

**Please read this document.** It provides details and instructions concerning the activation and payment of your NSERC, SSHRC, or CIHR Doctoral Fellowship. Retain this document for your records and follow the steps below. In keeping with the guidelines established by each the Tri-Council agencies for Doctoral, Postgraduate, and CGS fellowships, your fellowship will be administered by Graduate & Postdoctoral Studies (GPS) for the period of tenure. You may find your Award Holder's Guide [http://www.nserc-crsng.gc.ca/Students-Etudiants/Guides-Guides/TriRTA-TriBFR\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/Guides-Guides/TriRTA-TriBFR_eng.asp). By accepting your fellowship, you indicate your understanding and compliance with those regulations. *If you have already completed some steps below, they do not need to be repeated.*

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 enforced after initial registration).

## ACCEPTING YOUR FELLOWSHIP OFFER

Follow the instructions for accepting your fellowship outlined in the Notice of Award you received from the Agency.

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

**Documents.** In order to facilitate the payment of your fellowship, please complete and return ALL required documents attached to one single email message. You will be notified of your payment schedule by email and it will also be visible on Minerva after the fellowship is processed. Please allow 2-3 weeks from the time of receipt of all documents for processing of fellowships that will start this coming term.

- a) **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.

**If you will be registered starting the Summer term in your PhD program for which you have accepted this fellowship, you must choose 01 May start date. \*\* (Otherwise, choose the date when you will 1st register in the program)**

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

**Delays:** Be aware of issues that will prevent us from activating your fellowship:

- new payment activation documents received late,
- outstanding conditions of admission on student record,
- holds or warnings on student record, or
- a **non- full-time** registration status

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

**Ongoing eligibility:** Please bear in mind that payment of your Tri-Council Fellowship is subject to your maintaining all ongoing eligibility conditions for the fellowship. GPS requires the **submission of Progress Reports** in order to maintain payments for Doctoral fellowship holders. The progress report must be *accompanied by copies of any required valid Ethics and / or Compliance Certificates*. For details, please see the "Award Holder's Guide" relevant to your funding agency as well as the [GPS-Funding Website](#). **Please note that you MUST immediately inform GPS (Graduate Funding) of any change in your registration status, academic standing, research project or supervisor – it may affect your funding eligibility!**

**REQUIRED STEPS:**

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

- a) **On Minerva, confirm your registration for upcoming terms of study.** 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> .*
- b) **You must be unconditionally accepted/admitted/registered full-time.** Tri-Council fellowships require that the fellowship holder be unconditionally accepted/admitted/registered and in full-time status prior to activating the fellowship. We are obliged, as fiduciaries of Tri-Council monies, to enforce Tri-Council policies with regard to the activation of postgraduate fellowships. 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 fellowship 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 and final transcripts are submitted to Enrolment Services. The requirements of a thesis program are deemed completed once all course requirements have been met AND the institution has approved the final thesis. (\*\*– 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.

**2) Activate your fellowship and Request payments.** Submit the required documents on the checklist below by email to [graduatefunding.gps@mcgill.ca](mailto:graduatefunding.gps@mcgill.ca) : Please indicate McGill ID in the Subject Heading and your McGill ID number

- Copy of Agency's Notice of Award –**
  - o **NSERC**-indicates application number and amount of fellowship
  - o **SSHRC**-indicates fellowship number, start date, duration
  - o **CIHR**-this is the Authorization for Funding Form indicating amounts, start date, duration (generated after acceptance is received by agency, not part of offer)
- Payment Request for Tri-Council Fellowships (NSERC/SSHRC/CIHR) form** –must be signed by fellowship holder\*.
- Request for Instalment and Reinstatement of Award form** – signed by fellowship holder and supervisor(s).
- Copy of valid certificates** – where project requires research involving human or animal subjects. **If unsure, verify with your supervisor.** (required only if your CIHR fellowship includes a research allowance)

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

\* 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.

**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 all documents are received.