

## Information and Instructions for Master's CGS Award Payments

**Congratulations** on your CGS MASTER's award from NSERC, SSHRC, or CIHR!

**Please read this document. It will provide** you with details and instructions concerning the activation and payment of your NSERC, SSHRC, or CIHR (CGSM) scholarship. Retain this document for your records and follow the steps below. *If you have already completed some steps below, they do not need to be repeated.* In keeping with the guidelines established by each the Tri-Council agencies for the Harmonized CGSM scholarship, your award will be administered by our office for the period of tenure. You may find your CGS Masters Award Holder's Guide [http://www.nserc-crsng.gc.ca/Students-Etudiants/Guides-Guides/CGSMAward-BESCMaward\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/Guides-Guides/CGSMAward-BESCMaward_eng.asp). By accepting your award, you indicate your understanding and compliance with those regulations.

**For students who generally use a non-McGill email address**, please note that in accordance with the McGill email policy (<http://www.mcgill.ca/email-policy>) subsequent **correspondence will be sent to your @mail.mcgill.ca address ONLY** (for new students, this will be after initial registration).

### ACCEPTING YOUR AWARD OFFER

Log on to the NSERC Research Portal, accept the offer and download the official Notice of Award.

### ACTIVATING / MAINTAINING YOUR AWARD AT MCGILL (see also "Required Steps", below)

- 1) Documents.** In order to facilitate the payment of your fellowship, please complete and return ALL required documents. You will be notified of your payment schedule by email and it will be visible on Minerva after the award is processed. Please allow two weeks from the time of receipt of all documents for award processing of awards that will start this coming term.
- 2) Eligibility.** Payment of your fellowship is contingent upon receipt of these completed documents and **subject to confirmation that you have met all ongoing eligibility requirements:** unconditional admission, registration verification, and that your student record is clear of holds and warnings.

**Payments:** Tri-Council awards are paid in monthly increments by direct deposit. The funds will be scheduled to be paid to your bank on the 1<sup>st</sup> of the month (or first business day following), however, awardees should note that most banks take 2-5 business days to deposit funds into an account. Please **plan your finances accordingly**. Once the award is processed you may view this disbursement schedule in your Minerva on *My Financial Aid & Awards*.

**Delays:** New payment activation documents received late and awardees with outstanding conditions of admission, holds and warnings on your student record, or a **non- full-time** registration status will prevent us from activating your fellowship, in which case, you will be notified as soon as possible.

**Tax implications:** Fellowships are subject to income tax under the Federal and Provincial Taxation Acts, as scholarship income. Currently, for Quebec residents, there is no Quebec provincial income tax on scholarship income. Effective 2006, Scholarship income is totally exempt from Federal income tax.

**Ongoing eligibility:** Please bear in mind that payment of your Tri-Council scholarship is subject to your maintaining all ongoing eligibility conditions for the award. For details, please see the [CGS Masters Award Holder's Guide](#) as well as the [GPS-Funding Website](#). **Please note that you MUST immediately inform GPS (Graduate Funding Unit) of any change in your registration status, academic standing, research project or supervisor – it may affect your funding eligibility!**

### REQUIRED STEPS:

**1) Activate your award and Request payments.** Let us know the details of your award. Complete the following documents and submit by email to [graduatefunding.gps@mcgill.ca](mailto:graduatefunding.gps@mcgill.ca) :

- **Proof of Canadian Citizenship or Permanent Residency** (birth certificate, Permanent Residency Card, valid Canadian Passport). Please be sure that the scan of this document is legible.
- **Copy of Agency's Notice of Award** - download the document from the Research Portal and save it to your computer before attaching to your email message.
- **Award Activation form for CGS Masters Award.** Print, complete with signature and scan it.
- **Payment Request for Tri-Council Awards (NSERC/SSHRC/CIHR) form\***.

