




## Checklist for Sabbatical Leave for Grantees

### INSTRUCTIONS:

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

*A grantee who is on a leave period of more than one year must spend a minimum of six months per year at an eligible Canadian institution to continue to be eligible to hold and receive funding from the grant.*

*Grantees who do not spend the six months at the eligible Canadian institution are no longer eligible to hold and receive funding (see the  [Checklist for the Termination of a Grant](#)).*

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

<b>Documents Required from the Grantee:</b>	
<input type="checkbox"/>	Letter or e-mail confirming start date and end date of leave (NSERC 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.
<b>Documents Required from the Appropriate Authorized Official at the Institution Paid:</b>	
<input type="checkbox"/>	Letter or e-mail (NSERC only):
<input type="checkbox"/>	confirming the start date and end date of requested leave
<input type="checkbox"/>	attesting to the six months spent at 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, from 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