



Canadian Institutes of  
Health Research

Instituts de recherche en  
santé du Canada

Natural Sciences and Engineering  
Research Council of Canada

Conseil de recherches en sciences  
naturelles et en génie du Canada

Social Sciences and Humanities  
Research Council of Canada

Conseil de recherches en  
sciences humaines du Canada

## GRANT AMENDMENT FORM

The form is applicable to all CIHR, NSERC and SSHRC grants that are paid by an institution and administered in accordance with the [Tri-Agency Guide on Financial Administration](#).

**INSTRUCTIONS:** To be completed and submitted by the relevant institutional representative; Research Grant Officer, Business or Financial Officers, as applicable.

Complete the necessary fields in accordance to the amendment being requested. One form may be submitted for multiple amendments for the same grant.

### Grant Recipient Information

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone number: \_\_\_\_\_  
Administering institution: \_\_\_\_\_  
Agency application or grant reference number: \_\_\_\_\_  
Agency: \_\_\_\_\_

### Institutional Representative Information

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone number: \_\_\_\_\_  
Position title: \_\_\_\_\_

# GRANT AMENDMENT TYPE

Protected B when completed

## 1. Deferral of Grant Instalments/Annual Commitment Payments (TAGFA section 3.8):

**Fiscal year of instalment to be deferred :**

**Length of deferral:**

**Deferral of annual commitment payments (CIHR only) :**

(Future commitments are not automatically shifted unless requested)

Provide a justification in the comment section below clearly outlining the reason for the deferral.(Not required when submitting a deferral request following the residual balance annual exercise)

## 2. Extension Period for the Authority to Use Grant Funds (TAGFA sections 3.9 & 5.2):

Reason for extension:

Extension period start date: \_\_\_\_\_ End date: \_\_\_\_\_

Type of request:

Extension in time only (as stipulated in section 3.9 of the Guide)

Provide a justification in the comment section below clearly outlining the reasons for the extension in time.

**NSERC only**

Extension in time with funding supplement (as stipulated in section 5.2 of the Guide)

Funding supplement value to cover incremental costs (not to exceed current level of funding):

\$ \_\_\_\_\_

Provide a justification in the comment section below clearly outlining the reasons for the extension in time with a funding supplement.

Provide an up to date Grants in Aid of Research Statement of Account (Form 300) .

## 3. Paid Maternity and Parental Leave for Students and Postdoctoral Fellows (TAGFA section 5.3):

**(Only the agency-funded portion can be claimed up to twelve months)**

Name of student or postdoctoral fellow:

Paid leave start date:

Paid leave end date:

Agency-funded annual salary/stipend amount: \$ \_\_\_\_\_

Total amount being claimed from Agency (up to 12 months): \$ \_\_\_\_\_

## 4. Continuing Eligibility (TAGFA section 6.1):

Original position title: \_\_\_\_\_ New position title: \_\_\_\_\_

Effective date of change:

Will your primary position or affiliation remains in Canada?

(Additional information can be provided in the comment section below).

**NSERC only (in addition to the requirement above):**

If the grantee's appointment changes from full-time to part-time status or if the grantee holding a term position changes during the course of the grant:

Attach an updated budget of proposed expenditures for all remaining installments.

Attach the [Ongoing Eligibility](#) form.

**5. Change of Primary Administering Institution (TAGFA section 6.2):**

Attach the [Grants in Aid of Research Statement of Account](#) (Form 300).

Attach the [Outstanding Commitments](#) (Form 303). If no outstanding commitments exist, the form must be completed and submitted with appropriate signatures from current and new administering institutions.

**NSERC only (in addition to the requirements above):**

Attach the [Ongoing Eligibility](#) form.

**6. Changes to Individuals on the Grant Team (TAGFA section 6.3)**

Attach the completed [Addition, Removal and/or Revision of Individuals on the Grant and/or Prize Team](#) form.

Attach required agency form or CV if specified in funding opportunity description.

Provide an explanation in the comment section below of the person(s)'s role on the grant.

**7. Termination of a Grant (TAGFA section 6.4):**

Effective date of termination:

Reason:

Attach the [Grants in Aid of Research Statement of Account \(Form 300\)](#).

Attach the [Outstanding Commitments \(Form 303\)](#).

**Comments**

Please attach all required supporting documentation.

- Submit to NSERC and SSHRC
- Submit to CIHR