






Checklist for the Relocation of a Grantee to an Eligible Canadian Institution

INSTRUCTIONS:

In order to transfer a grant from one eligible Canadian institution to another eligible Canadian institution, the following documents are to be submitted to the Finance and Awards Administration Division for NSERC and SSHRC, and for CIHR to the  appropriate program staff.

A transfer request between institutions will be considered during the funding period and the extension period (automatic one-year extension or other approved extension period).

Documents Required from the Grantee:							
<input type="checkbox"/>	written notification stating the date of departure from the institution						
CIHR only							
<input type="checkbox"/>	a completed and signed  “Application to Transfer a Grant or Award to an Eligible Canadian Institution” form						
<input type="checkbox"/>	an updated Common CV cover page (Page one) (Validated for CIHR) with the grantee’s address at the proposed new Institution Paid						
<input type="checkbox"/>	a signed transfer letter, including: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>the application number of the grant</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>the title of the project</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>an explanation and justification for the leave</td> </tr> </table>	<input type="checkbox"/>	the application number of the grant	<input type="checkbox"/>	the title of the project	<input type="checkbox"/>	an explanation and justification for the leave
<input type="checkbox"/>	the application number of the grant						
<input type="checkbox"/>	the title of the project						
<input type="checkbox"/>	an explanation and justification for the leave						
Documents Required from the Appropriate Authorized Official at the Original Institution:							
<input type="checkbox"/>	a completed and signed Grants in Aid of Research – Statement of Account (Form 300) up to the date of departure						
<input type="checkbox"/>	a detailed list of Outstanding Commitments (Form 303) made by the grantee prior to the transfer including employment contracts/agreements for research personnel (NSERC and SSHRC only) or an estimate of the remaining funds available at the original Institution Paid (CIHR only).						
<input type="checkbox"/>	Submit the request package to the  “Agency” (CIHR only)						
Documents Required from the Appropriate Authorized Official at the Proposed New Institution (NSERC and SSHRC only):							
<input type="checkbox"/>	A letter from the president of the institution or delegate, countersigned by the appropriate department head or dean, giving the date of appointment and academic status at the new institution. The letter must include a statement that the president of the institution or delegate agreeing to abide by all Agency policies and requirements relating to the Grant; and						
<input type="checkbox"/>	Page one, and Appendices B or B1 and C of the Personal Data Form (Form 100) (NSERC only).						



Notes:

- The grantee must notify any co-investigators to make their own arrangements regarding the allocation of funds.

CIHR only:

- Transfer requests between host and affiliate institutions during the extension period are not considered.
- If CIHR approves the request to transfer the grant(s), arrangements will be made to transfer a portion of the unspent balance. The remainder of the unexpended balance will be transferred upon receipt of a final statement of expenditures from the business office of the institution to which the grant was originally made.