



Institutional Contact Form

The following information will be used by the federal research funding agencies for the signature of the [Agreement on the Administration of Agency Grants and Awards by Research Institutions](#), for the management of funds and to make arrangements with the institution for public announcements.

Institution details

Business number		ROR ID (optional) – more information	Official language(s) of institution English French Bilingual
English legal name, if applicable – more information (“business legal name”)			
French legal name, if applicable – more information (“business legal name”)			
English operating name, if applicable – more information			
French operating name, if applicable – more information			
Street number	Street name		
Postal code	City / Town / Settlement / Community		Province / Territory



President / Principal or delegate

Head of the institution

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
Street number	Street name	
Postal code	Town / City / Settlement / Community	Province / Territory

Principal research administrator—NSERC and SSHRC only

Assigns roles to staff in the Convergence Portal

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
Street number	Street name	
Postal code	Town / City / Settlement / Community	Province / Territory



Research administrator

Main liaison person for the federal research funding agencies grants programs

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
Street number	Street name	
Postal code	Town / City / Settlement / Community	Province / Territory

Scholarships research administrator

Main liaison person for the federal research funding agency's scholarship and fellowship programs

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
Street number	Street name	
Postal code	Town / City / Settlement / Community	Province / Territory



Finance / Business officer

Main liaison person for the administration of funds transferred by the federal research funding agency

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
Street number	Street name	
Postal code	Town / City / Settlement / Community	Province / Territory

Communication officer

Main liaison person for communication products and logistics of public announcements

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
Street number	Street name	
Postal code	Town / City / Settlement / Community	Province / Territory



Ethics administration officer

Main liaison for matters concerning research ethics policies

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
Street number	Street name	
Postal code	Town / City / Settlement / Community	Province / Territory

Research administrator—for CIHR grants only

Provides access to CIHR’s ResearchNet secure site to obtain list of registrants and funding competition results

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
Street number	Street name	
Postal code	Town / City / Settlement / Community	Province / Territory



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Research administrator—for CIHR grants only

Provides access to CIHR’s ResearchNet secure site electronic approval tool (Note: This person must be different from the person noted above.)

Name		
Position		
E-mail address		Telephone #
Internal address (room #, floor, department, etc.)		
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