Dear EEB graduate students and supervisors,

This letter, about the graduate stipends for this year, provides information on the components of graduate stipends, what needs to be done to receive payments, and when the components will be paid. Please read the relevant sections of this document now and hang onto it—you will need to refer to it again later this year.

The specific details of your graduate stipend for the 2016-2017 academic year are provided in the Stipend Package document that you received along with this letter. Students will also receive a payroll form from their local financial administrator (Jenn English at St. George, Amy Yeung at UTM, or Tony Rupnaraine at UTSc). For EEB students in the funded cohort, the base funding amounts for 2016-17 are $26,500 and $40,604 for domestic and international students, respectively; these are comprised of the Faculty of Arts and Science (FAS) base stipend and the annual award from the Department of Ecology and Evolutionary Biology ($1000). Income packages are comprised of a combination of some or all of the following: a research assistant position (RA) from the supervisor's grant; teaching assistantship position(s) (TAing) (usually 70 or 140 hours); UTF (University of Toronto Fellowship); external awards and scholarships (e.g., NSERC, OGS); an EEB restricted graduate award (from EEB’s endowment), and a top-up for eligible scholarships. The specific components vary among students. Many students in the funded cohort will receive a payment in early September (see below). For more details on specific funding sources and the timing of payments from those sources, please see FAQ#1 (below).

General notes about funding

- We strongly recommend that students sign up for direct deposit using the Student Web Service (see below for details), otherwise fellowship/award payments will be issued by cheque and mailed to the address listed on ACORN (formerly ROSI).
- Students who receive a major scholarship/fellowship during the academic year may have their funding package revised.
- Students who are not registered for the full academic year (September – August) will have their funding package revised.
- Students must be in good academic standing (as evaluated by their supervisor and EEB’s Associate Chair (Graduate)) in order to continue to be eligible for financial support. Having committee meetings on the required schedule (see the EEB Graduate Handbook, available on EEB’s Graduate Student website) is one component of remaining in good academic standing.
Are you a PhD student in year 3 or higher of the funded cohort? Are you aware of the changes in the value and source(s) of your funding package after you leave the funded cohort? If not, see FAQ#2 (in the last section of this document)

Are you an MSc student in the months 13-16 of your program? See FAQ#4 (in the last section of this document).

Do you want to TA for more or fewer hours than specified on the Stipend Package form? See FAQ#3 (in the last section of this document)

What are the components of my stipend and when will they be paid? See FAQ#1 (in the last section of this document)

**PLEASE PROCEED WITH THESE STEPS TO RECEIVE THE PAYMENTS INDICATED ON YOUR STIPEND FORM:**

1. Print a hardcopy of the stipend form. Professor and student should discuss the information in the stipend description.
   - If the RA amount will be increased, please let Kitty Lam know and she will reissue the stipend form.
   - Please contact Kitty Lam if the number of TA hours on your stipend form differs by 30 or more hours from what you intend to TA, and what you have been assigned. If the number of TA hours on your stipend form differs by less than 30 hours from what you intend to TA, and what you have been assigned, please do not contact Kitty Lam—the TA hours and salary indicated on the stipend form will not determine your actual salary—they only provide the EEB Grad Office with some general information about your overall stipend. Your actual TA salary and hours will be shown on your TA contract. Please do let Kitty Lam know if there are any changes to your financial situation later in the year.
   - The Stipend Package form may indicate an even distribution of support from the combined RA and TA, across the 12 months (8 months for those admitted in January; 4 months for MSc students in the first or last 4 months of their program; 7 months for those out of the funded cohort so that they have sufficient funds to pay off their tuition). Supervisors are strongly encouraged to maintain this schedule so students can count on receiving some portion of their income each month, but supervisors may change the timing of the RA payments if they wish on the form. All other components of the financial package are paid according to different schedules (please see below for details).
   - If the TA hours are not filled in for the appropriate months, do so by hand on the printed stipend document. If you wish to adjust the RA so that the RA+TA payments are even over the year, please adjust those also on the printed stipend document.
There is an example of the adjusted payments for those TAing for 70 hours at the end of this document (FAQ#5). There is no need to inform Kitty Lam of these changes.

