RESEARCH ASSISTANTS – SCHOLARSHIPS
GRADUATE STUDENT APPROVAL FORM

FIRST NAME:		LAST NAME:	
SUPPLIER NUMBER:		STUDENT NUMBER:	
TOTAL SCHOLARSHIP LUMP SUM TO BE PAID:		DEPARTMENT NAME:	
PROJECT START DATE:		PROJECT END DATE:	

ACCOUNT NUMBER				DEGREE LEVEL	NATURAL (select one)
FUND	DEPARTMENT	PROGRAM	PROJECT	Graduate	81330 (Canadian)
				Doctorate	81330 (International)

NOTE: ALL STUDENTS RECEIVING THE ABOVE SCHOLARSHIP MUST BE SET UP AS A SUPPLER. IF THIS IS THEIR FIRST RESEARCH SCHOLARSHIP PLEASE SUBMIT A TICKET TO SET UP THE STUDENT AS A SUPPLIER. **(Knowledge Base Article: How can I add a new Supplier?)**

ATTENTION: This form should be used only for those graduate students who participate in a grantee's research for the main purpose of qualifying for advanced degrees or obtaining graduate research experience that will advance their knowledge. Please consult the Research Assistantship Guidelines on the Graduate Studies website.

I have read the Research Assistantship Guidelines and have determined that scholarship is the appropriate method of payment

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Date

Grantee Name

Grantee Signature
(by typing your name, you agree to the form's terms)

All amounts paid from this form are considered scholarship funds. Since no employment insurance premiums are paid, no insurance benefits can be claimed. Students paid through these scholarships are not covered by Workers Compensation (WSIB). Scholarships are considered T4A income. No tax will be deducted. All amounts will be paid in a lump sum, not bi-weekly. Students may wish to consult with Payroll to amend their TD1 form depending on individual circumstances. **The processing timeline for scholarship payments is approximately two (2) weeks.** Approval from AAU and Research Finance will be handled within UWinsite Finance through automated approval routing, triggered when the Payment Requisition is submitted. **Once the Scholarship Payment Requisition has received all necessary approvals, the payment will be included in the next scheduled bi-weekly pay run through Accounts Payable.**

Please submit a copy of this form within the payment requisition to initiate payment.