Graduate Research Award

The COVID-19 pandemic has posed unprecedented challenges to our graduate students across the campus. I want to provide an update on how to fund graduate students who cannot come to Canada to conduct their studies.

The College of Graduate Studies has created a Graduate Research Award, which can replace Graduate Research Assistantships for international students outside of Canada. It will not be managed through UBC's payroll system and will not be structured as any type of employment relationship. The College of Graduate Studies will administer the award via the SISC. The awards will be posted to the student account, applied against tuition/fees owed, and amounts in excess of tuition will be refunded as a lump-sum payment via wire transfer to the student’s bank account in their home country. Students will be able to provide their bank info via a digital portal that is integrated with UBC CWL.

Funding for the award is provided by supervisor’s/PI’s research/grant accounts that would have otherwise been used to support a student with a research assistantship. There can be no expectation that award recipients perform work outside of their thesis project in exchange for the award. Award recipients also cannot be expected to perform teaching assistant duties.

Process

1. **Graduate program coordinators** and **Faculty finance managers** identify students who have been or should be offered a Research Assistantship, and contact supervisors/PIs about the Graduate Research Award to confirm availability of funds
2. **Supervisors/PIs** send their finance manager a list of students they want to fund via the new award, along with the research/grant account the funds will be paid from
3. **Finance managers** compile a list to send to CoGS (Chris Brunet, Nathan Sletten, Deanna Roberts). List must include the below information for each student:
   - Student number
   - Student name
   - Total award amount for Winter Term 1
   - Total award amount for Winter Term 2
   - Total transfer amount
     - Transfer to: LVMD, 69G10066, 691005, G0000
4. **CoGS** accepts the transfer and processes award payment via the SISC
   - **CoGS** will work with students to set up wire transfers (where necessary)
   - For students with direct deposit, assignments will happen right away
5. **Supervisors/PI’s** notify their students of the award amount
6. **CoGS** sends all awardees a funding offer letter, which will include:
   - A statement that the funding is an “award to support research activities essential to complete your graduate degree program.”
   - A statement that by accepting the award, the student agrees to have their Graduate Research Award funding applied to their tuition
   - Instructions on how to set up a wire transfer (for those that will require it)
   - The need to accept the award in the SISC and agree to the terms in the offer letter
   - Award eligibility criteria, consistent with all CoGS graduate awards, including:
     - Students must remain registered as a full-time student for 2020 Winter Term 1 and 2. Students must register in their thesis course in each term of their studies.
     - Students receiving an award cannot defer the award to a subsequent term.
- Students granted a leave of absence will not retain the full value of the award: the award will be suspended at the onset of the leave and returned to the nominating program.
- If an award holder withdraws from their program of study all forthcoming payments will be suspended.
- If an award holder changes their supervisor all forthcoming payments will be suspended.
- If an award holder completes the requirements of their program prior to receiving the full award payment, all forthcoming payments will be suspended.

We understand this has been a stressful time for our students and thank you for your ongoing patience and support as we navigate through these challenges together.

If you have general questions about the Graduate Research Award contact Peter Simpson, 
[ peter.simpson@ubc.ca ]
For process questions contact Nathan Sletten, 
[ nathan.sletten@ubc.ca ]