



Canadian Institutes of Health Research

Natural Sciences and Engineering Research Council of Canada

Social Sciences and Humanities Research Council of Canada

Instituts de recherche en santé du Canada

Conseil de recherches en sciences naturelles et en génie du Canada

Conseil de recherches en sciences humaines du Canada

**Protected B** when completed

## Grant amendment form

### Information and instructions

This 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](#) (TAGFA).

This form is to be completed and submitted by the relevant institutional representative: research grants officer, business or financial officers, as applicable.

Complete section 1 and the necessary fields in section 2 in accordance with the amendment being requested and attach all required supporting documentation. **Incomplete forms will be returned to sender for resubmission.**

One form may be submitted for multiple amendments to the same grant.

Submit the completed form and required attachment(s) by email to

- NSERC and SSHRC at [grantsadministration@nserc-crsng.gc.ca](mailto:grantsadministration@nserc-crsng.gc.ca)
- CIHR at [support-soutien@cihr-irsc.gc.ca](mailto:support-soutien@cihr-irsc.gc.ca)

### SECTION 1 – GRANT RECIPIENT AND INSTITUTIONAL REPRESENTATIVE INFORMATION

#### GRANT RECIPIENT INFORMATION

Family name		Given name	
Email address		Telephone number	
Administering institution	Agency	Agency application or grant reference number	

#### INSTITUTIONAL REPRESENTATIVE INFORMATION

Family name		Given name		Telephone number	
Position title			Email address		

**SECTION 2 – AMENDMENT(S) REQUESTED**

When submitting the grant amendment form you must include all additional forms identified under the specific amendment section.

**A – DEFERRAL OF GRANT INSTALMENTS / ANNUAL COMMITMENT PAYMENTS** (see [TAGFA part 3](#))

Fiscal year of instalment to be deferred	Length of deferral

**CIHR only - Deferral of annual commitment payments** (future commitments are not automatically shifted unless requested)

Provide justification in the comments section below clearly outlining the reason(s) for the deferral.  
(Note: Justification is not required when submitting a deferral request following the residual balance annual exercise).

**B – EXTENSION PERIOD FOR THE AUTHORITY TO USE GRANT FUNDS** (see [TAGFA part 3](#) & [part 5](#))

Reason for extension	Extension period start date	Extension period end date

**Type of extension requested (choose 1 of 2)**

**Type 1 - Extension in time only** (as stipulated in part 3 of the TAGFA)

Provide justification in the comments section below clearly outlining the reason(s) for the extension in time.

**Type 2 (NSERC only) - Extension in time with funding supplement** (as stipulated in part 5 of the TAGFA)

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

Provide justification in the comments section below clearly outlining the reason(s) for the extension in time with a funding supplement.

Provide an up-to-date [Grants in Aid of Research Statement of Account](#) (form 300).

Provide an up-to-date [Grants in Aid of Research Statement of Account for the College and Community Innovation \(CCI\) program](#) (form 301).

**C – PAID MATERNITY AND PARENTAL LEAVE FOR STUDENTS AND POSTDOCTORAL FELLOWS** (see [TAGFA part 5](#))

Please note that only the agency-funded portion can be claimed up to twelve months.

Family name of student or postdoctoral fellow		Given 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)

D – CONTINUING ELIGIBILITY (see <a href="#">TAGFA part 6</a> )	
Original position title	New position title
Effective date of change	Will your primary position or affiliation remain in Canada? Additional information can be provided in the comments section below.
<p><b>NSERC only</b> (in addition to the requirement above)</p> <p><b>If the grantee's appointment changes from full-time to part-time status, or if the grantee holding a term position changes during the tenure of the grant:</b></p> <p>Attach an updated budget of proposed expenditures for all remaining installments.</p> <p>Attach a completed <a href="#">Ongoing Eligibility Form</a>.</p>	

E – CHANGE OF PRIMARY ADMINISTERING INSTITUTION (see <a href="#">TAGFA part 6</a> )
<p>Attach an up-to-date <a href="#">Grants in Aid of Research Statement of Account</a> (form 300).</p> <p>Attach an up-to-date <a href="#">Grants in Aid of Research Statement of Account for the College and Community Innovation (CCI) program</a> (form 301).</p> <p>Attach a completed <a href="#">Outstanding Commitments</a> form (form 303). If no outstanding commitments exist, the form must still be completed and submitted with appropriate signatures from both the current and new administering institution.</p> <p><b>NSERC only</b> – In addition to the requirements above, attach a completed <a href="#">Ongoing Eligibility Form</a>.</p>

F – CHANGES TO INDIVIDUALS ON THE GRANT TEAM (see <a href="#">TAGFA part 6</a> )
<p>Attach a completed <a href="#">Addition, Removal and/or Revision of Individuals on the Grant and/or Prize Team</a> form.</p> <p>If required by the funding opportunity, attach a CV and/or any other relevant forms.</p> <p>Provide an explanation in the comments section below of the person(s)' role on the grant team.</p>

G – TERMINATION OF A GRANT (see <a href="#">TAGFA part 6</a> )	
Effective date of termination	Reason
<p>Attach a completed <a href="#">Grants in Aid of Research Statement of Account</a> (form 300).</p> <p>Attach a completed <a href="#">Outstanding Commitments</a> form (form 303).</p> <p>Attach a completed <a href="#">Grants in Aid of Research Statement of Account for the College and Community Innovation (CCI) Program</a> (form 301).</p>	

**COMMENTS**

Please provide as much details as possible to support the transactions being requested.

Empty text area for providing details to support transactions.