial share and will result in a corresponding adjustment of the amount provided through BCKDF. Where the source of funds is the Provincial government, contributions from agents of the Crown (other than post-secondary institutions) or Crown corporations will be considered part of the Provincial share. Funding from all British Columbia Provincial sources, when totaled, will under no circumstances exceed the maximum Provincial share stipulated in the *BCKDF funding principles* section of the guidelines.

3.3 Eligible contributions: Cash and in-kind

Eligible funding partners may contribute resources to a project either as cash or as in-kind donations. Where an eligible partner contributes an in-kind donation to a project, the BCKDF uses the [same rules as CFI](#) for assessing the value and nature of these donations, and how essential they are to the project.

3.4 Eligible Project Costs

Applicants may seek funding for any projects targeting the modernization, acquisition or development of research infrastructure. Research infrastructure is any equipment, specimens, scientific collections, computer equipment and software, or intangible properties, used for conducting research.

Building renovations and installations deemed essential for the use and servicing of the requested research infrastructure may also be eligible for funding. The BCKDF will support construction of new buildings only in exceptional circumstances, and only when the applicant demonstrates that a new building is the most cost-effective option to set-up and run the research infrastructure.

Project proposals may include one or more components. However, for all multi-component proposals, each component must be integral to the project as a whole. The application must clearly outline the manner in which all components relate to the overall objectives of the project.

Only capital projects are eligible for BCKDF funding. Any research infrastructure funded by the BCKDF – whether it is modernized, purchased or developed – must represent a new capital asset on the accounts of the applicant and must provide a new or improved research capability, research tool, or research facility when completed. Under no circumstances may BCKDF funding be used for operating expenditures.

When a particular cost item is not readily definable as either eligible or ineligible, the decision will be made on a case by case basis in consultation with the Ministry of Finance. If a particular cost item is determined to be ineligible for BCKDF funding, the applicant may be able to cover that item with CFI or other matching funds.

3.5 Eligible infrastructure location

Eligible recipient institutions must be located and based in British Columbia.

In most cases, the infrastructure will be located at the recipient institution. However, infrastructure may be located outside the recipient institution if there are clear benefits for the research project.

In exceptional circumstances, where there is clear benefit to British Columbia, BCKDF funding may also be applied to a British Columbia institution's contribution to a shared research facility located outside the province. In this case, the benefit to British Columbia must be clearly outlined in the proposal.

In the case of facilities located outside the recipient institution, they must represent a new capital asset on the accounts of the applicant. A capital asset agreement between the recipient institution and the institution where the asset will be located may be required.

4. SUBMISSION INSTRUCTIONS

4.1 Submission principles: 2-step process

The BCKDF application is a 2-step process that:

- fosters alignment for project approvals between the Province and CFI;
- ensures accuracy of financial and cash-flow information necessary to finalize the review process; and
- saves applicants not awarded by CFI from crafting complex financial BCKDF applications

The 2-step application is as follows:

- Step 1: Project basic eligibility information and alignment with B.C. priorities – **All applicants.**
- Step 2: Detailed financial and cash-flow information after CFI board decision – **Only for projects awarded unconditional or partial funding from CFI.**

4.2 Submissions deadlines

Step 1 Applications (Basic eligibility information & B.C. priorities) are due to BCKDF one month after the corresponding applications to the Canada Foundation for Innovation.

Step 2 Applications (Financial Information) are due to BCKDF one month after the Canada Foundation for Innovation board decision to award unconditional or partial funding to a project.

In the event that the CFI do not fund a project, the BCKDF Step 2 applications will not be required.

When the deadline falls on a weekend, applications are due on the following Monday.

4.3 Application documents and signatures

Step 1: Basic Information & Alignment with B.C. Priorities – All applicants

- A completed *BCKDF Step 1 Application Form*.

The BCKDF form does not request the applicant to re-state the content of the CFI application form. The BCKDF form focusses on information of specific interest to British Columbia.

- Attached page(s) with signatures (scanned or electronic signatures).
- A completed copy of the application submitted to the Canada Foundation for Innovation. All sections should be included.

