ONLINE SGS CONFERENCE GRANT PAYMENT ACTIVATION FORM

Instructions for Students

Overview

Students awarded an SGS Conference Grant must complete and submit the online SGS Conference / Research Travel Grant Payment Activation Form in order to accept and activate their payment. Supporting documentation must be uploaded to the form before it is submitted. Once submitted, the form and documentation will be reviewed within two to three weeks. If further documentation is required, the recipient will be contacted through their U of T email address. Once all required documentation has been submitted to SGS, the payment will be processed through the recipient’s ACORN account.

Step 1. Access the SGS e-Forms website

SGS e-Forms website: https://apps.sgs.utoronto.ca

Click “Login to SGS Portal”.

Select “University of Toronto weblogin”:

Recipients must log on using their UTORid and password:

![Login form](image)
Step 2. Start a New Form

On the “My Forms” homepage, click the green button that reads “Start a New Form”

 Scroll down to the “Award forms” section.

Select “SGS Conference / Research Travel Grant - Payment Activation Form.”

Step 3. Begin Form

The top portion of the “Award Holder Information” section will be pre-populated with information from ACORN.
Note:
- The system will time out after 2 hours
- Past page 2, the form will be saved and may be returned to at a later date through the "My Forms" link on the left-hand side menu
- Commas and periods cannot be entered into the “Value of Approved Grant” field
- Correctly identify which grant is being activated! The SGS Research Travel Grant does not provide conference funding

After selecting the correct grant, information and questions specific to the SGS Conference Grant will appear.

**Step 4. Supporting Documentation**

The following types of required documentation will need to be uploaded to the online form in the appropriate sections.

Each document must be saved as a PDF and cannot exceed 4 MB.

- **Proof of active participation at conference**
- **Registration fee invoice**

Failure to submit the required documentation by the appropriate payment collection deadline will result in the cancellation of the grant.

*i. Change of Location / Registration Fee*

If applicable, recipients may request to apply their grant to a different conference from the one they initially proposed in their application.

If either the registration fee and/or location of the proposed conference has changed, a SGS Grant Change of Dates/Location Request Form (PDF) must be completed and uploaded in the “Award Holder Information” section.
Note: SGS Conference Grant offers cannot be increased and may be subject to a reduction, as per the new conference’s registration fee and/or location.

ii. Active Participation at the conference

Acceptable examples of this type of proof are listed on the SGS Conference Grant webpage in the “Payment Activation” section. This proof must be uploaded in the “Supporting Documentation” section.

iii. Registration Fee invoice

Acceptable examples of this type of proof are listed on the SGS Conference Grant webpage in the “Payment Activation” section. This proof must be uploaded in the “Supporting Documentation” section.

iv. “Next”

Once the required documents have been uploaded and the form has been completed:

- Review the “Signature” section
- Select the “I confirm the above” check box
- Click “Next”

Step 5. Final Review

The completed version of the form and uploaded documents will be visible for a final review before submission.

Note: At this point, the online form has not yet been submitted to SGS.
If a change needs to be made, click the “Previous” button at the bottom left side of the page.

If no changes need to be made, click the “Submit” button on the bottom right side of the page.

Note:
- The form cannot be modified after it has been submitted
- If an error is discovered after submission:
  o “Clone” the submitted form on the “My Forms” homepage
  o Edit the information, make a final review, and then click “Submit”
  o Email conferencegrant@utoronto.ca to inform SGS of the second corrected form

Step 6. Confirmation of Submission

After clicking “Submit”, a “Submission Confirmation” page will appear with a confirmation number. Note this confirmation number for your records.

An email confirmation will be sent to the recipient’s U of T email address from sgs.noreply@utoronto.ca, titled “Submitted: SGS Conference / Research Travel Grant Payment Activation Form”. Note: the confirmation number will not be specified in the email.

The submitted payment activation form can still be reviewed online by selecting the “My Forms” homepage on the left-
hand side menu. A form with the status of “Submitted” in orange font indicates that the form has been successfully submitted to SGS for processing.

**Step 7. Processing and Payment**

Please allow two to three weeks for processing and payment distribution.

If the appropriate types of required documentation were not all uploaded to the submitted form, the recipient will be contacted via their U of T email address. This will result in a processing delay.

For payment distribution, students are **strongly encouraged** to set up direct deposit on ACORN to ensure that their payment is received quickly and avoid the risk of the cheque being lost in the mail. Cheques can take 2-3 weeks to arrive.

**To set up direct deposit:**
- [http://help.acorn.utoronto.ca/how-to/](http://help.acorn.utoronto.ca/how-to/)
- Go to section “Finances/Direct Deposit”
- Follow the instructions listed

**To “add new” mailing address:**
- [http://help.acorn.utoronto.ca/how-to/](http://help.acorn.utoronto.ca/how-to/)
- Go to section “Update address and contact information”
- Follow the instructions listed