



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 with a copy of the current contract of employment.
<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.