

NSERC & SSHRC Canada Postdoctoral Research Award (CPRA) Payment Instructions for the University of Toronto

Since 2022, the Graduate Awards Office at the School of Graduate Studies (SGS) has been receiving the transfer of postdoctoral fellowship funds from NSERC/SSHRC and setting up the recurring monthly payments to postdoctoral trainees via HRIS.

To initiate payment at the University of Toronto, the following steps need to be completed by postdoc trainees and Business Officers:

Postdocs/Award Recipients:

1. **Review the [Tri-agency research training award holder's guide](#)** for policies and requirements for holding the award, such as acceptance, start date, deferment, paid parental leave, holding the award on a part-time basis, etc.
2. **To accept the fellowship:** NSERC/SSHRC CPRA recipients must email [NSERC](#) or [SSHRC](#) of their decision by the deadline noted in their award offer letter.
3. **To arrange for payment:** Starting six weeks before the start of the award, the [Request for First Instalment and Reinstatement of Award Paid by Canadian Institution](#) form must be completed by the award holder.
 - **Part 4: Confirmation of Status**, of the form, must be completed and signed by the Departmental Chair or designate, or Business Manager to confirm they are engaged in full-time research (the form does not need to be signed by SGS). **NSERC/SSHRC no longer accepts the supervisor's signature as the institutional signatory.**
 - The signed form should then be uploaded to the appropriate NSERC/SSHRC [secure submission site](#). Please also email a copy to the SGS Postdoctoral Awards Office at sgs.postdoc.awards@utoronto.ca.
4. **Change in start date:** Awardees must request and receive approval from NSERC/SSHRC for a change in start date. If approval is received, please also forward NSERC/SSHRC's email approval to [SGS](#), if SGS wasn't already copied.

Business Officers:

Once both NSERC/SSHRC and SGS have received the completed [Request for First Instalment or Reinstatement of Award Paid by Canadian Institution](#) form, Business Officers are asked to complete the following steps by the award start date:

Existing postdocs appointed under CUPE 3902, Unit 5:

- a) Update engagement details in SGS Postdoctoral Registration System (email sgs.postdoc@utoronto.ca to request an early end to the current contract) and issue a renewal engagement letter as a postdoc **Trainee** (non-union) using the templates on PRS;. **Note:** In cases where a postdoc is receiving a major internal fellowship, funding from supervisor, or have an instructional/teaching appointment, please be sure to consult with Sarah Pickering and/or Labour Relations as a first step, to ensure the postdoc has the correct appointment.
- b) Email [Central Payroll](#) (CP) with the end date of the Unit 5 appointment and to cancel any current payments. CP will deactivate Unit 5 appointment so the department can set postdoc up as a Trainee;
- c) Business Officer to update appointment on HRIS to trainee; and

- d) Add trainee top-up payments (e.g., top-up from supervisor - not NSERC/SSHRC payments) in HRIS, if applicable.

New postdocs:

- a) Set up new postdoc profile and issue a Trainee letter of offer on SGS Postdoctoral Registration System (PRS);
- b) Create HRIS profile ([Hire a Non-Appointed Externally Funded Postdoctoral Fellow](#)); Position #'s are provided by the HR administrator in each department. For assistance, contact HRIS Help Desk. Tip for the departments: HR staff can find the position numbers using report transaction code ZHMR163;
- c) Add trainee top-up payments if applicable in HRIS;
- d) Email [SGS Postdoctoral Awards](#) that the postdoc has been set up on HRIS. Please include the award name (SSHRC/NSERC), PDF name and employee number in your email; and
- e) Advise postdoc fellow to set up an appointment with [Sarah Pickering](#) at SGS (virtually or in-person) when they arrive for on-boarding (e.g., initiate UHIP, UTORid, etc.).

SGS will be receiving fellowship funds directly from NSERC/SSHRC monthly as new award activations are received. NSERC/SSHRC transfers half a year's funding per awardee at a time.

Please note, SGS enters the NSERC/SSHRC recurring payments (not the department) in HRIS by the monthly payroll close date as postdocs start their award throughout the year. HR staff should not be entering NSERC/SSHRC payments on HRIS independently, which would result in double payments.

Fellowship funds will not be deposited into supervisor research accounts, but will remain with SGS for reconciliation and reporting to NSERC/SSHRC.

Please feel welcome to reach out to sgs.postdoc.awards@utoronto.ca should you have questions about the NSERC/SSHRC CPRA payments administered by SGS.

SGS Postdoctoral Awards

Graduate Awards Office, School of Graduate Studies,
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