



Checklist for Confirming Continuing Eligibility

INSTRUCTIONS:


For NSERC and SSHRC

If a grantee's eligibility changes at any time during the tenure of the grant, the institution has the responsibility to inform the Agency immediately. The following documents will be required to be submitted to the Agency:

For SSHRC

Inform the Agency if a grantee is no longer affiliated with a Canadian eligible institution.

If a grantee moves to another country, to be eligible to continue to receive and hold funds, the grantee must obtain authorization from the Agency and provide confirmation that he or she will maintain an affiliation with a Canadian eligible institution where the research funds will be administered.

Documents Required from the Grantee and/or Appropriate Authorized Official at the Institution (NSERC only):	
<input type="checkbox"/>	If the grantee's appointment changes from full-time to part-time status:
<input type="checkbox"/>	Page 1, and Appendices B or B1 and C of the Personal Data Form (Form 100)
<input type="checkbox"/>	an updated budget of proposed expenditures for the remainder of the grant
<input type="checkbox"/>	mail or submit through the online Financial Data Submission and Reconciliation (FDSR) system a Grants in Aid of Research – Statement of Account (Form 300).
<input type="checkbox"/>	If the grantee holding a term position changes during the course of the grant:
<input type="checkbox"/>	Personal Data (Form 100) and complete Appendices B.
Documents Required From the Appropriate Authorized Official at the Institution Paid (CIHR only):	
<input type="checkbox"/>	A letter notifying  CIHR that the grantee's eligibility has changed and the date on which the grantee became ineligible to hold a CIHR grant.