Forms are found at: <http://www.mcgill.ca/gps/funding/students-postdocs/accepting-maintaining-awards>

**If you will be registered this Summer in your Master's program for which you have accepted this award, you are encouraged to choose the 01 May start date. (Otherwise, choose the date when you will-1<sup>st</sup> register in the program)**

If using a Mac computer, be sure to use the "print" option when saving your document as PDF before emailing. Our computers are often unable to view the contents of the PDF file from a Mac computer if you simply use the save function.

\*Please note that although this form has a checklist, we DO NOT require any documents other than these mentioned here and there is **NO AWARD or APPLICATION Number required.**

**2) Make sure your registration is complete.**

a) **On Minerva, confirm your registration for upcoming terms of study** Summer, Fall and Winter. Contact your department should you have any questions concerning your registration at McGill. *Please take note of the registration dates for Fall /Winter at <http://www.mcgill.ca/gps/students/registration> .*

- You must inform GPS immediately of any change in your registration status, academic standing, research project or supervisor, etc., since it may affect your ongoing funding eligibility.

**\*\*SPECIAL NOTE for NON-Thesis programs:** If you are in a Non-Thesis program, you must register for a minimum of 12 credits in **each** term for which you will receive your award in order to demonstrate your full-time registration. You must be registered for 12 credits in each term (including summer) before payment will be issued and your payments will be automatically interrupted any time that you not meet the requirement of 12 credits. Many non-thesis programs do not have a Summer Term Registration and therefore you will NOT receive payment during this time however, the payments will resume upon full-time registration in the following term.

**IF you are awarded in your 2<sup>nd</sup> year of a non-thesis program, chances are that you will be only be eligible for two (2) terms of your award as you will most likely graduate before the 3<sup>rd</sup> term of the award would be able to be paid.** Excess funds are returned to the agency upon the termination of your award.

b) **You must be unconditionally accepted/admitted/registered full-time.** Tri-Council awards require that the award holder be unconditionally accepted/admitted/registered and in full-time status prior to activating the award. We are obliged, as fiduciaries of Tri-Council monies, to enforce Tri-Council policies with regard to the activation of postgraduate scholarships. We are subject to federal audit on our adherence to Tri-Council rules included in the Award Holder's Guide. This is exactly the same policy that Tri-Council applies to award holders directly paid by Tri-Council.

<http://www.mcgill.ca/gps/students/registration/dates>

- **A Note on Conditional Admission:** A student who is admitted to a graduate program on the basis of a previous degree is *conditionally* admitted until all the requirements of the previous degree are completed. The requirements of a thesis program are deemed completed once all course requirements have been met the institution has approved the final thesis . (Note – this is not the same as initial submission)

c) **Your record is clear of any holds or warnings.** Any holds applied to your account will be visible on *Minerva* by going to *Student > Student Records Menu > View Your Unofficial Transcript*. This includes library fines, **document deficiency warnings**, outstanding tuition holds. **NB:** If you are awaiting a final transcript showing the conferral of a previous degree, you are not yet considered to have met the requirement of #b) above.

**General Timeline for First Payments:**

*Disbursement dates are the dates on which the funds are released from the University to your bank. **Important to note that banks often take 2-5 business days to deposit funds into accounts.** Plan Consult your Minerva My Financial Aid/Awards for disbursement schedule.*

Start Date	Completed forms/reg	Must be registered for:	First Disbursement Date
May 1 <sup>st</sup>	ASAP	Summer, Fall, Winter terms	May 1 <sup>st</sup>
September 1 <sup>st</sup>	July 15 <sup>th</sup>	Fall, Winter terms	September 1 <sup>st</sup>
January 1 <sup>st</sup>	December 1 <sup>st</sup>	Winter term	January 1 <sup>st</sup>

\*\*Should you complete your registration and/or submit your documents *after* the date specified above, please be prepared for your first payment to be delayed. Payments will be processed as soon as possible once documents are received.