The Step 1 application form must be signed by the president, CEO, chair, or designate of the lead B.C. applicant institution.

In the case of joint or multi-partner applications, the president, CEO, chair, or designate of each B.C. applicant institution must sign the application form.

Step 2: Financial Information – Only for projects awarded unconditional or partial funding from CFI

- A completed *BCKDF Step 2 Application Form*, including financial information and requested appended documents
- Attached page(s) with signatures (scanned or electronic signatures)

The Step 2: Financial Information application form must be signed by the Vice-President of Research and Vice-President of Finance of the lead B.C. institution or their approved designates.

4.4 Electronic submissions

All applications should be securely submitted electronically to BCKDF@gov.bc.ca. Documents submitted by email should be protected with a password that you will only disclose to the BCKDF Coordinator.

Do not send PDF versions of the BCKDF Step 1 and Step 2 applications forms. Please use the original Word or Excel format. Scanned signature pages can be in PDF format.

Emails containing BCKDF applications and related documents should include the following at the beginning of the subject line: BCKDF applications.

Document titles

Documents sent as part of the BCKDF application should be titled as follows:

- BCKDF Step 1 application form:
CFI file #_BCKDF_INSTITUTION ACRONYM_Researcher Last Name
For example: 12345_BCKDF_UXYZ_Lastname
- Copy of the CFI application:
CFI file #__CFI form_INSTITUTION ACRONYM_Researcher Last Name

For example: 12345_CFI form_UXYZ_Lastname

(For CRC applications, if the CFI application does not include resumes/curriculum vitae, please append accordingly.)

- BCKDF Step 2 application form:

CFI file #_BCKDF FINANCIAL_INSTITUTION ACRONYM_Researcher Last Name

For example: 12345_BCKDF FINANCIAL_UXYZ_Lastname

- Additional electronic documents:

All appended documents should be titled to match the BCKDF application form (Step 1 or Step 2), with added specifications at the end of the title.

For example: 12345_BCKDF_UXYZ_Lastname_Signature Page

12345_BCKDF FINANCIAL_UXYZ_Lastname_Signature Page

5. BCKDF'S COLLABORATION WITH CFI

BCKDF and CFI work closely together to administer applications and awards. In this regard, applicant institutions should be aware that:

- The content of the completed CFI application appended to the BCKDF application form will be used for the BCKDF review process.
- CFI may release to the Ministry, on a confidential basis, all review material related to the project.
- Ministry staff may submit their views to CFI about projects requesting funding from BCKDF.
- Ministry staff may attend meetings with CFI expert or assessment committees regarding their review of projects. Such meetings include (but are not limited to) the Multidisciplinary Assessment Committee (MAC) meetings and the Special Multidisciplinary Assessment Committee meetings (SMAC) held for CFI Innovation Fund proposals.
- The Province and CFI work together to streamline and harmonize the ongoing administration and monitoring of successful projects.
- The CFI may release to the Province of British Columbia, on a confidential basis, ongoing progress and financial information.
- The Province's staff may attend financial monitoring or audit visits, as well as site visits to review project progress and impact.

6. APPLICATION REVIEW PROCESS

The Ministry is responsible for coordinating the review of the BCKDF applications and for making recommendations for approval of proposals.

Every effort will be made to ensure a fair, timely, and transparent approval process.

- The Ministry will assess the project's basic eligibility, and record the project's information (Step 1: Basic information and alignment with B.C. priorities forms)

- The CFI expert committees will conduct a scientific review of the project (coordinated by CFI), including the proposed research quality, the researchers' expertise, and the need for the infrastructure (please refer to CFI's website for details.)
- Following receipt of results of the CFI adjudication process, the Ministry will request additional financial information for projects that received unconditional or partial funding from CFI (Step 2: Financial Information forms), to finalize its content review. The Ministry will include strategic value considerations in the recommendations for approval.

6.1 Assessment of basic eligibility of projects (BCKDF Step 1 Application form)

Step 1 application forms (Basic information and alignment with B.C. priorities) and supporting documents are received, recorded and assessed for completeness, accuracy, and consistency with the BCKDF requirements.

