

Research Grants Processing Times

Please note that the processing times indicated below are for routine cases and are dependent on the OOR having all the required information/documents and approvals. Additional time will be required to obtain missing information as necessary.

Grant Information Requests	2 working days
Grant Application Administrative Review	2 working days
Produce and Send Notice of Award (NOA)	2 working days
Maternity Leave and Termination Letters	2 working days
Prepare - Transfer of Funds Agreement (ToFA)	2 weeks
<i>Transfer of Funds Agreement (ToFA) - Signature Process</i>	
• Signature Process for Canadian Partners	2 weeks
• Signature Process for International Partners	1 month

If you have not received a reply following the time periods outline above please do the following: send an email with the heading **RGU - REPLY REQUIRED** to Andrea Rodney, Manager, Research Grants at andrea.rodney@concordia.ca