




## Checklist for Termination of a Grant

### INSTRUCTIONS:

The institution Office of Research Services, or the Office of Financial Administration, must immediately inform the Finance and Awards Administration Division of NSERC and SSHRC, and the appropriate CIHR  program staff when:

- a grantee no longer holds an eligible position at an eligible institution;
- program requirements are not met (e.g., unsatisfactory progress, discontinuation of the partner's contributions); and/or
- a grantee is unable to carry out the research, or research related activities, for which the grant was awarded.

The following documents must be submitted to the agency by the grantee and/or the institution.

<b>Documents Required from the Appropriate Authorized Official at the Institution:</b>	
<input type="checkbox"/>	Complete, sign and mail or submit through the on-line Financial Data Submission and Reconciliation (FDSR) system, a Grants in Aid of Research – Statement of Account (Form 300) as of the date of termination.
<input type="checkbox"/>	A completed and signed detailed list of Outstanding Commitments (Form 303) made by the grantee prior to termination, including employment contracts/agreements for research personnel (NSERC and SSHRC only).
<input type="checkbox"/>	A refund cheque to cover outstanding money if there is an unspent balance. This amount should be in the same amount as the refund (CIHR only).
<b>Documents Required from the Grantee or the Appropriate Authorized Official at the Institution Paid:</b>	
<input type="checkbox"/>	A signed letter (CIHR only):
<input type="checkbox"/>	confirming the title of the project
<input type="checkbox"/>	confirming the reasons for the termination of the grant
<input type="checkbox"/>	confirming the justification for a transition period
<input type="checkbox"/>	describing the matters to be resolved, the time period and the funds required to do so, and what arrangements will be made (e.g., to continue supervision of students or the project if the grantee will no longer remain on site)

### Notes:

To request a transfer of the grant to an eligible co-grantee, thereby allowing any group/team grant for which the existing grantee is the principal investigator to continue to be funded, the institution must submit a written request to the Agency.



Canadian Institutes of  
Health Research

Instituts de recherche en  
santé du Canada

Natural Sciences and Engineering  
Research Council of Canada

Conseil de recherches en sciences  
naturelles et en génie du Canada

Social Sciences and Humanities  
Research Council of Canada

Conseil de recherches en  
sciences humaines du Canada

### **NSERC and SSHRC only**

- No new commitments or expenditures may be authorized from the grant account after the date of termination. Any such commitments or expenditures are the responsibility of the institution.
- The Agency may authorize a phase-out period for the payment of outstanding commitments or expenditures from funds remaining in the account. If no such period is authorized, payment of outstanding commitments or expenditures is the responsibility of the institution.
- When authorized, the duration of a standard phase-out period is three to six months, but it is 12 months in the event of a grantee's death.