2. Graduate students and supervisor(s) must sign the printed hardcopy of the Graduate Stipend form. In the box provided in the lower right of the form, supervisors should write the fund number(s) to be debited for the RA portion. **For continuing graduate students, if you and/or your supervisor is away from campus and unable to sign a printed copy of the form by the deadline**, you/they may send approval by email or on a scanned form, or if they have designated signing authority to someone on campus, that person can sign the form. However, the printed hardcopy with original signatures must be provided to the payroll officer on your campus by Oct. 1 (if your supervisor will not be on campus by Oct. 1, speak to your Financial/Business Officer) (see below); if this deadline is not met, there will be delays in future payments. **New graduate students must provide original documents** before you can be set up to receive payments via payroll; therefore, you must submit the signed, printed hardcopy by your September deadline to your payroll officer; for information about getting your supervisor’s signature if they will not be on campus before your deadline, speak to your Financial/Business Officer (see below).

3. Please give the form to the appropriate Financial Officer/Business Officer on your campus: Jenn English (Payroll Administrator) at St. George (Rm 3055H, ESC), Amy Yeung at UTM (Rm DV3032) or Tony Rupnaraine (Business Officer) at UTSc (Rm SW421G). If you are a continuing student, please return your signed form as soon as possible, but by your Sept. deadline (see below) at the very latest. If you are a new student and have not yet arrived on campus, please return your form as soon as possible in September to ensure that your first monthly payment will come at the end of September. For those not meeting the Sept. deadline, the first payment will come at the end of October. **Please note: the deadlines vary by campus: at UTSC, the deadline is Tuesday, Sept. 6, 2016; at UTM, the deadline is Tuesday, Sept. 6, 2016; and at St. George, the deadline is Thursday, Sept. 15, 2016.**

4. Because funding packages change from year to year, the timing and source of individual student’s tuition payments may change. **Also, payments that were made automatically towards your tuition and other fees by EEB and the U of T last year may be your responsibility this year.** Students must check the status of their fees account on ACORN (formerly ROSI) in March to make sure the account balance is zero. For information on how to check your fees account, please see the “**REGISTRATION, ENROLLMENT, AND UPDATING YOUR INFORMATION**” section in the EEB Graduate Handbook, which is available here: http://www.eeb.utoronto.ca/grad/current/grad-forms.htm

5. If you find out at any time during the coming year that you will be receiving any additional funding, please inform Kitty Lam (kittygk.lam@utoronto.ca) of any of these changes. Don Jackson, the Tri-Campus Graduate Chair for all EEB graduate students, wants the EEB grad office to keep complete records on the complete funding situations for all graduate students.
6. Before you ask Kitty or Helen a question about your stipend, please attend a Stipend Workshop (if available before you must submit your signed form to your financial/payroll/business officer (information about these workshops will be emailed soon)) and please read all of the relevant sections of FAQ#1 (below) on the components of the stipends and when they will be paid. If there appears to be a problem with your stipend, please contact the EEB Graduate Coordinator, Ms. Kitty Lam at kittygk.lam@utoronto.ca.

Best wishes for a terrific year!

Helen Rodd
EEB Associate Chair for Graduate Studies
phone: 416-946-5035, email: helen.rodd@utoronto.ca

FAQs

FAQ #1: COMPONENTS OF GRADUATE STIPENDS AND WHEN THEY ARE PAID, 2016-2017

**RA:** payments for Research Assistantships (RA) (that is, funding from a student’s supervisor’s/supervisors’ grants) will be deposited at the end of September (or the end of Oct. if the form is handed in after the payroll deadline) and monthly thereafter, in accordance with the agreement made in early September between the student and supervisor(s) (see the Stipend Package form).

**TA:** payments for TAing (teaching assistant income) will be deposited during the duration of the course; e.g., for fall courses, payments will be paid at the end of September and monthly thereafter for the duration of the course.

