

Mitacs Award Post-Award Information for Applicants, Supervisors and Support Staff

Before the application is submitted:

Note that Mitacs funds are paid through a Research Assistantship contract through the CUPE hiring system. This requires that **the student be registered full-time during the tenure of the award** (which is also a Mitacs eligibility requirement). The applicant must review and ensure they are eligible to remain full-time for the duration of the award.

After the student is awarded Mitacs funding:

Here are the general steps taken if the application is successful:

1. Mitacs sends an acceptance letter to confirm the award period. The student requests amendment if needed, to allow sufficient award processing time (six to eight weeks).
2. Mitacs sends a Notice of Award to the student and the university.
3. The university Finance sets up a cost centre (an account to administer the funds) under the supervisor's name. The supervisor will be contacted for this purpose and is notified when a cost centre is set up.
4. The supervisor works with an appropriate administrative unit to set up an RA contract for the student. Typically, this is arranged by the graduate program assistant of the graduate program that the student is enrolled in. The RA contract should be set up for the period of the award through the CUPE hiring system. For example, if the award is \$6000 for the months of September to December, then the contract should be for the four months, in equal monthly installments.
5. The payment is processed through payroll just like other RAs and paid monthly on the 25th of the month.

Student and supervisor confirm award period with Mitacs.

Mitacs sends out an NOA to student and the University.

York Finance sets up a cost centre under the supervisor's name. (~2 weeks)

Supervisor works with student's GPA to set up an RA contract. (~2 weeks)

Student receives payments through payroll (25th of each month)

Note that the expected time it takes to set up a cost centre and RA contract is four weeks. Also note the payroll submission deadline of around 10th of each month. For example, to receive a payment on September 25, the RA contract must be in place before September 10th. Depending on timing of the NOA and the award start date, the payment may not be processed in the first month of the award period.

For information, please contact:

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