






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

<b>Documents Required from the Grantee:</b>	
<input type="checkbox"/>	written notification stating the date of departure from the institution
<b>CIHR only</b>	
<input type="checkbox"/>	a completed and signed  <b>Application to Transfer Grant(s) to an Eligible Canadian Institution</b> form. The required institutional signatures are from the authorized officials at the Proposed New Institution Paid. The authorized officials at the Original Institution do not need to sign this 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 relocation letter, including:
<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 relocation
<b>Documents Required from the Appropriate Authorized Official at the Original Institution:</b>	
<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 relocation 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  <b>Agency</b> (CIHR only)
<b>Documents Required from the Appropriate Authorized Official at the Proposed New Institution (NSERC and SSHRC only):</b>	
<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



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Social Sciences and Humanities  
Research Council of Canada

Conseil de recherches en  
sciences humaines du Canada

only).
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**Notes:**

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

**CIHR only:**

- Transfer requests between a host institution and one of its affiliate institutions during the extension period are not considered.
- If CIHR approves the request to transfer the grant(s), arrangements will be made to immediately transfer a portion of the current year commitments. The remainder of the commitments as well as any previous years unexpended balance, if applicable will be transferred upon receipt of a final statement of expenditures from the business office of the former institution.