



## INSTITUTE SUPPORT GRANT ANNUAL FINANCIAL REPORT

**IMPORTANT NOTICE:** A signed Annual Financial Report for each Institute Support Grant must be filed annually by June 30 (as per stated in Schedule 1 of the Institute Support Grant Agreement).

Institute	Scientific Director	Date	Year Ending
Institution		University Account No.	Grant No.
<b>SOURCES OF FUNDS</b>			
Balance of grant at close of previous year		\$	
Current year funding		\$	
Deduct funds transferred to other CIHR Institute(s)		\$	
Add funds transferred from other CIHR Institute(s)		\$	
<b>Total funds available for current year</b>			<b>A \$</b>
<b>EXPENDITURES INCURRED FOR CURRENT YEAR</b>			
1) Institute Development			
a) Conference, symposia and workshops		\$	
b) Institute Advisory Board expenditures		\$	
c) Professional Services		\$	
d) Travel Expenditures		\$	
e) Other costs (provide description)		\$	
<b>Subtotal</b>			<b>\$</b>
2) Salary and Benefits of the Scientific Director			
a) Salary		\$	
b) Fringe Benefits		\$	
<b>Subtotal</b>			<b>\$</b>
3) Institute Operations			
a) Employee salaries		\$	
b) Employee benefits		\$	
c) Severance pay		\$	
d) Office accommodations		\$	
e) Telephone and communication services		\$	
f) Supplies, material and other services		\$	
g) Office furniture and fixtures		\$	
h) Computer equipment and IT support		\$	
i) Professional services		\$	
j) Travel expenditures		\$	
k) Translation costs		\$	
l) Other expenditures		\$	
<b>Subtotal</b>			<b>\$</b>
4) Amount transferred to the Renovation Fund (see note 1)			\$
<b>Total expenditures incurred for current year</b>			<b>B \$</b>
<b>UNSPENT BALANCE</b>			<b>A-B \$</b>
Note 1: Renovation Fund Balance at year-end		\$	
<b>SIGNATURES</b>			
<p>I hereby certify that the above statement is correct, that the expenditures conform to the general conditions and regulations governing the grant as outlined in the Institute Support Grant Agreement, and for the purpose for which the grant was made.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Scientific Director</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>		<p>I hereby certify that the expenditures summarized above were incurred and paid wholly on behalf of the grantee, and that the supporting documents are available for monitoring purposes.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Financial Officer</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>	

