



Checklist for the Transfer of Funds from a Primary Institution to an Eligible Secondary Institution

INSTRUCTIONS:

Note: Please refer to the Administrative Matter – Transfer of Funds between Institutions Section of the College and Community Innovation Program Tri-Agency Financial Administration Guide before proceeding with a transfer of funds.

In order to transfer funds from one eligible Canadian institution to another eligible Canadian institution, a formal letter of transfer of funds must be signed by both institutions following the instructions below and kept at the institution for future reference.

The letter of transfer of funds agreement must be signed by both institutions and include the following:	
A.	Grant and transfer of funds information:
<input type="checkbox"/>	research project title;
<input type="checkbox"/>	name and signature of the authorized representative;
<input type="checkbox"/>	period for use of the funds (start and end date of use of funds);
<input type="checkbox"/>	proposed use of the funds;
<input type="checkbox"/>	amount to be transferred;
<input type="checkbox"/>	date of the transfer;
<input type="checkbox"/>	date when all unused funds must be returned to the Primary Institution; and
<input type="checkbox"/>	clarification of ownership of equipment.
B.	An undertaking that the Eligible Secondary Institution will
<input type="checkbox"/>	adhere to applicable regulations, policies and guidelines;
<input type="checkbox"/>	comply with the TCPS 2 – Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans , and the Tri-Agency Framework: Responsible Conduct of Research ;
<input type="checkbox"/>	complete and forward a financial statement (Form 301) by April 30 of each year, signed by its financial officer and the authorized representative;
<input type="checkbox"/>	administer the funds in accordance with the Agreement on the Administration of Agency Grants and Awards by Research Institutions and College and Community Innovation Program Tri-Agency Financial Administration Guide, and with any other relevant policies of the Agency;
<input type="checkbox"/>	follow the terms of the signed letter of transfer of funds agreement;
<input type="checkbox"/>	ensure that all necessary certifications are in place for research conducted under its jurisdiction or auspices;
<input type="checkbox"/>	return all unused and uncommitted funds to the Primary Institution at the end of the period agreed to for the use of the funds; and
<input type="checkbox"/>	maintain the relevant supporting documentation on file (i.e., a copy of the letter of transfer of funds agreement , certification(s), supporting documentation for all



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

		expenditures and Form 301).
C.	An undertaking that the Primary Institution will	
	<input type="checkbox"/>	review the Eligible Secondary Institution's financial statement (Form 301) to ensure that the information provided is accurate in terms of the budget amount (or amount of funds transferred), balance forward amount and eligible expenditure categories, in accordance with the letter of transfer of funds agreement;
	<input type="checkbox"/>	consolidate the information provided in the financial statement (Form 301) received from the Eligible Secondary Institution with the information of the Primary Institution's own financial statement to create a single consolidated financial statement for the grant in question; and
	<input type="checkbox"/>	maintain the relevant supporting documentation on file (i.e., a copy of the letter of transfer of funds agreement and Form 301) from the Secondary Institution for the purposes of the transfer.