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.

If you intend to hold your fellowship on a part-time basis due to a workplace accommodation, 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 the end of the twelfth term of the PhD program.

ACCEPTANCE AND REFUSAL OF FELLOWSHIP
You must notify the Faculty of Graduate Studies of your decision to accept or refuse the fellowship within two weeks of the date on the Letter of Offer. If accepting the fellowship, please sign your Letter of Offer and return it by email. 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 the end of the twelfth term of the PhD program, 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 must take up the fellowship in the first month of the term following the twelfth term of the doctoral degree. For example, in September of the academic year when the twelfth term ends August 31.

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.
**DEFERMENT OF FELLOWSHIP**
You may not defer your fellowship in order to take up another fellowship, to accept or hold employment, or to pursue studies.

You must contact FGS immediately to request a deferment and provide supporting documentation, as appropriate, with the request.

Even though you intend to defer your award, you must complete your dissertation by no later than the twelfth term* of the PhD program. 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

**LEAVES AND INTERRUPTION OF AWARD**
YPDFs are eligible for leave. For detailed information on Pregnancy/Primary Caregiver Leave, Parental Leave, Bereavement Leave, Medical Leave, Family Medical Leave, and other leaves in accordance with the relevant provisions of Ontario ESA, 2000 please see Article 33.2(iii) in the YUFA collective agreement: http://fr.info.yorku.ca/

You may interrupt your award to take leave for relevant work experience. Prior approval for this type of leave must be sought from the Dean of Graduate Studies.

For approved interruptions, FGS will suspend payment of your award for the duration of the interruption and will resume payment when all the conditions of your award are met (generally, on your return to full-time research).

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 Article 33.3(iv) in the YUFA collective agreement: http://fr.info.yorku.ca/

**PAYMENT OF INSTALMENTS**
Your salary will be prorated based on the 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 the YUFA Collective Agreement.

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

- by the employee upon providing a minimum of two calendar weeks’ advance written notice to the person to whom you report and to the Dean of the Faculty of Graduate Studies

If you accept full-time employment, your fellowship will be terminated as of the effective date of your contract of employment. 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
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kimmoint@yorku.ca