



September 30, 2020

Memorandum

To: Graduate Student Supervisors

From: Gail Murphy, Vice-President, Research & Innovation
Phil Barker - Vice-Principal, Research & Innovation, UBCO
Susan Porter, Dean and Vice-Provost, Faculty of Graduate and Postdoctoral Studies, UBCV
Peter Simpson – Dean, College of Graduate Studies, UBCO

CC: Andrew Szeri – Provost and Vice-President, Academic, UBCV
Marcia Buchholz – Vice-President Human Resources, UBCV
Peter Smailes – Vice-President Finance and Operations, UBCV
Ananya Mukherjee Reed – Provost and Vice-President, Academic, UBCO
Gill Henderson – Executive Director Human Resources, UBCO
Rob Einarson – Associate Vice-President, Finance and Operations, UBCO

Re: Guidelines on research stipend distribution to graduate students unable to travel to Canada in response to COVID-19

We thank you for your continued support of graduate students during the unusual circumstances in which we all find ourselves. We are writing in regards to graduate students who have yet to receive all or a portion of their funding from UBC research or unrestricted grants because they have been unable to travel to Canada due to COVID-19 restrictions.

To support the research undertaken by students in this situation, and in collaboration with you and your research groups, a Graduate Research Stipend (GRS) distribution process is being made available to allow supervisors to provide funding to these graduate students. The basic mechanism of the GRS is to deposit the stipend to the student's UBC tuition account. When deposited, the funds will be applied against any tuition / fees owed; any funds in excess of fees will be provided to the student as a lump-sum payment.

This new process is subject to the conditions of funding that already apply to all research stipends. Faculty supervising graduate students remain responsible for ensuring that all UBC research activity, regardless of where it is undertaken, is conducted to the highest scientific, ethical, and professional standards, and in accordance with UBC policies on Scholarly Integrity (SC6), Research (LR2), and any other University policy that is relevant to the work that the graduate student will be undertaking (see links to policies in FAQ below). If you have any questions regarding these policies, please contact research.innovation@ubc.ca.

To provide GRS funding to a student, a supervisor will submit information about the funding and the student through an online form, accessible via [this link](#). Should there be any questions about providing the GRS, the supervisor will be contacted by the College of Graduate Studies (UBCO) or the Faculty of Graduate and Postdoctoral Studies (UBCV). Once funding eligibility has been confirmed, the College of Graduate Studies (UBCO) or the Faculty of Graduate and Postdoctoral Studies (UBCV) will contact the student with details of the funding and instructions on how to receive the funds.



Please note that there are differences between the GRS process and how you may be providing Graduate Research Assistantships to students through the UBC human resource and finance systems. We have outlined those differences in the form of Frequently Asked Questions (FAQs) below, to help you manage research activities and track research project progress, in order to meet funding agency reporting requirements in situations where graduate students are undertaking UBC research activities outside of Canada.

Thank you for considering using a Graduate Research Stipend to support graduate students unable to travel to Canada. Should you have any questions about the process, please contact Nathan Sletten (UBCO - nathan.sletten@ubc.ca) or Brendan Morey (UBCV – brendan.morey@ubc.ca).

FAQs:

- 1. How many transfers will be done to the student accounts? For instance, if a supervisor commits to both terms of funding, how many transfers will there be from their grant to the student accounts? Can they later change the source of that payment to another research grant?**
 - Funding transfers to student accounts will be made once per academic term, based on the funding source and stipend amounts approved through the GRS submission process. Subsequently changing the source for the stipend to a different research grant would require a separate review and approval. In such cases, supervisors can contact Nathan Sletten (UBCO - nathan.sletten@ubc.ca) or Brendan Morey (UBCV – brendan.morey@ubc.ca) to initiate the request for such a change.
- 2. Can the supervisor pay the stipend from more than one research account?**
 - Yes. When applying to this process, supervisors will have an opportunity to specify which research PG(s) and related sponsor(s) the Graduate Research Stipend is to be paid from.
- 3. What happens when the stipend is in excess of the tuition and fees owed by the student?**
 - After outstanding tuition and fees have been paid, any remaining balance will be transferred to the student (likely via wire transfer) or held in the student's tuition account (in cases where a wire transfer is not possible).
- 4. What should the supervisor do if the graduate student stops working on the research project and/or is not meeting the terms of the Graduate Research Stipend?**
 - The supervisor will contact Nathan Sletten (UBCO - nathan.sletten@ubc.ca) or Brendan Morey (UBCV – brendan.morey@ubc.ca) to request that future Graduate Research Stipend payments be put on hold until the supervisor is satisfied that the terms of the stipend can be met.
- 5. What do I need to consider when my student is conducting UBC research outside of Canada?**
 - Considerations depend on the specific situations, and the countries in which graduate students are conducting the UBC research. Some examples are provided below:
 - Some research topics may be censored or considered illegal by non-Canadian governments. This may include, but is not limited to research on human rights, representative government, defamation, obscenity, gender or sexuality, and historical or current geopolitical controversies. Students are subject to the laws of their local jurisdiction, and local authorities may limit access to research material or take punitive action. UBC is strongly committed to academic freedom (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,33,86,0>) for an articulation of the values of the University conveyed in the Senate Statement on Academic Freedom).
 - Export control restrictions should be considered at the planning stage before any research activity is initiated. Information on export controls is available from Global Affairs Canada.



- Should you have any questions on these topics, please contact the Office of the Vice-Principal Research and Innovation (UBCO) or research.innovation@ubc.ca (UBC-V).
6. **How do I get approval to use funds in this way from sponsors other than the Tri-Agencies and unrestricted funds (i.e. from an industry or other government sponsor)?**
- Research Finance will coordinate with relevant units to seek this approval, based on the information provided in the Supervisor's application. In some cases, it may not be possible to use some sources of funding for this category of graduate research stipend. In these cases, Research Finance will work with you to identify other potential sources.
7. **What UBC policies are relevant to these Graduate Research Stipends?**
- Some of the relevant policies include:
 - [Policy FM4: Research Over-Expenditure Policy](#)
 - [Policy FM7: Contract Employees Fund Policy](#)
 - [Policy LR2: Research Policy](#)
 - [Policy LR3: Grants During Leave Policy](#)
 - [Policy LR5: Research Grants Policy](#)
 - [Policy LR9: Human Research Policy](#)
 - [Policy LR11: Inventions Policy](#)
 - [Policy SC1: Health and Safety Policy](#)
 - [Policy SC3: COI Policy](#)
 - [Policy SC6: Scholarly Integrity Policy](#)
 - [Policy UP5: Equipment/Services Use Policy](#)
 - [Policy UP6: Trade-Mark Policy](#)