

How To's:

The process of submitting a new fund request from beginning to end:

1. Complete the [request-new-fund](#) form found on Financial Services website. You must login.
2. Answer the questions that you will be prompted with.
3. Complete the form, print and obtain the signatures of the Fund Financial Manager (FFM) or
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Definition of acronyms

Committee on Enrolment and Student Affairs = CESA

Faculty Financial Officer = FFO

Faculty Budget Officer = FBO

Finance Service Team = FST

Fund Financial Manager = FFM

Letter of Intent = LOI

Memorandum of Agreement = MOA

New Fund Request = NFR

Principal Investigator = PI

Frequently Asked Questions: (FAQ's)

Q: Must I submit the “original” new fund request?

A: No, once you have completed and obtained the required signatures, the form can be scanned and emailed directly to fundopening.finserv@mcgill.ca

Q: What type of documentation or backup do I need for Conferences/Events and Seminars?

A: Correspondence with sponsors, such as emails or letters, or letters indicating the amount of sponsorship

Q: Do we charge tax on gifts?

Q: When does a new fund request (NFR) require the approval memo from the Committee on Enrolment and Student Affairs (CESA)?

A: CESA approves on behalf of Senate all new student awards as well as changes to existing awards. The awards overseen by CESA are primarily focused on academic merit and include: scholarships, fellowships, financial-need bursaries, prizes, athletic awards, and medals. However, activity awards, granted primarily to recognize community activity, may also require CESA approval. These awards are not considered official McGill awards until CESA approval is secured. Approval memos are distributed to Faculties/Units by the Secretary of CESA.

As a rule, if CESA approval is required, it will be clearly stated in the donor's MOA. Normally, the wording in the MOA will be found under the section entitled Approval and Promotion and in most cases will state: *"Terms substantially similar to those set forth herein are to be approved by the University Committee on Enrolment and Student Affairs and will be advertised as follows"* – meaning CESA approval is obtained after the signature of the MOA. In some cases, CESA approval is obtained before the MOA is signed, and the wording will in these cases read: *"Terms substantially similar to those set forth herein were approved on [Date of Approval] by the University Committee on Enrolment and Student Affairs and will be advertised as follows"*.

If the student award was created due to a bequest, the CESA memo, along with a copy of the corresponding extract from the Last Will and Testament (provided by the Office of Planned Gifts and Bequests), are the primary documents confirming the donor's intent.

If you have any questions about MOAs and CESA approval memos, please contact compliancehelp.ua@mcgill.ca.

Q: What type of Student Awards do not require to provide an approval memo from the Committee on Enrolment and Student Affairs (CESA) with the new fund request (NFR)?

A: Currently, student internships, research bursaries (Faculty of Medicine), SURAs (Science Undergraduate Research Awards), SURE Awards (Summer Undergraduate Research in Engineering awards), travel awards, exchange awards, and some activity awards are considered miscellaneous awards, and do not require CESA approval. Postdoctoral fellows are not enrolled as students, so awards for their benefit are also not approved by CESA.

Q: There are two faculties contributing to a professors fund? Can we open two funds?

A: No, if the purpose is the same only one fund must be opened.

Q: Can the "acting" Dean or Chair sign as the person responsible?

A: Yes, to avoid delays please attach a copy of "Delegation of Signing Authority"

Q: Can a new fund be opened without any funding, however, we are in the possession of signed Memorandum of Agreement (MOA)?

A: No, the money is required before we open a new fund.

Q: Is it the responsibility of the unit to advise the Fundopening team if a new fund is not eligible for delegation for past-payroll adjustments?

A: Yes, it is the responsibility of the Faculty/department/unit to indicate if the fund is not eligible for delegation on past-payroll adjustments within the New Fund Request form. Note that if an active fund is no longer eligible for delegation (for example due to a change in FFM) the Faculty/department/unit must advise the Financial Administrator.

Q: In order to open a fund a minimum deposit of \$10,000.00 is required, Is there a minimum amount to keep a fund open/active?

A: In order to keep a fund open a minimum balance of \$2,500.00 is required.