



## EXTERNAL GRADUATE AWARD ACTIVATION FORM

To activate payment for external awards such as Tri-Agency (CIHR, NSERC, SSHRC) and others, all UBC award holders must complete this form. In order to activate your award, please submit all required forms to Graduate and Postdoctoral Studies at least three weeks before requested award start date. Activation forms will be accepted after this deadline, but in such cases the first award payment(s) may be delayed (though students will receive payment retroactive to requested award start date).

Required for all award holders	
Surname:	First Name:
UBC Student Number:	Email:
Department:	Faculty (ex. Arts):
Award name:	Award start date:

Have you entered your banking information in the [Student Service Centre](#), in order to receive your award payments by electronic fund transfer ([direct deposit](#)) to your bank account?

Yes.

Have you accepted/been offered a UBC fellowship (Killam, Affiliated, Indigenous, Four Year Fellowship) for the same time period as your external award?

Yes. UBC students may not hold other major external awards at the same time as most UBC fellowships. We will notify you of any changes to your UBC fellowship for the duration of your external award.

No.

If you hold any teaching / research assistantships for the same time period as your external award, please notify the department that is paying your assistantship about your external award. Your department may wish to adjust your assistantship funding based on your new funding. Also, some funding agencies set limits on the number of hours that a student may work while holding an award. Please check the terms and conditions of your award.

Please complete the numbered section below that matches your award type and proceed to reviewing the Essential External Awards Information section on Page 2.

Section 1. Required for CIHR CGSM, NSERC CGSM, and SSHRC CGSM holders (Master's)
Is the External Graduate Award Activation Form completed and signed (this page and the following page)?
<input type="checkbox"/> Yes.
Is a copy of the Notice of Award from the funding agency attached? The Notice of Award is provided by funding agency and must list the start and end date of the award, the stipend amount, and any terms and conditions to the funding. CGSM holders can download the Notice of Award from the <a href="#">CGSM Research Portal</a> .
<input type="checkbox"/> Yes.

Section 2. Required for NSERC CGSD, NSERC PGSD, SSHRC CGSD, and SSHRC DF Holders (Doctoral)
Is the External Graduate Award Activation Form completed and signed (this page and the following page)?
<input type="checkbox"/> Yes.
Is a copy of the Notice of Award from the funding agency attached? The Notice of Award is provided by funding agency and must list the start and end date of the award, the stipend amount, and any terms and conditions to the funding.
<input type="checkbox"/> Yes.
Is a copy of <a href="#">acceptance email</a> attached?
<input type="checkbox"/> Yes, I have attached the email I sent to the <a href="#">program contact</a> accepting the award.
Is the <a href="#">Request for First Instalment or Reinstatement of Award Paid by Canadian Institution</a> completed and attached? Graduate Awards will provide the signature of the "SLO or equivalent official" and email the funding agency and you with the signed copy of this form.
<input type="checkbox"/> Yes.



**Section 3. Required for Vanier CGS, CIHR CGSD and Fellowship Award Holders (Doctoral)**

**Is the External Graduate Award Activation Form completed and signed (this page and the following page)?**

Yes.

**Is a copy of the Notice of Award from the funding agency attached?** The Notice of Award is provided by funding agency and must list the start and end date of the award, the stipend amount, and any terms and conditions to the funding.

Yes.

**Have you completed the Confirmation of Commencement Form on [ResearchNet](#) and submitted a signed copy to the [program contact](#)?**

Yes.

**Is a copy of Authorization for Funding attached?** This document is sent to award holders by CIHR after the award holder accepts the award.

Yes, I have attached a copy of the Authorization for Funding.

No. I have accepted my award and submitted all required documents to the funding agency. I will submit a copy of the Authorization for Funding once I receive it.

**ESSENTIAL EXTERNAL AWARDS INFORMATION**

The following information applies to students who hold Tri-Agency (CIHR, NSERC, SSHRC) and other awards, fellowships, or scholarships from external funding agencies.

**Registration in Courses** Award payments will only be made to students who are registered as full-time UBC graduate students in courses and/or thesis credits, and award holders are required to maintain registration for the duration of their award funding period.

**Award Payments** Award payments are made at the beginning of each of the three terms per year (September, January and May) through the [Student Service Centre](#).

**Deduction of Tuition Fees** Award payments are applied first toward any outstanding tuition and student fees. The remaining funds are paid to the student through [Electronic Funds Transfer](#) or, if the student does not have banking information in the Student Service Centre, in the form of a cheque.

**Income Tax.** Income tax is not withheld from graduate award payments. UBC will provide a T4A form at the end of the calendar year. Students are responsible for filing income tax returns on these awards.

**Completion of Program, Withdrawal from Program and Leave from Program:** Please review [UBC's Award Holder's Guide](#) for information on these policies.

**Award Overpayment** Award holders **will be required to return** any amounts issued to them for the time period after their effective completion or withdrawal date, or for a period when the award holder is on a leave of absence.

**Progress Reports** Award holders whose award is more than 12 months in duration (e.g., UBC Four Year Fellowship, Tri-Agency doctoral awards, etc.) must submit to Graduate Awards an [annual progress report](#). You will be contacted by Graduate Awards when it is time to submit your annual progress report. Failure to submit a progress report will result in award payments being suspended until a satisfactory progress report is received.

**Award Holder's Guides** Award holders are advised to review the Award Holder's Guide on the appropriate award agency's website. The [Tri-Agency \(CIHR, NSERC, SSHRC\) Research Training Award Holder's Guide](#) is available online. Additionally, students are advised to review [UBC's Award Holder's Guide](#).

I hereby state that I have read and understood the information as outlined above and in the [Senate Regulations Governing Graduate Awards](#) of the University Calendar. I understand that failure to abide by the above information may result in the award being cancelled and a requirement that I repay all or a portion of the award to the University.

**Surname:**

**First Name:**

**Student Number:**

**Signature:**

**Date:**