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

INSTRUCTIONS:

For NSERC and SSHRC

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):

☐ A signed letter confirming:
  ☐ the applicable number of the grant from which the student or postdoctoral fellow is paid
  ☐ the title of the project the student or postdoctoral fellow is working on
  ☐ the maternity and/or parental leave supplement amount (only the agency-funded portion can be claimed)
  ☐ the date the student or postdoctoral fellow started working on the grant/project from which payment is made
  ☐ the date the student or postdoctoral fellow started to receive a stipend from the grant
  ☐ the start and end date of the requested maternity and/or parental leave
  ☐ 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

Documents Required from the Appropriate Authorized Official at the Institution Paid

☐ A signed letter (CIHR only) confirming:
  ☐ The individual is either registered as a student or is acknowledged as a postdoctoral fellow by the institution
  ☐ Amount paid to the student or postdoctoral fellow from the CIHR funded grant during the period (supporting evidence may be requested)
Submit an invoice for paid maternity and/or parental (NSERC and SSHRC only)

- Indicate the period covered by the invoice
- Name of the student(s) or postdoctoral fellow(s) paid from Agency who received the supplement during the period of the invoice with a copy of the current contract of employment.
- Name of the grantee supporting the student or postdoctoral fellow, as well as the grantee’s NSERC or SSHRC grant number
- Duration of the leave taken by each student/postdoctoral fellow during the period
- Amount paid to each student/postdoctoral fellow during the period
- Total amount claimed from Agency (only the agency-funded portion can be claimed)

**Note:** Invoices should be submitted to the Agency no later than the first week of March each year.

**Documents Required from the Student or Postdoctoral Fellow (CIHR only):**

- A signed letter confirming:
  - the start and end date of the requested maternity and/or parental leave
  - 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.