



Checklist for Maternity, Parental, Medical or Family Medical Leave for Grantees

INSTRUCTIONS:

For CIHR and NSERC

The Agency must be informed of extended leave granted by the institution for maternity, parental, medical or family medical leave of a grantee by submitting, to the agency, the appropriate documents at least 30 days prior to the leave start date. If the reason for the leave comes suddenly and unexpectedly, the request must be submitted as soon as is reasonably possible.

For SSHRC

If a leave extends beyond one year, the grantee will cease to be eligible to hold and receive funds. Procedures to terminate the award will be required (see [Checklist for Termination of a Grant](#)).

| Documents Required from the Grantee (CIHR and NSERC only): | |
|---|--|
| <input type="checkbox"/> | A signed letter: |
| <input type="checkbox"/> | confirming the application number of the grant and the title of the grant/project |
| <input type="checkbox"/> | requesting the leave |
| <input type="checkbox"/> | confirming the start and end date of the requested leave |
| <input type="checkbox"/> | outlining the provisions made for the operation of the project, including any arrangements for trainees during the leave period (for example, to continue supervision of students). Specify the time period and funds needed to make these arrangements (CHIR only) |
| <input type="checkbox"/> | justifying the need for an additional instalment (if applicable) |
| <input type="checkbox"/> | A certificate from a certified health professional: |
| <input type="checkbox"/> | confirming the need and length of time recommended for the medical leave (if applicable) |
| | In the event that the proposed research continues while the grantee is on leave, the grantee must give the responsibility of monitoring the project and supervising the personnel working on the project and signing authority for the grant to another investigator from the same institution as the grantee, who meets the eligibility requirements of the Agency (CHIR only). |



| Documents Required from the Appropriate Authorized Official at the Institution (CIHR and NSERC only): | |
|--|---|
| <input type="checkbox"/> | A signed letter confirming: |
| <input type="checkbox"/> | the application number of the grant and title of the project/grant |
| <input type="checkbox"/> | the institution has granted leave |
| <input type="checkbox"/> | the start and end date of the requested leave |
| <input type="checkbox"/> | endorsement of the amount requested by the grantee, if requesting an amount |
| <input type="checkbox"/> | that the arrangements are in place (CHIR only) |
| <input type="checkbox"/> | A Grants in Aid of Research, Statement of Account (Form 300) as of the date of the leave , if requesting an amount. |
| Documents Required from the Replacement Investigator, if applicable (CIHR only): | |
| <input type="checkbox"/> | A signed letter confirming: |
| <input type="checkbox"/> | the application number of the grant |
| <input type="checkbox"/> | the title of the project |
| <input type="checkbox"/> | acceptance of the role |
| <input type="checkbox"/> | willingness to provide project and personnel supervision |