Please contact Kitty Lam if the number of TA hours on your stipend form is 30 (or more) hours more or less than you intend and have been assigned to TA. If the number of TA hours on your stipend form are <30 hours more or less than you intend and have been assigned to TA, please do not contact Kitty Lam—the TA hours and salary indicated on the stipend form will not determine your actual salary—they only give the EEB Grad Office some general information about your overall stipend. Your actual TA salary and hours will be shown on your TA contract.

The estimated Teaching Assistant (TA) contract hours and amount (including 4% vacation) are listed on the Stipend Package form. In accordance with the “no-offset” clause in the CUPE 3902 Unit 1 collective agreement (Art. 26:09 to 26:11), TA wages counted toward the funding package have been frozen at the hourly wage of your first PhD TA contract. This ensures that other sources of funding are not reduced as a result of any negotiated increase in TA wages.

The pay rates (with 4% vacation pay) for TAs this year are as follows:
Fall term = $44.61/hour
Winter term = $44.94/hour (note: this increase is not shown on your stipend form—what you receive as payment for your TAing is determined by your TA contract, not by what is on your Stipend Package document).

**UTF (University of Toronto Fellowships):** For EEB students in the funded cohort that do not have a major scholarship, University of Toronto Fellowships (UTF) cover the cost of tuition fees and some of the incidental fees; for those with scholarships, the UTF you receive may contribute to the cost of tuition. Your UTF funding may be split into three components: Early Sept. cash (paid directly to you; see below for details), Fall payment (paid in early Oct. directly towards your tuition) and Winter payment (paid in Feb. directly towards your tuition). All of the UTF payments are made by one person in FAS—she pays the UTF to all of the grad students in 80 departments; this means that we (in the EEB grad office) don’t know and won’t know exactly when you will be paid. EEB students will not all be paid at the same time, but if you know that many (10+) students received their payment more than a week ago and you have not, then you should ask Kitty Lam if there is a problem with your registration, etc. Any money remaining, after your tuition has been paid off, will be paid to your bank account listed on ACORN (formerly ROSI) (if you haven’t set up your direct deposit account on ACORN, please do so as soon as possible. It is a fairly simple process to add your banking information on ACORN. After you log in, select Personal Information and then click on Direct Deposit. Simply follow the instructions. Access to a student’s bank account details is restricted to you (that is, only to the student) (via the SWS)). **You should monitor your ACORN account to determine whether, after the Feb. UTF payment, you have an unpaid balance that you need to resolve before April 30.** Students who are not in the funded cohort are not eligible for UTF funding.

*Regarding the increase in UTF this year for all students in the funded cohort:*

- For continuing students in the funded cohort, please see the emails sent in May 2016 by FAS and by Helen Rodd about the $1500 increase in your base stipend. This amount increases the living expenses part of the base stipend for EEB grad students to $18000/year (note: the total base stipends for students in the funded cohort include tuition and other fees plus living expenses).

- For new grad students, here is information from the Faculty of Arts and Science about the funding increase: First, we are putting in place two new programs, Milestones and Pathways, aimed at bolstering the level of support we provide to enable students to progress through their studies and prepare effectively for their careers. Second, we are introducing major improvements to graduate student financial support. A key component is the Fellowship Initiative under which all eligible Arts & Science students in the funded cohort – domestic and international, across all three campuses – will receive a base funding package of at least $2,000 more by 2018-19 than they receive today, with the first increase taking effect this fall. All of this increase will go directly to students in the form of fellowship income. Students will not be required to work for any of this additional income. Third, we plan to create Program-Level Fellowship Pools in each of the graduate Departments, Centres and Institutes (academic units) in the Faculty of Arts & Science. These will be dedicated pools of fellowship resources that academic units can allocate to students in the funded cohort in accordance with their priorities for graduate education. For more information see: [Announcement](http://www.artsci.utoronto.ca/graduate/graduate-).
**Early September cash**: if present, this money is a portion of your allotted UTF money for this current year (those not in the FAS funded cohort (see below) are not eligible for this money); please note, this money is part of your total stipend for this year. It is paid in early Sept. by direct deposit to your bank account, if you have provided that information on ACORN (formerly ROSI), or as a cheque to the address listed on your ACORN account. For some scholarship holders in the funded cohort, your “top-up” may be paid as the “Early September cash”.

