



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

Outstanding Commitments form

Information and instructions

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 of request	Type of request
	Change of administering institution Termination of grant

SECTION 1 – GRANT INFORMATION

GRANT RECIPIENT INFORMATION

Family name		Given name and initial(s)	
Email address		Telephone number	
Current administering institution		Agency	Agency application or grant reference number
Current faculty	Current department		Current position title
New administering institution (if applicable)		Effective date of departure or termination	
New faculty (if applicable)	New department (if applicable)		New position title (if applicable)

REASON FOR THE TERMINATION (IF APPLICABLE)

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.

SECTION 2 – OUTSTANDING COMMITMENTS DETAILS

LIST OF OUTSTANDING COMMITMENTS

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

CONTRACT INFORMATION FOR PARTICIPANTS PAID FROM 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

TOTAL COMMITMENTS

TOTAL OUTSTANDING COMMITMENTS



SECTION 3 – SIGNATURES

All sections below must be signed by the grant recipient and the current and new administering institution representatives to be valid.

GRANT RECIPIENT

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.

Name of grant recipient

Signature of grant recipient

CURRENT ADMINISTERING INSTITUTION

Name of current Research Grants Officer

Signature of current Research Grants Officer

Name of current Business Officer

Signature of current Business Officer

NEW ADMINISTERING INSTITUTION (FOR TRANSFERS ONLY)

Name of new Research Grants Officer

Signature of new Research Grants Officer

Name of new Business Officer

Signature of new Business Officer