

Research Post-Doctoral Fellow Instructions –

Contract Extension

**Who are Post-Doctoral Fellow (PDF)?** A fellowship is intended to provide a learning experience in a specific research field, either as part of the individual’s continuing education, or as a prerequisite to obtaining necessary credentials.  The individual must have obtained either a PhD or Medical degree within the previous six (6) years in order to qualify as a post-doctoral fellow.  As a trainee, the post-doctoral fellow (PDF) is not an employee of the Hospital. The post-doctoral fellowship provides an important stage in the transition from graduate student to independent scholar. [Post Doctoral Fellow Policy](http://cpps/Default.aspx?cid=887&lang=1).

**Employee or Service Provider**? If the purpose of the engagement is to have the individual conduct work with specific deliverables or work that is for the benefit of your research rather than for the benefit of the individual’s learning experience, it may be more appropriate to hire the individual as an employee or to engage the individual’s services under a service provider contract.

**PROCESS:**

**PAID POST DOCTORAL FELLOW**

If PDF is NOT paid by St. Michael’s please see below. If the PDF 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) to the Research Projects Assistant (Dalbir Singh: SinghDa@smh.ca) for processing.

**Subject Line:** *PI Name - Student Name – Contract Extension for Post-Doctoral Fellow*

**Investigator Name & Ext:**

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

**Name of PDF:**

**Position: T4A Post Doctoral Fellow**

**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

**NON-PAID POST DOCTORAL FELLOW** If the PDF is not paid by St. Michael’s, Investigator is asked to complete and sign the ID Badge Access Form for PDFs and email directly to the Research Employment Coordinator.

The PDF’s end date will be amended through a new letter of engagement and informed of next steps (ID Badge renewal)

**Questions?** Dalbir Singh, Research Projects Assistant(416 864-6060 ext. 7863 / SinghDa@smh.ca)

Version 3 (Feb 2016) Page 1 of 1

\* Complete only if changing stipend amount

\*\* Complete only if changing Activities

Version 1 (June 2015) Page 1 of 1