The Ministry will first establish the basic eligibility of the proposal. All the project proposals will move further ahead with the review process if they satisfy the following basic eligibility criteria:

- Eligibility of the applicant institution
- Application submitted by the deadline
- Completeness of the application, including required signoff by applicant and partner institutions
- Proof of the application to the Canada Foundation for Innovation
- Evidence that the request is for modernization, development, or acquisition of research infrastructure
- Availability of funding to cover the incremental operating costs of the infrastructure (see 6.1.1)
- Reasonable expectation that research funding will be available in future years if the project is approved
- Confirmation of project alignment with Provincial strategic research priorities (see 6.1.2)
- For projects not located in British Columbia: Benefits for the province are clearly stated.

6.1.1 Availability of funding to cover operating costs

It is the institution's responsibility to ensure that appropriate resources are provided for the operation, use and maintenance of BCKDF-funded research infrastructure over its useful life (i.e. the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose). As such, the institution should carefully consider its ability to sustain and use the infrastructure, prior to the submission of a proposal to the BCKDF.

To meet this obligation, the institution must have an internal plan for the sustainable provision and administration of operating and maintenance support. The institution must keep this plan on file and provide it to the Ministry upon request. The institution might also append their plan to their BCKDF proposal if they wish to.

6.1.2 Alignment with provincial strategic research priorities

Applicants must clearly demonstrate how their project aligns with each of the priorities mentioned below. Although each priority must be addressed, applicants are encouraged to emphasize those which are most relevant to their project.

For each priority, the examples presented below are illustrative, not exhaustive. Applicants are encouraged to document all benefits associated with their proposal.

Commercialization

(section 8.1 on Step 1 Application form)

Commercialization relates to research results, tools, or processes enabled by the requested infrastructure. For example, this may be demonstrated by:

- Potential for commercialization resulting from the research conducted with the requested infrastructure
 - Potential for spinoff companies
 - Potential for patents
 - Commercial interest from industry in the research results, tools, or processes
 - Commercial interest from potential users in the research results, tools, or processes
- Involvement of the research project with industry or commercialization stakeholders
 - Direct industry funding or in-kind contribution
 - Interest from investors
 - Relation to commercialization programs
 - Working collaborations with industry or investors

Talent development

(section 8.2 on Step 1 Application form)

Talent development relates to the training of Highly Qualified Personnel (HQP), including researchers, post-doctoral fellows, doctoral students, masters students, technicians, professionals, and trainees who conduct research with the requested infrastructure. For example, this may be demonstrated by:

- How the infrastructure will enhance the current training environment for HQP
- How the infrastructure will prepare HQP for research and other careers
- Statistics on the number of HQP expected to work on the research project with the requested infrastructure

Job creation

(section 8.3 on Step 1 Application form)

The proposal should demonstrate how and to what extent the research project and requested infrastructure will contribute to job creation in British Columbia. This may be demonstrated by:

- Quantifying and specifying direct job creation for new researchers, technicians, support staff, and students who will work on the project

- Quantifying and specifying direct job creation for the construction or installation of the requested infrastructure
- Demonstrating how the project may contribute to additional indirect employment in the province, for example as a result of commercialization or application of research outputs.

Other economic and societal benefits for British Columbia

(section 8.4 on Step 1 Application form)

This category relates to other benefits for British Columbia that the investments in the infrastructure could generate. This may include:

- Social benefits
- Health benefits such as reduced mortality and morbidity
- Economic benefits such as reduced cost of public intervention and mitigation
- International scientific reputation of the institution or enhanced competitiveness of the province
- If part, or all, of the requested infrastructure is located outside of British Columbia, applicants should clearly state the benefits for the province.

6.2 Financial information and final content review (BCKDF Step 2 Application form)

Only the proposals awarded unconditional or partial funding by the Canada Foundation for Innovation board, and that meet the eligibility defined in section 6.1 above, will be considered for the BCKDF final funding approval.

