



Memorandum

Date: June 6, 2018

To: McGill Researchers, Academic Leadership, and Administrative Staff

From: Olga Naiberguer, Director, Office of Sponsored Research
Elvie Coletta, Director, Research Financial Management Services

Re: Eligibility Status

Changes in academic status may have an impact on a Principal Investigator's (PI) eligibility to hold research grants. The University must promptly inform the Agencies if any of the following changes in the academic status of PI occur as well as duly submit any required documents:

From	To
Professor	Retired
	Post-Retirement
	Emeritus
	Adjunct
Paid	Unpaid
Full Time	Part Time
Tenure Track	Contract Academic Staff (CAS)

In addition, it is also important that we are advised of any leaves from the University. Below are the types of leaves for which we need to be notified:

- Research/sabbatical leave
- Parental/Family leave
- Medical leave
- Unpaid leave
- Leave of absence
- Resignation/Termination

In order to ensure prompt notification to our Sponsors, please contact the Office of Sponsored Research (OSR) and Research Financial Management Services (RFMS) as soon as you are aware of a change in status.

Thank you for your ongoing collaboration and support.

Contacts:

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