**APPENDIX A**

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.

The email must be sent from the PI (or from a designate with PI approval already obtained in the email) to the Investigator’s Research Financial Analyst (RFA) for approval. The RFA will then check Accounting Unit/Activity Number and, if approved, send approval to the Research Training Centre (RTC).

By submitting the below information via email this replaces the Investigator’s signature and indicates approval of the engagement and funding terms.

Email Subject Line: PI Name - Student Name - Approval for Paid T4A Graduate Student

Investigator Name & Ext:

Investigator Department:

Program Manager Name & Ext (if applicable):

Name of Student:

Position: T4A Graduate Student

Start Date:

End Date:

Annual Stipend: $

Company/Accounting Unit/Activity Numbers & Percent (the stipend can be distributed up to 4 Account/Activity Numbers – example:

Example: 2-61-12121-12121-100%)

1.

2.

3.

4.

Do all the activities listed above belong to you?

If no, indicate who they belong to:

\*Note: All PI’s who own any of the abovementioned cost centre(s) must be copied in the request for RFA approval.

Is the Graduate Student Currently at St. Michael?

Is the Graduate Student a family member\* of the supervisor (or the individual responsible for the decision to engage this incumbent)?

Is the Graduate Student affiliated with an organization in which the supervisor or the supervisor’s family member\* has a financial or ownership interest?

\*Family Member includes a spouse, domestic partner, child, parent, sibling, grandparent, grandchild or other close relation. For the purpose of this policy (i.e., Research Conflicts of Interest), a family relationship includes biological relationships, adoptive relationships, relationships created through marriage and other relationships in which care-giving or dependency exists. Please note that if you check “Yes”, before this hire can be processed this information will be forwarded to the Office of Research Administration for review under the Research Conflicts of Interest Policy.