Once an applicant has received notice of unconditional or partial funding approval from CFI, the applicant may proceed to Step 2 of the BCKDF application and submit the Financial Information form.

If an institution received conditional funding approval from CFI, they cannot proceed to Step 2 until the Ministry receives confirmation that CFI has lifted the conditions.

The type of information requested on the Step 2: Financial Information form depends on the type of project (e.g. minor infrastructure project, project containing a construction or renovation component, project that is part of a larger national project, and major infrastructure project – some of which may require approval from Treasury Board).

Note that BCKDF funds are subject to budget availability. The Province reserves the right to decline any application for any reason, including but not limited to lack of funds, projects deemed not to be in the public interest, projects in conflict with the priorities and policies of the Province, or projects raising ethical or other concerns. Funding approval of a project by CFI **does not** ensure funding from BCKDF.

If all of the projects recommended for approval require an amount exceeding the available budget, the Ministry will further develop a prioritization process to ensure that British Columbia's research dollars support provincial research priorities. BCKDF funds will be allocated to the top priority projects, until the amount of funding available is committed.

The Ministry will incorporate strategic value considerations into the recommendations for funding approvals.

6.3 Announcing results

The list of awarded projects will be communicated to the Presidents of the lead applicant institutions. The institutions are in turn responsible for communicating results to the lead researchers.

7. ADMINISTRATION OF BCKDF AWARDS

7.1 Release of BCKDF funding

Funding Confirmation

BCKDF approval of a project will be conditional on all partners being financially committed, in writing.

Once a project has received all relevant approvals and the recipient institution has signed an Award Agreement¹ with CFI, a Funding Confirmation Package must be submitted electronically to both BCKDF@gov.bc.ca and AVED.PostSecondaryFinanceBranch@gov.bc.ca in order to request the release of BCKDF funding.

The Funding Confirmation Package must include the following:

- A signed letter from the institution confirming that all BCKDF funding will be directed toward capital assets.
- A copy of the following documents from the Award Finalization documentation submitted to the CFI:
 - A signed copy of the CFI [Award Finalization form](#)
 - A current itemized budget of eligible costs. Acceptable formats include:
 - A copy of what is submitted to CFI at the time of award finalization (if applicable); OR
 - An equivalent document an institution has created for their own purposes.
 - Summary of Secured Contributions; and,
- A BCKDF Project Summary form, template available at: http://www.aved.gov.bc.ca/cppm/related_documents.htm

Funding disbursements

Once the funding confirmation package and the BCKDF project summary form have been received, BCKDF funding will be disbursed to successful applicants using established Provincial capital funding mechanisms. BCKDF funding will be issued incrementally via a Certificate of Approval (COA), with the amount based on cash flow projections provided by the institution.

¹ For each approved project, the CFI prepares an *Award Agreement* which the institution is required to sign, accepting the terms and conditions of the funding.

To increase the funding available on the COA, the institution must submit an updated BCKDF project summary.

All BCKDF projects are subject to a 10 percent holdback. The final holdback will be released upon project completion. Project completion is defined as *the date at which the infrastructure has been acquired or developed and is operational and all expenditures have been incurred*. As a stipulation of the transfer of the final holdback, the recipient will be required to provide the following within 90 calendar days of project completion:

- BCKDF Project Closure form, signed by the Vice-President of Finance. A template of this form can be found at: http://www.aved.gov.bc.ca/cppm/related_documents.htm.

Provincial funding is conditional on each applicant ensuring that the construction and implementation of projects meet all of the lawful requirements of the Province of British Columbia (e.g. environmental standards, employment legislation) and any applicable local bylaws.

If, at the completion of the project, the total actual eligible costs vary from the approved project budget, the Provincial funding will be limited to either the approved maximum BCKDF contribution or the agreed percentage share at the time of the BCKDF approval, whichever is less.

7.3 Construction and renovation start time

CFI requires funding recipients to substantially start construction and renovation components of projects within 18 months of confirmation of CFI awards. For the BCKDF program to be aligned with the CFI, BCKDF also requires that construction or renovations be substantially started within 18 months of the BCKDF approval, and that institutions purchase equipment within 18 months of the BCKDF approval.

