



Checklist for Sabbatical/Research Leave for Grantees

INSTRUCTIONS:

The grantee and/or the institution must inform the Finance and Awards Administration Division at NSERC, SSHRC or CIHR of sabbatical/research leaves of more than one year, and submit the appropriate documents as prescribed below.

A grantee who is on a sabbatical/research leave (paid or unpaid) for more than one year is no longer eligible to hold and receive funding from the grant and the grant will be terminated. There must be at least one year between leaves for the grant to continue.

Submit to the Agency all the required information, as per checklist below, at least 30 days prior to the beginning of the leave.

Documents Required from the Grantee:	
<input type="checkbox"/>	Letter or e-mail confirming the start date and end date of the requested leave (NSERC and SSHRC only)
<input type="checkbox"/>	A signed letter (CIHR only):
<input type="checkbox"/>	confirming the application number of the grant and the title of the project
<input type="checkbox"/>	requesting the leave
<input type="checkbox"/>	confirming the start date 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.
Documents Required from the Appropriate Authorized Official at the Institution Paid:	
<input type="checkbox"/>	Letter or e-mail (NSERC and SSHRC only):
<input type="checkbox"/>	confirming the start date and end date of requested leave
<input type="checkbox"/>	attesting the return from the leave to the Canadian institution (if applicable)
<input type="checkbox"/>	A signed letter (CIHR only) confirming:
<input type="checkbox"/>	the title of the project
<input type="checkbox"/>	the application number of the grant
<input type="checkbox"/>	the institution has approved the leave and the arrangements
<input type="checkbox"/>	the start date and end date of the requested leave
Documents Required from the Interim Contact, if applicable (CIHR only):	
<input type="checkbox"/>	A signed letter by another investigator from the same institution as the grantee confirming:
<input type="checkbox"/>	the title of the project
<input type="checkbox"/>	the application number of the grant
<input type="checkbox"/>	acceptance of the role
<input type="checkbox"/>	willingness to provide project and personnel supervision