Information on Activation and Payments Banting Postdoctoral Fellowship

Congratulations on your Postdoctoral Fellowship! Graduate Funding was notified that you will be holding your fellowship at McGill University. Please read this entire document, follow the steps below in order to activate your payments, and retain it email for your records.

This information sheet will provide you with details and instructions concerning the payment of your Postdoctoral Fellowship. In keeping with the guidelines established by each of the Tri-Councils, your fellowship will be administered by Graduate & Postdoctoral Studies for the period of tenure. By accepting your fellowship, you indicate your understanding and compliance with those regulations.

For postdocs who generally use a non-McGill email address, please note that in accordance with the McGill email policy (http://www.mcgill.ca/secretariat/files/secretariat/e-mail-communications-with-students-policy-on_5.pdf) subsequent correspondence will be sent to your @mail.mcgill.ca address ONLY (following registration).

ACCEPTING YOUR FELLOWSHIP OFFER
Follow the instructions of your offer of fellowship to notify both your granting agency and McGill University (Graduatefunding.gps@mcgill.ca) Accept (or decline) the offer of award by completing the Response to Offer task in ResearchNet and other required steps, if applicable.

ACTIVATING/MAINTAINING YOUR FELLOWSHIP AT McGill (see also “Required Steps”, below)
1) Documents. In order to facilitate the payment of your fellowship, please complete, sign where applicable, and return all required documents. You will be notified of your pay schedule by email after the fellowship is processed. Please allow minimum two weeks from the time of receipt of all documents for fellowship processing.

2) Ongoing 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. For details, please see the "Award Holder's Guide" relevant to your funding agency. http://www.cihr-irsc.gc.ca/e/22631.html Please note that you MUST inform GPS (Graduate Funding) immediately of any change in your registration status – it may affect your funding eligibility!
Taxes: As you are probably aware, this fellowship is taxable. For more information, please see: http://www.mcgill.ca/gps/postdocs/fellows/finances

REQUIRED STEPS:

1) Let us know the details of your fellowship
Request activation of your fellowship payments by letting our office know that you will be activating the fellowship here and specifying your start date.

2) Send the documents we need in order to pay you
Submit the ALL additional documents to GPS (by email to Graduatefunding.gps@mcgill.ca) the subject heading should be BANTING_Activation of Fellowship
 ► An originally signed Fund Opening/Renewal Form (found at: http://www.mcgill.ca/gps/funding/students-postdocs/accepting-maintaining-awards )
 ► A copy of the Authorization for Funding (generated and sent to you by the granting agency after you contact them to accept the fellowship)
 ► A copy of your Letter of Agreement
 ► A copy of valid Work Permit (if applicable)
If you have submitted all the required documents, please continue with the steps below.

3) Make sure your registration is complete
   a) On Minerva, ensure that your Postdoc registration appears and is covering at least the period in which you will start the fellowship. If not, please contact your Postdoc Administrator in your academic unit to ensure that all the documents necessary for your registration have been received and are in proper order.

   General Timeline for Payments:
   Postdoctoral fellowships will be paid out on the bi-weekly “Bi-weekly hourly and casual pay schedule”, published here: http://www.mcgill.ca/hr/employee-services/getting-paid

   Award Holder’s Guides:
   Payment of your Tri-Council fellowship is subject to your maintaining all ongoing eligibility conditions for the fellowship. For details, please see the "Award Holder's Guide" relevant to your funding agency.  
   CIHR: http://www.cihr-irsc.gc.ca/e/22631.html

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