



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 \(Form 300\)](#). For details on transfer and termination procedures, consult the appropriate agency's guide on its website. **This form must be submitted even if there are no outstanding commitments for relocation purposes.**

Date of request	Type of request <div style="display: flex; justify-content: space-around;"> Change of administering institution Termination of grant </div>
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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)

Reason for the termination
<p>Include 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 researchers on the grant.</p>

SECTION 2 – OUTSTANDING COMMITMENTS DETAILS

LIST OF OUTSTANDING COMMITMENTS

Phase out start date	Phase out end date
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Provide a detailed list of outstanding commitments (provisions: nature, amounts, dates), such as accrued expenses, up to the effective date of departure.

CONTRACT INFORMATION FOR INDIVIDUALS PAID FROM THE GRANT

NSERC/SSHRC only: In cases of termination of the grant, please provide the contract information for individuals paid from the grant (if not enough room, please attach a page)

Individual name	Individual 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 by representatives of the current and new administering institution for the form 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