Guidelines – Arts & Science Tri-Council Postdoctoral Fellowship Top-Ups

The Faculty of Arts & Science (A&S) plans to provide an annual top-up to Tri-Council Postdoctoral Fellowship Awardees, who are supervised by members of the A&S professoriate (St. George Campus primary budgetary appointees only). This will start with successful applicants in the fall 2019 competition (awarded in Spring 2020). Additionally, A&S will top-up existing Tri-Council Postdoctoral Fellows (i.e. those entering the second year of their Fellowships in 2020).

The details on the top-up amounts are listed below:

<table>
<thead>
<tr>
<th>Tri-Council Postdoctoral Fellowship Program</th>
<th>FAS Top-ups</th>
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<tbody>
<tr>
<td>Type</td>
<td>Value</td>
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<tr>
<td>NSERC</td>
<td>$45,000</td>
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<td>SSHRC</td>
<td>$45,000</td>
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<tr>
<td>CIHR*</td>
<td>$40,000</td>
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*The top-up amounts for CIHR PDs assumes that all Awardees in A&S will be trainees who hold a PhD, not licensed Health Professionals.

Each Spring/Summer, A&S will validate the group of eligible awardees with the School of Graduate Studies and reach out to relevant business officers to initiate the top-up process.
A&S Tri-Council Postdoctoral Fellowship Top-Up SOP

PI
- PI and Post Doc Fellow apply for award directly to Tri-Council website
- When Tri-Council Post Doc Award is granted, PI submits Notice of Award (NOA) to business office and requests a Post doc engagement letter
- When the Post doc engagement letter is signed, inform the grant agency the starting date. The granting agency pays the Post Doc directly

Department

Business officer
- Register the Post Doc in SGS and prepare the Post doc engagement letter
- Set up the top-up as stipend with wage code 0630 for domestic and 0631 for international Post Doc in HRIS. The top-up is paid to the student monthly
- Provide the signed engagement letter, NOA and fund center to receive the top-up to FAS and provide FAS any updates during the award period

SGS

- Provide assistance to business officer for registration, engagement letter and GSC benefit enrollment
- Provide the complete list of the Tri-Council awards to FAS

FAS

FAS Financial Officer
- Collect the engagement letter, NOA and FC from the department
- Compare the information from unit to the SGS Tri-Council Post Doc list
- Prepare the budget transfer to allocate the FAS Tri-Council Post Doc top-up to the FC provided by business officer

If the award is administered by UofT, the PI will submit an MRA for research fund setup. The Post Doc trainee will be paid through the research fund.