



## Application for the Receipt of Graduate Fellowship (GF) Funds *in lieu* of GTA Funds During Extended Absences for PhD Fieldwork

Department of Anthropology

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Some anthropological dissertation projects require doctoral students to be away from the university for extended periods of time, making it impossible for them to undertake the duties of a GTA. One accepted use of GF (Graduate Fellowship) funds is to allow students to progress with their own thesis research, in lieu of working and being paid as a teaching assistant. Where a student's thesis research requires an extended absence, the department permits PhD students to apply for a modification of their funding package to receive GF funds *in lieu* of GTA funds, to make up the university's minimum PhD funding guarantee.

In most cases, a PhD student may apply for one term of GF funding (must be Fall or Winter term only, as this is when GTA positions are held). If the student must be in the field for more than one term, they can request an online GTA position for the second term. Only if they are working in an area where it is impossible to perform the duties of an online teaching assistantship, and with the support and approval of their supervisor, can a student apply for two terms of GF funding in lieu of GTA funding.

GF and GTA funding are processed differently by the university, and you should be aware of these differences before deciding to apply for one or two terms of GF funding.

Graduate Teaching Assistant (GTA)	Graduate Fellowship (GF)
Employment conditions governed by the GTA Collective Agreement	Funding provided to help student progress with their own research
Paid as salary on monthly basis	Paid as grant on a term or monthly basis
Salary is taxable and reported on a T4 tax receipt	Grant is taxable* reported on a T4A slip (box 105). *Because these funds are classified as a fellowship related to the student's registration in a qualifying graduate program, the income may be fully tax exempt (Income Act s. 56(3)(a)).
Salary is supplemented with 4% vacation pay	No vacation pay
Some health benefits may be claimed as per the GTA Collective Agreement	No health benefits are linked to GF funding

Application for this modification of the basic funding package must include this form with the information requested below. All applications need to be submitted for approval by the Anthropology Graduate Chair. Applications need to be received no later than 3 months before the student intends to start the GF.

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Supervisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Year & Term(s) requested for GF or GF & online GSA: \_\_\_\_\_

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Rationale for the location and timing of the field work. Maximum 250 words

Statement of support for GF from Dissertation Supervisor

Ethics. Note, if you require ethics approval, you may not begin fieldwork until it has been granted.

Do you need to obtain ethics approval?

If yes, what board will review it (health sciences or non-medical research ethics board)?

Application number:

Date of initial submission:

Date of final, approved, submission (may be added to form later):

Safety

Have you familiarized yourself with the steps involved in [Western's Safety Abroad program for students](#), via International Learning ([https://international.uwo.ca/learning/safety\\_abroad/](https://international.uwo.ca/learning/safety_abroad/))? **Yes** or **No**

Have you enrolled in Western's International Travel Registry? Note, this is required for all Western students participating in university-sanctioned international activities. **Yes** or **No**

You may wish to consult this [Fieldwork Risk Assessment Guide](#)

(<https://www.uwo.ca/biology/pdfs/administration/field%20work%20risk%20assessment%20guide.pdf>).

**Please submit applications to the Graduate Program Assistant no later than 3 months prior to the expected start of the GF.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grad Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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