**BCKDF Applications: Step 2 – Detailed financial and cash-flow information**

**SIGNATURE PAGE – INSTRUCTIONS**

Only proposals that were awarded unconditional full or partial funding by CFI, or that have had their conditions lifted, are eligible to submit a Step 2 form.

Institutions submitting more than one Step 2 BCKDF application may choose to use this Step 2 Signature Page instead of providing one signature per application.

This Signature Page provides one approval/signature for a batch of applications submitted on the same day by a lead B.C. institution.

A list of all the applications included in the batch must be appended in the *BCKDF Application* *Summary* table (see below).

Use of this Step 2 Signature Page is optional – institutions preferring to have individual applications that are each signed separately may continue to do so.

This template is provided for your convenience – please copy the content into your institution letterhead as per your normal process.

The Signature Page **must** be signed by the Vice-President of Research **and** the Vice-President of Finance of the lead British Columbia institution, or their approved designates. (For national projects, include signatures from the lead B.C. institution only.)

By signing the Signature Page, the signatories confirm that the information and documentation provided is correct, and acknowledge that it may be shared with Ministry staff and others for the purpose of administering the BC Knowledge Development Fund.

 *Please direct any questions about this form to* *BCKDF@gov.bc.ca**.*

**SIGNATURE PAGE – TEMPLATE**

 *[Institution address/letterhead]*

*[Date]*

Dr. Cecile Lacombe

Executive Project Director, Research, Innovation and Life Sciences

Planning and Innovation Branch

Ministry of Jobs, Economic Recovery and Innovation

Dear Dr. Lacombe,

**Re: BCKDF *[month, year]* Applications: Step 2 – Detailed financial and cash-flow information**

Enclosed are *[*##*]* Step 2 applications from *[institution name]* for the BC Knowledge Development Fund (BCKDF) proposal intake – *[date of application deadline]*, providing detailed financial and cash-flow information*.*

These applications are linked to the following CFI competition(s): *[CFI competition name(s)]*.

Also included is a BCKDF Application Summary sheet that details the allocation of the *[$###,###]* submission amount by project.

In signing this letter, we confirm that:

* The financial information and documentation provided is correct, and that it may be shared with Ministry staff and others for the purpose of administering the BCKDF;
* The institution agrees to and accepts the conditions governing BCKDF funding, as outlined in the [*BCKDF Guidelines*](https://www2.gov.bc.ca/gov/content/governments/technology-innovation/bckdf); and,
* The institution accepts its commitment to ensure appropriate resources are provided for the operation and maintenance of the proposed BCKDF‐funded research infrastructure over its useful life.

Sincerely,

*[First name, Last name] [First name, Last name]*

Vice President Research Vice President Finance

cc...

**BCKDF Application Summary**

**BC Lead Institution:** *[institution name]*

**BCKDF Step 2 Application intake:** *[date of BCKDF application deadline]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CFI Project number** | **Project leader** | **Project title** | **Total project cost $** | **BCKDF request amount $** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **TOTAL** |  |  |