



Institutional Attestation – Recruitment and Nomination Process

Name of nominee (family name, given name): _____

Nominating postsecondary institution: _____

In submitting this nomination and signing this form, I _____ (vice-president level or equivalent official at the institution to print name) attest that the institution has followed the Canada Research Chairs Program’s requirements for recruiting and nominating Canada Research Chairs as outlined on the program’s website at the following link:

<http://www.chairs-chaires.gc.ca/program-programme/equity-equite/recruitment-recrutement-eng.aspx>

Attestation of Institutional Official

I have reviewed the recruitment and nomination process, corresponding documentation and the nomination package enclosed and I have ensured that **(initial in the box that applies for each of the five statements):**

		Yes	No
1.	The recruitment and nomination requirements of the program were followed.		
2.	The nomination is aligned with the program’s commitment to equity, diversity and inclusion, and the institution’s equity, diversity and inclusion action plan.		
3.	The level of institutional support (e.g., level of protected time for research, research stipend, mentoring, etc.) being provided to the individual has been carefully reviewed and is comparable to other chairholders at the institution.		
4.	Documentation attesting that the recruitment and nomination process used for this nomination followed the program’s requirements will be kept on file for 48 months following submission of the nomination. I understand that as part of its monitoring activities, the Tri-agency Institutional Programs Secretariat reserves the right to ask for this documentation at any time within those 48 months to confirm that the program’s requirements were followed.		
5.	I understand that in cases where the results of a monitoring exercise find that the program’s requirements have not been followed for this nomination, the program reserves the right to withdraw the nomination, suspend future payments or terminate the award of an already active chair.		

The following documents have been appended to the nomination, as applicable:

- a copy of the publicly advertised job posting (applies to all nominations, other than renewals);
- if applicable, a copy of the transparency posting (i.e., the detailed justification posting explaining why the emergency retention mechanism was used);
- The original signed and dated copy of this form.

Institutional Official Signature: _____

Title: _____

Date: _____ (Year/Month/Day)