

Research Instructions – Change Stipend

**These instructions are to change a T4A Trainee’s (Graduate Student, Post-Doctoral Fellow or** **Other T4A) stipend amount.**

**PROCESS:**

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 Employment Coordinator.

**Subject Line:** *PI Name - Trainee Name – T4A Stipend Change*

**Investigator Name & Ext:**

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

**Name of Trainee:**

**Position:**

**Current Annual Stipend: $**

**New Annual Stipend: $**

**Start date:**

**End Date:**

**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

**Questions?** Cordelia Cooper, Research Employment Coordinator(416 864-3077 / cooperc@smh.ca)

\* Complete only if changing Activities

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