Guidelines – UTSC Tri-Council Postdoctoral Fellowship Top-Ups

The UTSC Office of the Vice-Principal Research & Innovation (OVPRI) will provide an annual top-up to Tri-Council Postdoctoral Fellowship Awardees supervised by members of the UTSC professoriate (UTSC Campus primary budgetary appointees only). This will start with successful applicants in the Fall 2020 competition (awarded in Spring 2021). Additionally, UTSC will top-up existing Tri-Council Postdoctoral Fellows (i.e. those entering the second year of their Fellowships in 2021).

The details on the top-up amounts are listed below:

<table>
<thead>
<tr>
<th>Tri-Council Postdoctoral Fellowship</th>
<th>UTSC OVPRI Top-ups</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td><strong>Value</strong></td>
</tr>
<tr>
<td>NSERC</td>
<td>$45,000</td>
</tr>
<tr>
<td>SSHRC</td>
<td>$45,000</td>
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<tr>
<td>CIHR*</td>
<td>$40,000</td>
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</tbody>
</table>

Each Spring/Summer, the UTSC OVPRI will validate the group of eligible awardees with the School of Graduate Studies and contact relevant Departmental Business Officers to initiate the top-up process. In order to receive the top-up, the Business Officer will be required to provide the following documentation/information to the UTSC OVPRI Research Operations & Financial Officer, Carmen Siu (carmenwn.siu@utoronto.ca):

1. Notice of Award (Please forward the NOA and inform when the postdoctoral fellow will begin the Fellowship.)
2. Fund center to receive the top-up
3. Updates during the award period

(Should there be any updates, such as deferral or cancellation, please notify Carmen, and the payment will be adjusted.)

The full top-up funding amount will be transferred annually to align with the awardee’s start date. Pending confirmation of Fellowship continuation, the second year’s top-up allocation will be transferred in full at the start of the second year (i.e. May 1, 2022, if the award started May 1, 2021). For three-year CIHR Postdoctoral Fellowships, the third year’s top-up will be transferred following the same timeline.
**UTSC Tri-Council Postdoctoral Fellowship Top-Up SOP**

**Department**
- PI
  - PI and Post Doc Fellow apply for award directly to Tri-Council website
  - When Tri-Council Post Doc Award is granted, PI submits Notice of Award (NOA) to business office and requests a Post doc engagement letter
  - When the Post doc engagement letter is signed, inform the grant agency the starting date. The granting agency pays the Post Doc directly

**Business officer**
- Register the Post Doc in SGS and prepare the Post doc engagement letter
- Provide the signed engagement letter, NOA and fund center to receive the top-up from the UTSC OVPRI and provide the UTSC OVPRI any updates during the award period

**SGS**
- **Postdoctoral Administrative Officer**
  - Provide assistance to business officer for registration, engagement letter and GSC benefit enrollment
  - Provide the complete list of the Tri-Council awards to the UTSC OVPRI

**UTSC OVPRI**
- **Research Operations and Financial Officer**
  - Collect the engagement letter, NOA and FC from the department
  - Compare the information from unit to the SGS Tri-Council Post Doc list
  - Prepare the budget transfer to allocate the UTSC OVPRI Tri-Council Post Doc top-up to the FC provided by business officer

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If the award is administrated by UofT, the PI will submit an MRA for research fund setup. The Post Doc trainee will be paid through the research fund.