



Checklist for Maternity and/or Parental Leave Paid from Grants to Students and Postdoctoral Fellows

INSTRUCTIONS:

For NSERC

1. *Students, postdoctoral fellows and/or grantees must contact the Office of Graduate Studies of the institution for information on how to proceed to obtain a paid maternity and/or parental leave.*
2. *The institution must submit, to the Finance and Awards Administration Division, an invoice containing all the appropriate information, as described below.*

For CIHR

1. *The grantee, the institution and the student/postdoctoral fellow using the appropriate checklist below has the responsibility to ensure that all required information will be available to the Agency.*
2. *One package containing all relevant information must be received at the Agency at least 30 days prior to the maternity and/or parental leave start date.*

Documents Required from the Grantee (CIHR only):	
<input type="checkbox"/>	A signed letter confirming:
<input type="checkbox"/>	the applicable number of the grant from which the student or postdoctoral fellow is paid
<input type="checkbox"/>	the title of the project the student or postdoctoral fellow is working on
<input type="checkbox"/>	the maternity and/or parental leave supplement amount
<input type="checkbox"/>	the date the student or postdoctoral fellow started working on the grant/project from which payment is made
<input type="checkbox"/>	the date the student or postdoctoral fellow started to receive a stipend from the grant
<input type="checkbox"/>	the start and end date of the requested maternity and/or parental leave
<input type="checkbox"/>	the student or postdoctoral fellow will not be engaged in studies, research activities or employment (in any capacity) during the maternity and/or parental leave
<input type="checkbox"/>	if applicable, other funding sources of the grantee
Documents Required from the Appropriate Authorized Official at the Institution Paid	
<input type="checkbox"/>	A signed letter (CIHR only) confirming:
<input type="checkbox"/>	The individual is either registered as a student or is acknowledged as a postdoctoral fellow by the institution
<input type="checkbox"/>	Amount paid to the student or postdoctoral fellow from the CIHR funded grant during the period (supporting evidence may be requested)
<input type="checkbox"/>	the student or postdoctoral fellow is ineligible for employment insurance and will not receive maternity and/or parental leave benefits at any time from other sources



<input type="checkbox"/>	Submit an invoice for paid maternity and/or parental (NSERC only)
<input type="checkbox"/>	Indicate the period covered by the invoice
<input type="checkbox"/>	Name of the student(s) or postdoctoral fellow(s) paid from Agency who received the supplement during the period of the invoice
<input type="checkbox"/>	Name of the grantee supporting the student or postdoctoral fellow, as well as the grantee's NSERC grant number
<input type="checkbox"/>	Duration of the leave taken by each student/postdoctoral fellow during the period
<input type="checkbox"/>	Amount paid to each student/postdoctoral fellow during the period
<input type="checkbox"/>	Total amount claimed from Agency
Note: Invoices should be submitted to the Agency no later than the first week of March each year.	
The students/postdoctoral fellows who are eligible for employment insurance or other maternity and/or parental leave supplements from other sources do not qualify for maternity and/or parental leave supplements.	
Documents Required from the Student or Postdoctoral Fellow (CIHR only):	
<input type="checkbox"/>	A signed letter confirming:
<input type="checkbox"/>	the start and end date of the requested maternity and/or parental leave
<input type="checkbox"/>	that the student/postdoctoral fellow will not be engaged in studies, research activities or employment (in any capacity) during the maternity and/or parental leave
<input type="checkbox"/>	that the student/postdoctoral fellow will be the primary caregiver for the child

Note: Only CIHR adds the amount of the maternity and/or parental leave supplement to the primary supervisor's grant.