



Appendices

We recommend that you familiarize yourself with the Funding Terms and Conditions, policies and information provided in the appendices. Appendices A through H provide additional information on the funding package and form a part of this funding letter.

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Appendix A

Glossary of Funding Terms

Awards: Funds that are obtained competitively by students, on the basis of academic excellence or other types of achievement (e.g. outstanding teaching skills, leadership, community engagement etc).

Minimum funding package: Across FASE, the minimum funding package for MASc students in the funded cohort is \$15,500 + tuition and fees. For PhD students in the funded cohort, it is \$17,000 + tuition and fees. Each graduate unit in FASE has established a minimum funding package that is equal or above the FASE levels. The minimum funding package is also referred to as “base funding package”.

Fellowship: Funding provided to the student from research grants obtained by the supervisor or from funds internal to UTIAS. This is paid out either on ACORN under University of Toronto Fellowship (UTF), or on HRIS. These funds are paid directly to the student.

Scholarships: Funds that are obtained competitively by students, predominantly on the basis of academic excellence.

Appendix B

Faculty of Applied Science and Engineering (FASE) Funding Terms and Conditions 2019-20

A base funding package is provided to all FASE research stream graduate students within the funded cohort to support students in the pursuit of their graduate programs. Funding packages may include funds from a variety of sources, including research fellowships, student fellowships, external and internal scholarships, as well as internal and external awards.

This document outlines the terms and conditions under which funding is provided.

Eligibility for Funding

Funding is provided to all FASE graduate students provided that they are:

- within the funded cohort
- registered
- full time students
- in good academic standing

When a student takes an approved leave of absence, the funding package will be revised to reflect the student’s registration status. Funding will be withdrawn from students whose registration is terminated for any reason.

Major Scholarships

Major external awards include Vanier Canada Graduate Scholarships, Canada Graduate Scholarships (CGSD & CGSM), CIHR Doctoral Research Awards, NSERC Doctoral Postgraduate Scholarships (PGSD, CGSD), CIHR Doctoral awards, SSHRC Doctoral Fellowships, Ontario Graduate Scholarships (OGS), QEII-GSST, Ontario Trillium Scholarship, Connaught International Scholarship for Doctoral Students, C. David Naylor University Fellowships, and so forth. Graduate students are required to disclose to the Graduate Administrator any external awards, including those paid directly to the student.

Graduate students in the research stream programs are encouraged to apply for external awards for which they are eligible.

Not all awards are paid through the University of Toronto. For example, awards from other countries are typically paid directly to the student. In such cases, the student is responsible for paying tuition and fees.

When graduate students win a major award, that award replaces a portion of the base funding package or the full package. This policy ensures that funding is distributed as equitably as possible.

Employment

Teaching Assistantships (TA-ships) are not counted as part of the base funding package for graduate students in FASE. Graduate students interested in working as a TA can apply for and accept TA positions. In order to ensure that graduate units know how much work students take on, graduate students are required to disclose TA positions held across multiple departments and campuses to the Graduate Administrator.

Being a full-time student is a condition of funding. It is recommended that students who take paid employment limit their hours of work to fewer than 10 hours per week on average in all forms of employment, including TA, other employment at the university and employment outside the university, while receiving this funding.

Appendix C

How Base Funding Works in the Faculty of Applied Science and Engineering (FASE)

Graduate Funding in FASE: FASE ensures that all research-stream graduate students in the funded cohort receive the FASE Base Funding Package.

The Funded Cohort: UTIAS provides 20 months (5 sessions) of funding in the MASc program and 4 years (12 sessions) of funding for students admitted in the Doctoral program with a Master’s degree. Students who were admitted in the PhD program directly from an undergraduate program have 5 years (15 sessions) of guaranteed funding during their PhD. Students who transfer to the PhD program after one-year in the MASc program receive an additional 4 years (12 sessions) beyond any funding already received.

FASE Base Funding: Base Amount + Tuition & Fees = Base Funding Package (minimum funding package)

Domestic Base Funding		
	MASc	PhD
Base Amount	\$16,000.00	\$17,500.00
Tuition & Fees	\$7,850.90	\$7,850.90
Base Funding Package	\$23,850.90	\$25,350.90
International Base Funding		

	MASc	PhD
Base Amount	\$16,000.00	\$17,500.00
Tuition & Fees	\$26,046.90	\$8,486.90
Base Funding Package	\$42,046.90	\$25,986.90

Components of Students' Base Funding Packages: The composition of Base Funding Packages varies by graduate unit and by student. Graduate units may use the following components to create a funding package for a student:

- **External Awards:** (eg. Vanier, CGSD, CIHR, CGSM, NSERC, OGS)
- **Fellowship:** usually provided by a combination of the supervisor's research grants and UTIAS internal funds

Standard Base Funding Package: The following are examples of standard base funding packages for UTIAS. It illustrates how scholarships and awards may affect the composition of the funding package received and the total funding received. The components will vary depending whether the students receive awards that replace parts of the package.

	Scholarship	Internal Fellowship	TOTAL
Domestic PhD - no other funding	-	\$25,350.90	\$25,350.90
International PhD - no other funding	-	\$25,986.90	\$25,986.90
Domestic MASc - no other funding	-	\$23,850.90	\$23,850.90
International MASc - no other funding	-	\$42,046.90	\$42,046.90
NSERC CGS-M	\$17,500.00	\$14,000.00	\$31,500.00
NSERC PGS-D	\$21,000.00	\$14,000.00	\$35,000.00
NSERC CGS-D	\$35,000.00	\$14,000.00	\$49,000.00
OGS – PhD	\$15,000.00	\$14,000.00	\$29,000.00
OGS – MASc	\$15,000.00	\$14,000.00	\$29,000.00
QEII-GSST – PhD	\$15,000.00	\$14,000.00	\$29,000.00
QEII-GSST – MASc	\$15,000.00	\$14,000.00	\$29,000.00
VSAI	\$17,500.00	\$14,000.00	\$31,500.00

Students who receive major external scholarships or awards of at least \$15,000.00 will receive an additional fellowship payment of \$14,000.00 in 2019-2020.

