 Research Graduate Student Instructions –

Contract Extension

**Who are Graduate Students?** Graduate Students are registered in a recognized University Masters or PhD Graduate Study Program and who are at St. Michael’s under a formal arrangement between St. Michael’s and the University.  The graduate students are completing/working on their graduate studies thesis/research at St. Michael’s and the work is a requirement of their graduate studies education. Their university graduate studies thesis supervisor is typically an St. Michael’s investigator. Graduate Students are NOT employees of St. Michael’s and if paid they receive a stipend. The stipend is in accordance with the School of Graduate Studies where the graduate student is registered.

**PROCESS:**

**PAID GRADUATE STUDENT**

For Contract Extensions, reminder emails should be sent from the Office of Research Administration directly to the Principal Investigator approximately a month in advance of their end date.

If graduate student is NOT paid by St. Michael’s please see below. If the graduate student is being **paid** from a St. Michael’s Accounting Unit/Activity Number(s) then please copy the fields/subject line below, and paste into an email and complete the fields. Send the email from the Investigator (or from a designate with a copy to Investigator) directly to the Research Projects Assistant (Dalbir Singh: [SinghDa@smh.ca](mailto:SinghDa@smh.ca)) for processing.

**Subject Line:** *PI Name - Student Name – Contract Extension for Graduate Student*

**Investigator Name & Ext:**

**Program Manager Name & Ext (if applicable):**

**Name of Student:**

**Position: Graduate Student**

**Current End Date:**

**New End Date:**

**Annual Stipend: $**

**New Annual Stipend\*: $**

**Current Company/Accounting Unit/Activity Numbers & Percent** *(the stipend can be distributed up to 4 Account/Activity Numbers – example: Example: 2-61-12121-12121-100%)*

**NEW\*\* Company/Accounting Unit/Activity Numbers & Percent** *(the stipend can be distributed up to 4 Account/Activity Numbers – example: Example: 2-61-12121-12121-100%)* Please also see the link to “Research Instructions – Change of AU & Activity” \*INSERT LINK\* and send as an attachment to the email

**Please confirm that the student is still completing their graduate studies and their work is related to their studies:**

**NON-PAID GRADUATE STUDENT** If the Graduate Student is not paid by St. Michael’s, Investigator is asked to complete and sign the ID Badge Access Form for Graduate Students and email directly to the Research Employment Coordinator. The Graduate Student’s end will be amended and informed of next steps (ID Badge renewal)

**Please confirm that the student is still completing their graduate studies and their work is related to their studies:**

**Questions?** Dalbir Singh, Research Projects Assistant (416 864-3077 / [SinghDa@smh.ca](mailto:SinghDa@smh.ca))

\* Complete only if changing stipend amount

Version 3 (February 10 2016)

Page 1 of 1

\*\* Complete only if changing Activities