





MEMORANDUM

To: Department Chairs

From: Rick Halpern, Dean and Vice-Principal (Academic)   
Malcolm Campbell, Vice-Principal Research 

Date: May 11, 2010

Re: Graduate Expansion Reimbursement Program

As part of the growth of graduate activity at the University of Toronto, in 2007 the UTSC Vice-Principal Research and the Dean jointly announced a subsidy program to encourage UTSC faculty members to take on additional graduate students. The program included the 50% reimbursement of RA funds for these growth students. We are committed to continuing to support the students who were funded in the first two years of the program until the completion of their funded cohort years. In addition, some funds are being made available for growth students who started in 2009-2010.

Eligibility and Funding

1. Domestic students who are UTSC affiliated, received UTSC graduate expansion assistance in 2007-2008 and/or 2008-2009, and who are continuing in the same degree program, remain eligible for assistance. UTSC will provide a 50% reimbursement, up to \$5,000, to the Supervisor for his/her contribution to the funded guarantee. Thus, RA support by the supervisor of \$10,000 or more to the funded guarantee will be eligible for the full \$5,000. Reimbursements will be scaled appropriately for contributions of less than \$10,000. This support will continue while the student remains in the funded cohort.
2. Domestic students who are UTSC affiliated and who started in the 2009-2010 academic year are eligible provided the number of students in the funded cohort supervised by their supervisor has increased from 2008-2009. There is a fixed allocation for this fund and so the full 50% reimbursement is not guaranteed, nor is on-going support for the funded cohort years guaranteed (due to funding source uncertainty).



### Administrative Process

1. Departments collect the relevant information. For students who qualified under the first eligibility criterion, departments supply the student name, supervisor name and the funded guarantee RA amount. Information is submitted to Shelley Eisner, UTSC Graduate Administrator by Monday, 31<sup>st</sup> May.
2. For students in the second group, departments supply the student name, supervisor name, number of students in the funded cohort in 2008-2009, number of students in the funded cohort in 2009-2010, and the RA contribution to the funded guarantee by Monday, 31<sup>st</sup> May.
3. Shelley Eisner, graduate administrator, will oversee the process and arrange for payment to departmental business officers who will in turn reimburse supervisors. She will provide departments with templates for the information collection. Questions on the program can be referred to the Vice-Dean Graduate Education and Program Development, Bill Gough.