

The Graduate Student Funding Form should be used to provide financial support to graduate students from departmental GTA budgets, research grants or contracts. Support may be provided as a Graduate Teaching Assistantship, a Graduate Research Assistantship (use Form 1A) or a Research Fellowship Award (use Form 1B).

- **Graduate Teaching Assistantship (GTA)** is support paid to graduate students for up to 10 hours of work/week (on average) for 24 weeks per year for a total of 240 hours. A half GTA constitutes 5 hours per week for 24 weeks, or a full TA ship over one term. GTA's are paid monthly to the student directly through the payroll office for work as a tutorial/seminar leader, marker, etc.
- A **Graduate Research Assistantship (GRA)** is support paid as an hourly or monthly salary for work completed, as negotiated between a supervisor and student. Supervisors should document the expectations of a research assistantship for the student. Mandatory benefits, including 4% vacation pay are added to research assistantships.

Payroll Deadline Dates:

Fall Term 2010 – September 9, 2011; Winter Term 2011 – January 10, 2012; May Term 2011 – May 10, 2012

- **Early submission of forms to graduate program offices is recommended to allow adequate time to meet payroll deadlines.**

IMPORTANT NOTE: Students MUST submit current TD1 forms, banking information or void cheque, a valid Social Insurance Number and a valid student visa authorization (International students). If documents are not attached or on file, payment will be delayed.

Student Name: _____ Graduate Program: _____ MA/Msc ___ PhD _____
 Student ID Number: _____ Student SIN Number: _____ (required)
 Mailing Address (for T4's): _____
 Email Address: _____ Phone Number: _____

- I accept the GTA/RA position as assigned for the academic term(s) as indicated below. _____ (signature required)
 I decline the GTA/RA position offered for this term. _____ (signature required)

TA Payments as listed below will be credited to a students bank account on the 28th of the month less any deductions required by law.

1. Graduate Teaching Assistantship (GTA): Monthly Salary: \$ _____ * (less required deductions; + 4% vacation pay)
 * each pay generates an employer paid expense.

For the _____ month period from: Start date: _____ End date: _____ # of hours/week _____
 # of months (MM/DD/YY) (MM/DD/YY) (10 hrs/ 5 hrs)

GTA assignment: _____ Dept/ Program _____ Course (if known)
 (if known) (i.e. HIST) (i.e. 1000AY)

Charging Departmental GTA Account: _____ Program Administrator initial: _____

Signature of Graduate Studies Coordinator: _____ Date: _____

2. Graduate Research Assistant (GRA): Monthly Salary: \$ _____ * (less required deductions; + 4% vacation pay)
 * each pay generates an employer paid expense

Start date: _____ End date: _____ # of hours/week _____
 (MM/DD/YY) (MM/DD/YY) (required) *should not exceed 10hrs/wk

GRA Assignment: _____

Charging Account(s) # _____ & # _____ (if required)

Name of Supervisor (s) _____ & _____ (if required)

Signature of Accountholder: _____ Date: _____

- I certify this expense is eligible as set out in the budget I have submitted as part of the research grant and that there are sufficient funds available.

Signature of Research Accounting Officer: _____ Date: _____

All payments to students from research accounts are subject to authorization from the Research Accounting Office.