



University  
of Windsor

FIRST NAME:				LAST NAME:			
SUPPLIER NUMBER:				STUDENT NUMBER:			
TOTAL SCHOLARSHIP LUMP SUM TO BE PAID:				DEPARTMENT NAME:			
COLLABORATION START DATE:				COLLABORATION END DATE:			
ACCOUNT NUMBER					DEGREE LEVEL	CITIZENSHIP	
FUND	DEPARTMENT	PROGRAM	PROJECT			Domestic	
						International	

NOTE: ALL STUDENTS RECEIVING THE ABOVE SCHOLARSHIP MUST BE SET UP AS A SUPPLIER. IF THIS IS THEIR FIRST RESEARCH SCHOLARSHIP PLEASE SUBMIT A TICKET TO SET UP THE STUDENT AS A SUPPLIER. ([Knowledge Base Article: How can I add a new Supplier?](#))

ATTENTION: This form should be used only for those graduate students who participate in a grantee's research for the main purpose of qualifying for advanced degrees or obtaining graduate research experience that will advance their knowledge. Please consult the [Research Assistantship Guidelines](#) on the Graduate Studies website.

I have read the Research Assistantship Guidelines and have determined that scholarship is the appropriate method of payment.

All amounts paid from this form are considered scholarship funds. Since no employment insurance premiums are paid, no insurance benefits can be claimed. Students paid through these scholarships are not covered by Workers Compensation (WSIB). Scholarships are considered T4A income. No tax will be deducted. All amounts will be paid in a lump sum, not bi-weekly. Students may wish to consult with Payroll to amend their TD1 form depending on individual circumstances. **The processing timeline for scholarship payments is approximately two (2) weeks.** Approval from AAU and Research Finance will be handled within UWinsite Finance through automated approval routing, triggered when the Payment Requisition is submitted. **Once the Scholarship Payment Requisition has received all necessary approvals, the payment will be included in the next scheduled bi-weekly pay run through Accounts Payable.**

**Please submit a copy of this form within the payment requisition to initiate payment.**