Memo

To: Graduate Program Directors
From: Aldo DiMarcantonio, Comptroller
Date: March 2013
Subject: Graduate Student Hiring Documentation for NSERC, SSHRC, and CIHR

This communication is a reminder of the authorization and documentation standards which must be followed when hiring graduate students, funded by NSERC, SSHRC and CIHR.

Grantees must be able to provide supporting documentation for all salaries charged to their research grant cost centres. Such documentation includes:

- Amount of salaries or stipends paid to research personnel
- Proof of Authorization by the Principal Investigator or delegate for the hire
- Names, categories and salary levels of Grad students hires
- Length of time supported in each case;
- Details of employee benefits charged and relevant calculations

Retention of the above documentation is necessary in order for salary transactions to be in compliance with Tri-Agency rules.

Our review of Faculty/Department procedures revealed that units are in fact following the above procedure and maintaining the necessary documentation. This memorandum serves as a friendly reminder to ensure these procedures continue to be followed.

If you have any questions regarding this or any other requirements of the Tri-Agency, please contact Angela Zeno, Manager of Research Accounting.

Aldo DiMarcantonio
University Comptroller