

Partner Addition Form for Partnership Grants Partnership Development Grants and Partnership Engage Grants

Use this form to add new partner organizations to an existing grant. Section 1 must be completed by a representative of the partner organization and Section 2 must be completed and signed by the project director and an authorized official at the administering institution. Once completed, email the form to partnerships@sshrc-crsh.gc.ca for Partnership Grants, partnershipdevelopment@sshrc-crsh.gc.ca, for Partnership Development Grants, or partnershipengagegrants@sshrc-crsh.gc.ca for Partnership Engage Grants.

Enter complete information for the organization and the contact person. Restrict the use of acronyms in the organization field. If possible, translate foreign organization names into English or French.

SECTION 1

Organization Information

Full organization name		(100 characters)
Organization type	Choose an item.	
Sector	Choose an item.	
Address		(40 characters)
		(40 characters)
		(40 characters)
		(40 characters)
City/Municipality		(28 characters)
Province/State		
Country		
Postal/Zip code		Canada/United States only. No spaces or dashes, e.g., K1P6G4 or 443250001.

Contact Information

Family name		(30 characters)		
Given name		(30 characters)		
Initials		Do not include initials from given or family names.		
	Country code	Area code	Number	Extension
Phone				
Secondary Phone				
Fax number				

E-mail		(100 characters)
Web address		(100 characters)

Partner Contributions

Partners must provide cash and/or in-kind contributions to reflect their meaningful collaboration and involvement in the project during the award period. Indicate the new partner's contributions in Canadian currency in the table below.

To guide partners in identifying in-kind and/or cash contributions, please refer to the [Tri-Agency Guide on Financial Administration](#) as a baseline, and to the [Guidelines for Cash and In-Kind Contributions](#).

	Cash	In-kind
Confirmed	\$	\$
Unconfirmed	\$	\$

Letter of Engagement

Each partner must send an electronic copy of a Letter of Engagement. It must be written on official letterhead and must include the following information:

- the relevance and significance of the project objectives for the partner organization;
- the exact nature of the involvement of the partner organization in the project, including the intellectual leadership and governance of the partnership, where appropriate;
- precise details on the financial and/or in-kind contributions to be provided by the partner organization; and
- the expected outcomes that the partner organization wishes to achieve.

SECTION 2

Grant Information

Project Director	
Grant number	
Administering Institution	
Signature	

Authorized official at the administering institution

Name	
Position title	
Date	
Signature	