**Top-ups**: For students who were awarded an eligible scholarship (within the range determined by EEB policy) and who are in the funded cohort, a top-ups may be provided by UTF funding and will be listed in the Top-up column. For students who were awarded a scholarship and who are eligible for a top-up, but who are not eligible for a UTF top-up, their top-up is included in the amount listed under Restricted Awards.

**Restricted awards**: this funding is from EEB’s endowment and is available because of generous donations from friends of our department and friends of the former Zoology and Botany departments. This funding helps to reduce the number of hours our grad students need to TA to meet the base stipend and/or this funding may contribute to top-ups for winning a major scholarship. If your package includes an amount in the restricted award category, details about the donor of that award may be sent to you separately. If you are asked to write a thank you letter to the donor (this information will be sent separately), please take the time to do this. The restricted awards are paid during the Winter term (usually in March) and the payment will be used to pay off your outstanding balance for your tuition and other fees (if there is any money left after your fees are totally paid for, it will go to your direct deposit bank account listed on ACORN (see UTF above)). For students who are required to submit an OSOTF financial needs assessment form, the payment will be made 2-4 weeks after the OSOTF form is submitted to the EEB graduate office. *The sooner you hand in the OSOTF form, the sooner you will be paid (don’t wait until the deadline)*. Please note: everyone, according to the regulations, who is a graduate student, unless they are independently wealthy, has financial needs.

**Doctoral Completion Awards (DCA)**: the first installment will be made in approx. mid-Nov. and the second in approx. early March. If you finish before February 27, you are not entitled to receive the 2nd installment of the DCA.

**INFORMATION ON SPECIFIC AWARDS:**

NSERC scholarships: SGS pays these in three installments: September, January and May. The first installment will be deposited to your bank account listed on ACORN (formerly ROSI), and the 2nd and 3rd installments will go toward tuition.

Ontario Graduate Scholarships (OGS): SGS pays these in three installments: $3,333 each in September, January and May. The first installment will be deposited to your bank account
listed on ACORN (formerly ROSI), and the 2\textsuperscript{nd} and 3\textsuperscript{rd} installments will go toward your tuition. The remaining $5,000 comes from your supervisor(s)’ grant(s).

**QEII-GSST:** SGS pays these in three installments: $5,000 each in September, January and May. The first installment will be deposited to your bank account listed on ACORN (formerly ROSI), and the 2\textsuperscript{nd} and 3\textsuperscript{rd} installments will go toward your tuition.

**University-awards:** please note, several students in EEB won these this year—they can be worth from several hundred to several thousand dollars. And at least one was awarded to someone who had not applied for that scholarship but who had applied for another award. Make sure you apply for awards for which you are eligible. The payment will be issued to the student through their SWS/ACORN (formerly ROSI) account in early September. Kitty Lam will send information about applying for these awards in the spring.

**EEB Entrance awards/Graduate Admissions Award/Graduate Recruitment Award:** this funding, awarded when available, was provided by FAS to outstanding, new, domestic graduate students, who did not receive a major scholarship, and/or to their supervisors. This funding may not be available in future years. There are two components of this funding:

- An entrance/admissions/recruitment award to the student: this will be shown on the stipend form.
- An entrance/admissions/recruitment award to supervisors to reduce RA: The RA amount shown will include both the supervisor’s contribution and the contribution from FAS for the EEB Entrance award. The supervisor will receive more information about this by email later.

**Zimmerman/Weis graduate awards:** The students will receive a small top-up award from EEB or KSR, and, in addition, some of the RA (that the supervisor would normally pay) will be covered by either EEB or by KSR. The RA amount shown will include both the supervisor’s contribution and the contribution from EEB or FAS. The supervisor will receive more information about this by email later.

**Other details about the stipend form:**

“A&S funded cohort”: this indicates whether or not you are in the Faculty of Arts and Science (FAS) funded cohort and this determines whether you are eligible for UTF (University of Toronto Fellowship) funding. The provincial government and the U of T both contribute to the UTFs allocated to students in the FAS funded cohort.

