

## **Shastri Program Policies on Deferral, Extension, Interruption, and Splitting of Fellowships, Grants and Awards**

### **Important note:**

**Any request received for deferral, extension, interruption and splitting of fellowships, grants and awards will be considered based on respective type and timeline of project/s offering those fellowships/grants/awards.**

### **Categories of Requests**

#### **1. Deferral of Award Tenure:**

Before commencing the award, a fellow may request a deferral for up to one year from the original date of signing the letter of contract (award year).

A request to defer an award is only considered under exceptional circumstances beyond the reasonable control of the individual. The following kinds of circumstances would be considered reasonable: uncertainty of funding, political unrest or natural calamity in the visiting country, delay in obtaining appropriate visa, unavailability of sabbatical leave from the University (academics) or unavailability of employment leave from current employer (non-academics), health-related family responsibilities, maternity, child rearing, and illness.

A deferral request is not considered if the fellow wishes to defer the award to take up another award, accept a new employment offer, or to pursue studies other than those for which the fellow received funding.

#### **2. Splitting of the award Tenure:**

Before commencing the award, a fellow may request to split the award provided there is one minimum tenure of two months. The fellow may avail himself/herself of part of the award in the year of original award and the remaining portion by the next year.

Such requests are only considered for reasons such as unavailability of sabbatical leave from the University (academics), teaching or research commitments, obtaining appropriate visa, (Faculty/Student Fellows), unavailability of employment leave from current employer (non-academics), illness, and health-related family responsibilities. The

research/training/paper presentation must be completed within the approved visa timeline and at no additional cost to the Shastri Institute.

### **3. Interruption of the Award Tenure:**

A fellow may request interruption of his/her award after commencing work in India/Canada. Such request is only approved under exceptional circumstances such as illness, health-related family responsibilities, and for safety reasons. Interruptions caused due to taking up another award, or to pursue studies other than those for which the project is funded, will not be approved. An award that is approved for interruption can be reinstated if the work can still be completed within the Government of India/Government of Canada's approval time period for the proposed research/training work and there is no duplication of costs (travel, visa etc.).

### **4 (a). Extension of the Award Tenure (with additional funding):**

In cases where the fellows have commenced the work and need some extra time to complete the project they may request extension well in advance. A maximum extension of up to one year will be granted by the Institute subject to satisfactory progress of the work as outlined in the original grant application. The extension request may only be considered if it is shown that the additional work is a logical extension of the work that is being done under the original fellowship/award.

However, there is no commitment of support beyond the term of the grant and the extension requests are processed on a case-by-case basis depending on the availability of government funding. Extensions are only funded from unspent money due to other fellows or awardees that either shortened or declined their fellowships.

### **4. (b) Extension of the Award Tenure (with no additional cost):**

A maximum extension of up to one year may be granted by the Institute subject to satisfactory progress of the work as outlined in the original grant application. The extension request may be considered under the following circumstances:

- If it is shown that the additional work period is required in order to complete the project, which could not be finished on time due to some unforeseen circumstances.

However, there is no commitment of support beyond the term of the grant and the extension requests are processed on a case-by-case basis, with **no additional funding** from the Institute.

### **5. Procedure for Request**



An official request to defer, extend, interrupt or split a Shastri Award should be made to the Institute's Program Officer at the Canada Office/India Office as soon as the need becomes apparent or before the projected deadline for the completion of the work.

- Deferral and Extension of Award – 2 months before commencing the project.
- Extension of Award (4a, 4b) - two months before the projected completion of the project.

**The following documents must be submitted:**

- Completed Request Form (Attachment A);
- Cover letter justifying the request
- Documents supporting the reason for request ;
- A revised Activity plan with schedule;
- A support letter from the partner organization/host organization/affiliating institution justifying the request (where it is applicable)
- A progress report by the recipient with highlights of his/her accomplishments to date on the respective project (in case on a extension request);
- Student Research, Language Training and Arts category (India Studies Fellowship program): a support letter from the fellow's supervisor/guru in India.

## **1. Decision and Approval Process**

- Requests for deferral, extension, interruption or splitting of tenure of awards may be approved by the Executive Director in consultation with the Director (India Office), respective Program Officer (India/Canada) and President/Vice President.
- All decisions with the documentation will be provided to the EC for information. In case of a recipient or a fellow is not satisfied with the decision, he/she may appeal to the EC.
- The Program Officer informs the recipient of the decision.
- In case of India Studies Fellowship program, the Canada Office informs the India Office of the Executive Director's decision and the date of the decision.
- The India Office forwards the request to the Ministry of Human Resource Development with the document referring to the date at which the Executive Director made the decision.
- For approved interruption/splitting, further fellowship payment (from the date of approval) is suspended for the duration of the break and resumed when the award is reinstated.

## **2. Reinstatement of Award**

- At least two months (60 days) before the resumption of an award the scholar must notify the Program Officer in Canada of the exact date he/she wants the award to be reinstated.



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- The Canadian Program Officer informs the India Office of the reinstatement date for the award.