



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: <table border="1"> <tr> <td><input type="checkbox"/></td> <td>the student or postdoctoral fellow is registered at the institution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>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</td> </tr> </table>	<input type="checkbox"/>	the student or postdoctoral fellow is registered at the institution	<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												
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Note: Only CIHR adds the amount of the maternity and/or parental leave supplement to the primary supervisor's grant.