



OUTSTANDING COMMITMENTS

This form must be completed if you are changing the Administering Institution or terminating your grant. This form must be accompanied by a Statement of Account (Form 300). Consult the appropriate Agency Guide, on its Web site, for details on transfer and termination procedures.

Date:

Grant Recipient Information

Family Name:	First Name and Initial(s):	Agency Application or Grant Reference Number:
Name of Current Administering Institution:		Effective Date of Departure or Termination:
Name of New Administering Institution (if applicable):		
Faculty:	Department:	Position Title:
Telephone Number:	Email address:	

Provide a detailed list of outstanding commitments (nature, amounts, dates) incurred up to the effective date of departure.

Outline the reason for the termination of the grant including a justification for the requested phase-out period, a description on the matters to be resolved, time and funds required to do so and what arrangement will be made for students and postdoctoral fellows on the grant.

NSERC/SSHRC only : In cases of Termination of the grant, please provide the contract information for participants paid from the grant (if not enough room, please attach a page)

Participant Name	Participant Role	Start Date of Employment Contract	End Date of Employment Contract	Outstanding Amount
Participant Name	Participant Role	Start Date of Employment Contract	End Date of Employment Contract	Outstanding Amount
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Participant Name	Participant Role	Start Date of Employment Contract	End Date of Employment Contract	Outstanding Amount
Participant Name	Participant Role	Start Date of Employment Contract	End Date of Employment Contract	Outstanding Amount

Total outstanding commitments:

SIGNATURES

The grant recipient agrees to be responsible for the above commitments and authorizes the current administering institution to charge these outstanding commitments and any unforeseen legitimate costs to their account.

Grant recipient

Current Administering Institution	New Administering Institution (for transfers only)
_____ Research Grants Officer	_____ Research Grants Officer
_____ Business Officer	_____ Business Officer

PROTECTED WHEN COMPLETED

