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### **Award Information Sheet**

Students who have received an award have been informed by email, followed by a letter to their mailing address indicated on Minerva. Please read the following information on the necessary steps to take in order to receive the award.

#### **What do I need to do to receive my award?**

Actions to be taken by the student:

- Students must have full-time registration or equivalent status (e.g. additional session). Thesis students don't have to register for any or all courses. Just confirm your registration by adding the REGN RCGR courses on your record (CRN 2334 for Fall 2012 and CRN 2262 in Winter 2013). See the registration information sent to all students. Non-thesis students must confirm their registration and have a minimum of 12 credits per term.
- The student needs to specify bank account information in the "Bank account used for student-initiated payments" section under Direct Deposit Bank Account menu on Minerva, in order to receive payments as a direct deposit. Please note that bank account information can be indicated in two places on Minerva: for fellowship payments you must enter it in the section entitled "student-initiated payments." If you will be receiving a salary from McGill (as a TA, for example) you also need to enter your banking information in the section devoted to work-related activities. Minerva lets you copy the information from one place to another in one easy click.  
\*Note: Even if your award is deposited to your McGill Student Account (fees), it is good practice to set-up your banking information on Minerva. Direct deposit is used for everything from awards, refunds, teaching and grants.
- Clear any outstanding conditions of acceptance (see warnings and/or holds) on Minerva. Fellowship payments will be delayed if a student has a document (conditions of admission) warning and/or a hold on his/her record or if the awardee has a financial (accounting/tuition/libraries) warning and/or a hold on his/her record. Document holds or warnings are used to record outstanding conditions of admissions. When a newly admitted student is conditionally admitted, the Admissions Officer places a warning on the student's record to indicate that the admission is conditional. The warning still allows the student to register, but award payments will be delayed until the warning/hold has been removed. The warning typically changes to a hold if the GPSO-Admissions Section has not received the document by the end of late registration in the first term, thus preventing future registration.
- Returning students must clear any K/KE (incomplete/extension) grades.
- Please enter an internal mailing address on Minerva. Please use this address: 1650 Cedar Ave, Room C9. 169 Montreal, QC H3G 1A4.