Enhanced Packages: All students receive FASE base funding. However, some students' packages may exceed FASE base funding depending upon the following factors:

- Which graduate unit the student is in – the base amount is higher in some units.
- Research funding held by faculty which can be used for research fellowships.
- The availability of awards and endowments.
- Competitive awards made by graduate units.
- Decisions on how to allocate top-up funds.

Other Factors that Affect the Package: The policies and capacity of graduate units and the circumstances of individual students may affect the composition of specific funding packages. Examples of factors that may affect the package include:

- Major awards, which displace base funding.
- Research funding secured by faculty members that can be used for research fellowships.
- Restricted awards available to the graduate unit to build or enhance funding packages.

Appendix D

Fee Deferral & Direct Deposit on ACORN

Fee Deferral – Registering without Payment

It is strongly recommended that students in the funded cohort defer tuition and fees.

To defer fees on ACORN, login to <http://www.acorn.utoronto.ca/>, find the Financial Accounts section and request a fee deferral. This will allow you to register without paying a tuition deposit. You must be registered in order for your awards or fellowships to be processed on ACORN. A fee deferral will register you in your courses, as well as defer all service charges until April 30, 2020.

Please note: If your account does not show fees owing, do not go through the process as it will not result in registration. If your registration status does not show as “INVIT” you should contact your Graduate Administrator to determine what the problem might be.

Direct Deposit on ACORN for Awards and Fellowships

Direct deposit can be set up or updated on ACORN by logging into <http://www.acorn.utoronto.ca/> and visiting the Financial Accounts section.

Setting up direct deposit and keeping the information up to date will facilitate faster payments.

If you choose not to set up direct deposit, your award instalments and student fellowship payments will be issued to you via cheque and sent to the mailing address that you provided on ACORN. This could take up to 6 weeks.

Appendix E

Major External Award Payment Process

Most major federal and provincial awards are paid by the School of Graduate Studies (SGS) via ACORN. This includes the following awards:

Award	Value
OGS (if 3-term)	\$15,000.00
QEII-GSST (if 3-term)	\$15,000.00
VSAI	\$17,500.00
CGSM	\$17,500.00
SSHRC Doctoral	\$20,000.00
NSERC PGSD	\$21,000.00
CGSD	\$35,000.00
Vanier	\$50,000.00
Trillium*	\$26,667.00
*The Trillium has a value of \$40,000.00 2/3rds of this amount is paid by SGS and the balance is covered by the graduate unit or supervisor.	

This does not include external awards paid directly to the student by a foreign government or other external entity.

Graduate students are required to inform the Graduate Administrator if they receive an award, including an award that is paid directly to the student by the awarding body.

All major awards processed by SGS with a value in excess of \$10,000 are paid in three equal instalments as follows:

- **September Instalment:** The full instalment is remitted to the student.
- **January Instalment:** The instalment is applied to the student’s fees account, with any balance being remitted to the student.
- **May Instalment:** The instalment is applied to the student’s fees account, with any balance being remitted to the student.

As a result of the SGS payment policy, award payments in January will first be applied to the student's fees account; any surplus will be remitted to the student. Students may also have fees deducted from their May instalment if they still have an outstanding fees balance.

Appendix F

Teaching Assistant Positions

Income from Teaching Assistant positions is not counted in the funded package in FASE. However, TA positions can provide an opportunity to develop skills as a Teaching Assistant in preparation for a career and thus can represent an important component of graduate education. If you are interested in working as a TA, you should apply for and accept a Teaching Assistant position. Teaching Assistant contracts will be issued to students in August 2019 by the hiring unit(s).

Teaching Assistant work is paid as follows:

Year	Hourly Rate	4% Vacation Pay	Total
2019	\$45.33	\$1.81	\$47.14
2020	\$46.24	\$1.85	\$48.09

You will be paid in equal instalments on monthly basis for the duration of the position. Payments are issued via the HRIS payroll system on the 28th of the month, or the preceding Friday if the 28th falls on a weekend or holiday.

Appendix G

Useful Links

[FASE Graduate Studies web page](#)

<http://gradstudies.engineering.utoronto.ca/>

[Collective Agreement with CUPE 3902, Unit 1 ACORN](#)

Memorandum of Agreement 2018

[Employee Self Service](#)

Fee Deferral Direct Deposit, Updating Mailing Address

[SGS Graduate Awards](#)

TA and RA Payments

[SGS Payment Policy](#)

External and Internal Awards Financial Aid, Understand Your Funding

[SGS Website](#)

Payment Processing, Payment Schedule, Fee Deferral Policy

[Student Accounts](#)

Resources for Current and Prospective Students

Fee Schedules, Student Account Inquires

Appendix H

Funding for Students Beyond the Funded Cohort

FASE graduate units provide base funding to graduate students in eligible programs for up to five years. Please see **Appendix B, How Base Funding Works in FASE**, for more information on the funded cohort.

Students who are beyond the funded cohort and therefore not eligible for a base funding package may receive other funding from their graduate unit such as the Doctoral Completion Awards (DCA), as long as they are within the time limit of their degree. The resources available to the graduate unit for students outside the funded cohort vary by unit but in general, the scholarships and awards opportunities are limited. Graduate units may also be able to offer TA-ships and research fellowships to students outside the funded cohort.