

## YORK POSTDOCTORAL FELLOWSHIP (YPDF) AWARD HOLDER'S GUIDE

### VALUE AND DURATION OF FELLOWSHIP

The value and duration of your fellowship are detailed in your Letter of Offer.

For purposes of holding a fellowship part-time, disability is defined as "a functional limitation resulting from a physical, sensory or mental impairment, which, for an indefinite period, affects the ability of the student to perform the activities necessary to participate fully in his or her learning."

If you intend to hold your fellowship on a part-time basis because a disability prevents you from pursuing a full-time research program, you must notify the Faculty of Graduate Studies.

### GENERAL REGULATIONS

All fellowship holders must:

- abide by the regulations governing fellowships, as described in this Guide and in the Letter of Offer;
- abide by regulations regarding ethical considerations in the use of human subjects, animals and biohazardous materials in research;
- acknowledge York University's assistance in funding the research;
- be engaged in full-time research at York University, or, due to the restrictions imposed by a disability, be engaged in part-time research at York University;
- not hold or accept a tenure-track or tenured faculty position or any other full-time employment; and
- have completed all requirements of their previous degree by August 31 of the year in which the fellowship is awarded.

### ACCEPTANCE AND REFUSAL OF FELLOWSHIP

You must notify the Faculty of Graduate Studies of your decision to accept or refuse the fellowship **within four weeks** of the date on the Letter of Offer. If accepting the fellowship, please sign your Letter of Offer and return it by email to Emily Anglin, Postdoctoral Services Coordinator, Faculty of Graduate Studies, [kimmcint@yorku.ca](mailto:kimmcint@yorku.ca). If declining the offer, please send an email to the same address.

The Faculty of Graduate Studies will rescind any offer not accepted by the above deadline.

Notification by telephone is **not** accepted.

### START DATE

If you anticipate that you will not be able to complete all requirements of your previous degree by August 31 of the year in which the fellowship is awarded, you must decline the fellowship.

The date of degree completion refers to the date on which you have met all requirements for your degree, including successful defence and submission of the corrected copy of your thesis.

You can take up your fellowship between 1 September and 1 October of the year the offer is made.

### CHANGE OF START DATE

If you intend to change your start date, you must **immediately** contact the Faculty of Graduate Studies to request a new start date.

## Graduate Studies

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### DEFERMENT OF FELLOWSHIP

Before commencing your fellowship, you may defer it for up to one year, but only for reasons of maternity, child-rearing, illness, or health-related family responsibilities.

You may not defer your fellowship in order to take up another fellowship, to accept or hold employment, or to pursue studies other than those for which you received funding.

You must contact FGS **immediately** to request a deferment. Supporting documentation (e.g., birth, adoption or medical certificate) confirming the reason for deferment must also be included with the request.

Even though you intend to defer your award, you must complete your dissertation by no later than 31 August of the year the fellowship is offered. If you do not do so, your award will be cancelled.

### DIRECT DEPOSIT

To set up direct deposit please complete and return the Application for Direct Deposit form found here: <http://www.yorku.ca/finance/documents/EmployeeDirectDeposit.pdf>

### INTERRUPTION OF AWARD

YPDFs are eligible for leave. For detailed information on Pregnancy/Primary Caregiver Leave, Parental Leave Bereavement Leave, Medical Leave, and Family Medical Leave, please see Appendix A.F., and Schedule A in particular, in the YUFA collective agreement: <http://www.yufa.ca/wp-content/uploads/2015/05/Tentative-Agreement-Feb-9-2016.pdf>

You may interrupt your award to take:

- unpaid leave for reasons of maternity, child-rearing, illness, or health-related family responsibilities. It is expected that as much advance notice as possible will be provided to the supervisor and the Faculty of Graduate Studies. See above.
- leave for relevant work experience. Prior approval for this type of leave must be sought from the Dean of Graduate Studies.

You may not interrupt your fellowship in order to take up another fellowship or award, or to pursue studies of any kind.

### VACATION LEAVE

For detailed information on Vacation, please see Appendix A.F., and Schedule A in particular, in the YUFA collective agreement: <http://www.yufa.ca/wp-content/uploads/2015/05/Tentative-Agreement-Feb-9-2016.pdf>

### **PAYMENT OF INSTALMENTS**

Your salary will be prorated based on the hours and number of weeks worked.

Your salary will be processed monthly and deposited electronically via direct deposit into the bank account that you have designated. Please complete and return the Application for Direct Deposit form found here: <http://www.yorku.ca/finance/documents/EmployeeDirectDeposit.pdf>

For income tax purposes, you must provide your Social Insurance Number.

If, at any time during the tenure of your fellowship, your banking information changes, you must submit a new Application for Direct Deposit form.

A prorated reduction will be made if you do not devote the full fellowship period to your research or if you do not complete the full period covered by the fellowship.

### **OTHER SOURCES OF INCOME (EMPLOYMENT AND OTHER AWARDS)**

You may not concurrently hold a fellowship from York University and a federal granting agency (SSHRC, CIHR or NSERC). You may, however, accept awards from other sources, regardless of value, e.g., foreign sources, Canadian provinces, private organizations, other universities.

You may not hold full-time employment during any period of time in which you hold the fellowship.

You may teach the equivalent of one full course per year. Please refer to the York University Faculty Association Collective Agreement. No other employment is permitted.

### **ANNUAL PROGRESS REPORTS**

You must submit to a Semi-Annual progress report (for York postdoctoral fellowship (YPDF) holders **twice** during your YPDF: once at the 6-month mark and again when you have completed the YPDF.

Payment installments are dependent on the timely submission of reports.

FGS may cancel the fellowship if your progress is judged unsatisfactory.

### **TERMINATION OF AWARD**

The post-doctoral fellowship and your employment as a Post-Doctoral Visitor may be terminated for cause, subject to the applicable provisions of Article 15 of the YUFA Collective Agreement, in the event that you fail to comply with the terms and conditions as set out above.

The fellowship may be terminated prior to its expiry, as follows:

- by the Supervisor at his/her sole discretion upon providing you with notice or pay in lieu thereof in accordance with the *Employment Standards Act, 2000*; or
- by the employee upon providing a minimum of two calendar weeks' advance written notice to the person to whom you report.

If you accept full-time employment, your fellowship will be terminated as of the effective date of your contract of employment. You must submit a copy of the contract from your employer to FGS. The value of the award will be prorated, and any funds already paid that are intended for use beyond this date must be returned to FGS.

FGS will contact you to reclaim any overpayment of your award.

### TAXATION

You are not permitted to defer an instalment to the next taxation year.

FGS cannot offer advice on income tax matters to fellows, given the uniqueness of each fellowship recipient's personal financial situation. Consequently, you are encouraged to seek advice from the CRA or from a qualified income tax specialist.

### ADMINISTRATIVE SUPPORT

The Postdoctoral Services Coordinator at the Faculty of Graduate Studies is available to assist you with administrative matters. For assistance, please contact:

**Kim McIntyre**  
Postdoctoral Services Coordinator  
Faculty of Graduate Studies  
York University  
Tel: 416-736-2100 x.22993  
[kimmcint@yorku.ca](mailto:kimmcint@yorku.ca)