

Graduate Research Fellowships (GRF)

FAQ- Student

Q. What is a Graduate Research Fellowship?

A. At Queen's the Graduate Research Fellowship (GRF) is financial assistance for graduate students toward completing the degree requirements through acquisition of research training, where the research is directly related to their program of study/research for their graduate degree. A GRF may come from either a graduate program, or (more likely) a faculty member who has a research project or projects and who is supervising research Master's students and/or PhD students. At Queen's the GRF is part of the annual financial package, sometimes called a stipend, that the graduate student receives.

Q. How will I receive payment of my GRF?

A. Your graduate department in conjunction with your supervisor will set up disbursements of GRF payments to you, usually once per month, or perhaps once per term. When the disbursement date of the payment arrives, you will receive an email from SGSGRF@queensu.ca telling you that a GRF payment has been processed for you, and will be deposited to your bank account of record in 3-5 business days. So, check your bank account for payment!

Q. I have received that email. It tells me that I should make sure my social insurance number (SIN), and my bank account information, are on file. What should I do?

A. Yes you will receive this email every time we process a GRF payment. But you only have to check those two things once, and if they are in place, that is all you need to do. This message is mainly for new students or for students receiving GRF for the first time.

Q. I have been paid Graduate Research Assistant Fellowships (GRAFs) in the past. The GRF seems to be processed differently. Can you explain?

A. GRFs (formerly known as Graduate Research Assistant Fellowships, GRAFs) were removed from the Queen's Human Resources (HR) system as of July 2020. Payments are now entered into and processed through PeopleSoft Campus Solutions. For students, that means payment is processed through SOLUS, not through Payroll (My HR). The move aligns GRF payment processes with all other award and bursary funding that graduate students receive.

Q. What about my other payments, such as my TA, for example?

A. TA, TF and RA salaries are still paid through HR: only GRFs have moved out of HR system.

Q. Is my GRF considered taxable income?

A. Canada Revenue Agency (CRA) regulations require the University to issue T4A (income tax paperwork) for all awards and bursaries disbursed to students in a given calendar year. However most awards and bursaries are not taxable if you received them while enrolled full time at a university in that calendar year. Your GRF payments for the tax year will be on the T4A, along with all the rest of your awards, and/or bursaries. Go to CRA’s website for information about income tax for students:

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/segments/students.html>

Q. Where do I find the amount I have been paid for my GRF(s)?

A. In two places:

1. Check your bank account for a deposit from Queen’s University; and/or
2. In SOLUS, in your Student Centre under *Finances, Account Activity*, look for this kind of transaction:

Posted Date	Item	Term	Charge	Payment	Refund
21/09/2020	Grad Rsch Fellowshp Payment	2020 Fall		875.00	
21/09/2020	Grad Rsch Fellowshp Refund	2020 Fall			875.00

Your GRF payment is in your bank account, or will be there in 3-5 business days, as long as you see an amount under both Payment and Refund. You will see similar entries for all your awards or bursaries and you will see charges here too, for tuition owed or paid, for example.

Q. Where can I go with questions about my GRF?

A. If you have questions about the amount, timing or source of your GRF, speak to your supervisor or your graduate assistant. If you have other questions, please send an email to SGSGRF@queensu.ca .