



## Institutional Contact Form

The following information will be used by the granting agency(ies) 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.

<b>Name of institution</b>		<b>Official language of institution</b>	
<b>French name of institution (if applicable)</b>		<input type="checkbox"/> English	<input type="checkbox"/> French
		<input type="checkbox"/> Bilingual	
<b>President/Principal or delegate</b>			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		<b>Name</b>	<b>Position title</b>
<b>Mailing address</b>		<b>Telephone number</b>	<b>Fax number</b>
		<b>E-mail address</b>	
<b>Research Administrator – main liaison person for the granting agency’s grant programs</b>			
<b>Name</b>		<b>Position title</b>	
<b>Mailing address</b>		<b>Telephone number</b>	<b>Fax number</b>
		<b>E-mail address</b>	
<b>Scholarships Liaison Officer – main liaison person for the granting agency’s scholarship and fellowship programs</b>			
<b>Name</b>		<b>Position title</b>	
<b>Mailing address</b>		<b>Telephone number</b>	<b>Fax number</b>
		<b>E-mail address</b>	
<b>Finance/Business Officer – main liaison person for the administration of funds transferred by the granting agency</b>			
<b>Name</b>		<b>Position title</b>	
<b>Mailing address</b>		<b>Telephone number</b>	<b>Fax number</b>
		<b>E-mail address</b>	
<b>Communications Officer – main liaison person for communication products and logistics of public announcements</b>			
<b>Name</b>		<b>Position title</b>	
<b>Mailing address</b>		<b>Telephone number</b>	<b>Fax number</b>
		<b>E-mail address</b>	



If applying for institutional eligibility with CIHR, provide the following additional contact information.

<b>Ethics Administration Officer – contact person for matters concerning research ethics policies</b>		
<b>Name</b>	<b>Position title</b>	
<b>Mailing address</b>	<b>Telephone number</b>	<b>Fax number</b>
	<b>E-mail address</b>	
<b>Research Administrator – for access to CIHR’s ResearchNet secure site for list of registrants and funding competition results.</b>		
<b>Name</b>	<b>Position title</b>	
<b>Mailing address</b>	<b>Telephone number</b>	<b>Fax number</b>
	<b>E-mail address</b>	
<b>Research Administrator – for access to CIHR’s ResearchNet secure site electronic approval tool (Note: This person must be different from the person noted above.)</b>		
<b>Name</b>	<b>Position title</b>	
<b>Mailing address</b>	<b>Telephone number</b>	<b>Fax number</b>
	<b>E-mail address</b>	