For other details, also see http://www.eeb.utoronto.ca/grad/current/stipends.htm (note: check the date on the webpage to be sure that the amounts have been updated for the current year).

**FAQ#2:** Are you a PhD student in years 3 and higher of the funded cohort? Are you aware of the changes in the value and source(s) of your funding package after you leave the funded cohort?: The financial support for PhD students who are no longer in the funded...
cohort (in year 5+ if they have a MSc, or in year 6+ if they don’t have a MSc) may be composed of a Doctoral Completion Award (DCA), which has varied from $1800-$4000/year for domestic students since the program started (approx. double that for international students)); TAing (190 hours are recommended); and RA. If you are making good progress and you are in your 1st or 2nd year after leaving the funded cohort, you will be eligible for a Doctoral Completion Award. Supervisors may offer to pay some RA to their students out of the funded cohort: please discuss this with your supervisor(s). When funds are available, the recommended amount of funding available for living expenses is $3000 less than for those in the funded cohort (so in 2016-2017, it is $15,000/year). Note: the durations of the funded cohorts are determined by EEB, the Faculty of Arts and Science (FAS) and the U of T; to do this, they consider funding available in the department, FAS, the U of T and the duration of funding provided by the Ontario Government to graduate students. For some students, there are advantages to extending the duration of their PhD beyond the funded cohort. Students, supervisor(s), and committee members should stay in touch about timelines and which projects/chapters could be dropped if you want to finish before, or soon after, you leave the funded cohort.

Please note for PhD students, the tuition is pro-rated over their last year, depending on the month of completion. Here are the payment schedules: (note: here are SGS's definitions of time limits: PhD - 6 years; PhD U - 7 years):

- **for international students before the time limit:**
  http://www.feeds.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2016+2017+Fall+Winter/16+17+SGS+-+Final+Year++Before+Time+Limit+Intrnl+2.pdf

- **for domestic students before the time limit:**
  http://www.feeds.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2016+2017+Fall+Winter/16+17+SGS+-+Final+Year++Before+Time+Limit+Dom+2.pdf

- **for domestic students finishing after the time limit:**
  http://www.feeds.utoronto.ca/Assets/Student+Accounts+Digital+Assets/2016+2017+Fall+Winter/16+17+SGS+-+Final+Year++After+Time+Limit+Dom+2.pdf

**FAQ #3** Do you want to TA for more or less hours than specified on the Stipend Package form? If you have not done so already, you must get permission to do so from your supervisor(s); the additional income will be added to their total stipend. Students who elect to TA fewer hours than specified will receive a correspondingly lower stipend unless their supervisor makes up the difference as an increased RA. Please contact the person at your campus who is allocating TA positions immediately if you want to TA for more or fewer hours than you indicated on your TA application form. (note: TA hours in excess of 190 are never counted towards the funding package—they are “extra” income and are not stipendiary income).

**FAQ #4:** Are you a MSc student in the months 13-16 of your program if you started in September (or months 1-4 if you started in May)? If you are, then you are funded by an RA that is approximately one third of the base annual funding amount. Those who started in September of the previous year are also funded during their last four months by 70 hours of TAing. Please note that the funding you receive from TAing and RAing in your last (fourth)
term covers your living expenses as well as your tuition and other fees—this means that in your last term, you will be responsible for paying your tuition yourself (out of the payments that you received this term). Check the amount owing on ACORN (formerly ROSI) and information about how to pay via online banking/telephone banking or via bank teller/machine will provided by the EEB Graduate office. Information is also available at this link: http://www.fees.utoronto.ca/making_a_fee_payment.htm

FAQ#5: Are you TAing for approx. 70 hours this year and would you like to receive equal RA+TA payments over the whole year? Here is a sample set of payments for an RA of $9200. The total monthly payment will be approx.: $1027. For months when you are TAing (e.g., Sept-Dec. or Jan-April), the monthly RA will be $245.50 and the monthly TA will be approx. $780.50. For the rest of the months, the RA payment will be $1027. Please make these changes on your printed stipend form. Please do not inform Kitty of these changes.