7.4 Accountability and reporting requirements

In addition to any terms and conditions required by other funding partners, projects are to proceed in accordance with various Provincial government requirements and policies including but not limited to:

- Capital Asset Management Framework: <http://www.fin.gov.bc.ca/tbs/camf.htm>
- Capital Asset Reference Guide: http://www.aved.gov.bc.ca/cppm/related_documents.htm
- Where applicable:
 - University Act; College and Institute Act; Thompson Rivers University Act; Royal Roads University Act;
 - Greenhouse Gas Reduction Targets Act;
 - Wood First Legislation;
 - LEED Gold for new construction; certification must be obtained from Canada Green Building Council (CaGBC); and
 - LEED Silver for major renovation and renewal project; certification must be obtained from CaGBC.

Projects with major construction or renovation components may be required to provide project reporting through the project implementation phase. Specific direction will be communicated to an institution on a project-by-project basis.

Financial reporting requirements

As a stipulation of the BCKDF funding approval, an institution is required to submit the following:

- Quarterly cash flow projections
- Funding issued through the COA is to be reflected in the appropriate lines on quarterly forecasts and year-to-date actual (Appendix Cs)

It is critical that an institution provide accurate cash flow projections and make funding draws as soon as viable. Diligent monitoring of cash flow for all capital projects is expected.

Any additional financial reporting requirements will be communicated to an institution on a project-by-project basis.

Project progress and outcomes reporting

Each institution that receives funding from BCKDF will be required to report on the outcomes of that investment in infrastructure. Please submit a copy of each annual Project Progress Report, as provided to CFI, to BCKDF@gov.bc.ca.

In addition, new reporting requirements may be developed that may specifically apply to all future projects. In this case, the measures will be developed in consultation with institutions.

7.5 Ownership of Infrastructure and Intellectual Property

The ownership of infrastructure that has been created or enhanced with funding from BCKDF will be vested in the institution, alone or in partnership with other applicant institutions, as appropriate.

The Ministry will not assert any ownership of, or copyright in, any intellectual property arising from any infrastructure project funded by BCKDF. The institution or the inventor will own these rights, in accordance with current institutional policies.

Where the infrastructure purchased is to be located at a site other than a British Columbia public post-secondary institution or affiliated teaching hospital, a Capital Asset Protection Agreement may be required.

7.6 Liability

In no event will the Province of British Columbia be responsible to the user or owner of any infrastructure funded by BCKDF for any special, general, direct, indirect, incidental, or consequential damage or loss that may arise from the use or operation, proper or improper, of the infrastructure.

These guidelines are subject to change without notice. Applicants are responsible for ensuring they have the most up-to-date version of the guidelines and application forms.

7.7 Increases to approved BCKDF funding awards

Under the BCKDF guidelines, applicants are solely responsible for any cost overruns.

In exceptional circumstances, however, requests for an increase to a BCKDF award will be considered if a request is also made to CFI to change the award. Please see the [CFI Policy and Program Guide](#) for further information.

Institutions requesting additional BCKDF funding for a previously approved project must submit a separate BCKDF application at the same time that a request is made to CFI. In addition to meeting CFI's criteria, the BCKDF application must demonstrate that the new funding request meets BCKDF criteria. Applications must clearly demonstrate that the request is the result of a change to the original scope of the project with added benefits, not simply the result of unanticipated cost overruns.

8. BCKDF Guidelines: Updates

Date	Version	Main edits
May 2014	1.0	Original version of this document
Summer 2015 <i>Minor updates</i>	1.1	<ul style="list-style-type: none"> • Minor edits (typos, formatting) • Application instructions / contacts • Section 7.4: Accountability and reporting requirements Submit a copy of “each annual Project Progress Report, as provided to CFI” instead of submitting “CFI project closure progress reports”. • New section: 6.1.1 Availability of funding to cover operating costs • New section: 8. BCKDF Guidelines: Updates • New BCKDF@gov.bc.ca email account for submission of all BCKDF applications and related documentation.