

OFFICE USE ONLY	
ID#	
<input type="checkbox"/>	TriAgency eligible
<input type="checkbox"/>	TriAgency non-eligible
<input type="checkbox"/>	Prime contract
<input type="checkbox"/>	Other

Request to Subgrant to Co-PI Form

Available for download at ORS website: www.sfu.ca/ors/forms.html

1. SFU Grant Holder

Date:
Name:
SFU Department:
Phone & Email:

2. Project/Grant Information

FUNDS ARE FROM: <input type="checkbox"/> TRI-AGENCY (SSHRC, CIHR or NSERC) <input type="checkbox"/> INDUSTRY <input type="checkbox"/> OTHER
Granting Agency's/Sponsor's name:
SFU Project Account Number:

3. Co-Investigator, Co-PI / Recipient Institution

Co-Investigator or Co-PI:
Recipient Institution & Dept:
Was Co-Investigator named on your grant application? <input type="checkbox"/> Yes <input type="checkbox"/> No
Transfer Amount (include currency):
Budget period:
<i>Note: unless specified otherwise, equipment purchased by the co-investigator with these funds will belong to the Recipient institution.</i>

COMPLETE EITHER THE ATTACHED APPENDIX A OR APPENDIX B AS FOLLOWS:

APPENDIX A. If transferring from a **Tri-Agency grant**, complete **Appendix A**. For all other subgrants, or subcontracts, complete Appendix B.

On the attached Appendix A, please provide a brief statement of work and budget breakdown. Note that the subgrant budget must adhere to Tri-Agency guidelines & approved use of funds. This Appendix must be typed and signed as it will form a part of the transfer agreement.

APPENDIX B. If transferring funds from a **Non-Tri-Agency grant, industry award or other contract**, complete **Appendix B**.

On the attached Appendix B, please provide information about the transfer. ORS must ensure that the subgrant funds are transferred in accordance with, and subject to, the sponsor's terms & conditions and/or contract.

4. Other instructions:

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5. Send to ORS:

<p>Please complete and sign the appropriate Appendix and scan it along with this form to email: ors@sfu.ca</p> <p><i>These transfers often take several weeks to complete. Please let the Co-Investigator/Co-PI know that he or she must complete necessary forms as required by the Recipient Institution in order to receive this subgrant, including relevant certificates such as Ethics, biosafety, animal care if applicable.</i></p>

**APPENDIX A - TRI-AGENCY (SSHRC, CIHR, NSERC)
GRANT TRANSFER**

Brief statement of work:

Budget: The Co-Investigator must adhere to the Tri-Agency funding guidelines & approved use of funds.

Expense category	Amount (CAD)
Student salaries (including benefits)	(a) Bachelor's:
	(b) Master's:
	(c) Doctorate:
Non-student salaries (including benefits)	(a) Postdoctoral:
	(b) Other:
Professional and technical services/contracts	
* Equipment (including powered vehicles)	
Materials, supplies and other expenditures	
Travel	
Total	

** Any equipment purchased with these subgrant funds belongs to the Recipient Institution*

Authorization:

Grant-holder signature

Date

APPENDIX B - GRANT TRANSFER FOR NON-TRI-AGENCY PRIME GRANTS OR OTHER CONTRACTS (NOT SSHRC, CIHR, or NSERC)

A. Main Project Name:

Sub-Project Name:

B. Sub-Project Description and Expectations: (list or outline the sub-project including tasks, responsibilities, oversight required by the Co-I/Co-PI including milestones & timelines if applicable). Attached separate schedule if necessary.

C. Sub-Project Deliverables (eg: data, reports, or other milestone achievements to deliver-may be tied to payment schedule)

D. Detailed Budget:

Expense Category	Amount (CAD)

E. Payment Schedule. The standard procedure is a cost-reimbursable arrangement where Recipient Institution will invoice for actual costs once they have been incurred but if this is not appropriate for this transfer, please indicate your preference and ORS will contact you to discuss.

Advance the entire amount
 Payment schedule
 Other, please explain

F. Intellectual Property (IP) Considerations; i.e., ownership, use/access to research results, inventions/patents or, copyright (*attach another page if necessary*):

Will this subproject generate any IP?

No Yes If yes, please explain:

Does Grant Holder require exclusive ownership of data and results from Sub-project? No Yes

Please explain what ownership, use/access rights are needed?

Authorization:

Grant-holder signature

Date