# Section I: Student Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Last Name** |  | **2. First Name** |  | **3. M.I.** |  |
| **4. Student ID** |  |  |
| **5. Student Email** may or may not be a udayton.edu address |  |
| **6. Student Degree Program** |  |
| **7. Degree Lvl** (Check One) [ ]  Masters [ ]  PhD [ ]  MBA [ ]  Ed Specialist |
| **8. Academic Year** (During which current GA position/contract is active) * Academic year runs 8/16 – 8/15.
* If hiring across academic years, submit as separate GA Contract
 |  |
| **9. Contract Type** (Check One) [ ]  New [ ]  Renewal |
| **10. Apptmt** (Check One) Type of GA position [ ]  Teaching [ ]  Research [ ]  Administrative [ ] Teaching/Research |
| **11. GA Department Code/Org#** 4-digit code/Org. code from dropdown menu **from which GA funding is drawn**  |  |
| **12. Phone Ext** Campus phone number for GA position/office |  |
| **13. GA +4 Zip** Select +4 Zip of GA’s academic office from dropdown menu (for student mail)  |  |
| **14. Is student working elsewhere on campus?** |  |

# Section II: Position Information

|  |  |
| --- | --- |
| **1. Supervisor** (For UDRI Supervisor is always the PI) |  |
| **2. Supervisor’s Phone Ext** |  |
| **3. Supervisor’s Dept/Org Code** * GA’s supervisor’s (UDRI: PI’s) 4-digit depart code from dropdown menu
* Must match supervisor/PI’s department in Banner
 |  |
| **4. Supervisor +4 Zip** * GA’s supervisor’s +4 zip code from dropdown menu
* Must match supervisor/PI’s zip in Banner
* Not necessarily GA’s physical location
 |  |
| **5. GA’s Time Card Approver** (if other than supervisor, list designee here) |  |
| **6. GA Work Location: Bldg.*** Where GA physically performs duties
* If split between multiple locations, list **primary** location
* Must match Section III, No. 10.
 |  |
| **7. GA Work Location: Rm**. (Where GA physically performs duties) |  |
| **8. On or Off Campus position?** (Check One) [ ]  On Campus [ ]  Off Campus * Must match GA Work Location and Section III, No. 10
* e.g. Campus or 711 E. Monument = On Campus; WPAFB or other base location = Off Campus
 |
| **9. Summary of Assignment (**Brief summary of assignment and duties for GA) |
|  |
| **10. Special Stipulations/Instructions** (Special considerations for GA position) |
|  |
| **11. Project Start Date** (Project providing funding for GA) |  |
| **12. Funded Thru Date** (Project providing funding for GA) |  |
| **13. GA Employment Dates within above range?*** If No, this will need additional approval.
 |  |

# Section III: Funding Information

|  |  |
| --- | --- |
| **1. & 2. Dates of work for pay (mm/dd/yyyy)*** Start and end date of GA’s paid work
 | First day:Last Day: |
| The stipend is paid in equal amounts over the duration of the contract. Therefore, the Pay Period Effective Dates are calculated to include the first and last dates of any pay period covered by the GA contract. |
| **3. – 6. Period of tuition reimbursement coverage: From & To:*** Month and Year
* GA contract cannot span multiple academic years (the Academic year runs 8/16 to 8/15); if period of hire goes outside 1 academic year an additional GA contract should be submitted.
 | From: To:  |
| **7. Total Tuition Remission Hours:** Total credit hours covered by GA contract* Is the student a BPM? If unknown please contact Judy Grant, SOE Dean’s Office
 |  |
| **8. Tuition Cost per Credit Hour:** Cost per credit hour for GA’s degree program* Cost per credit hour is located on the registrar’s website;

<https://udayton.edu/fss/studentaccounts/tuitionfees/index.php>  |  |
| **9. Total Salary Amount:** Total “stipend” amount for GA position |  |
| **10. – 11. Fund Number(s)/Index(es) & % or Amount Per Fund*** All fund numbers used in the GA position, by allocation
* Fund Number suffix must match work location Section II, No. 8 (1 for On-Campus and 2 for Off-Campus.)
 |
|  | Fund 1 / Amount | Fund 2 / Amount | Fund 3 / Amount | Fund 4 / Amount | Fund 5 / Amount |
| Tuition |  |  |  |  |  |
| Salary |  |  |  |  |  |
| Lab Fees |  |  |  |  |  |

If the contract has multiple funds/splits, and one of those funds is GAA (Account 98200), the admin processing the contract must seek approval to use this fund from Diane Helmick in the GAA office. A copy of her approval email must be attached to the GA Contract to avoid delays.

# Section IV: Terms and the Responsible Conduct of Research

Training information and dates can be found on the GAA pages on Porches

|  |
| --- |
| **Is RCR Training Required** (Circle One) [ ]  **Yes** [ ]  **No** * For externally funded contracts, this will always be “yes”
 |
| **RCR Training Complete** (Check One) [ ]  **Yes** [ ]  **No** |

# Section V: Acceptance and Approval

For contracts initiated by UDRI: send to SOE for routing with defined approval chain.

|  |  |
| --- | --- |
| **1. Student**  |  |
| **2. Supervisor** * For UDRI-funded GAs, this will be the project PI
 | Name:+4 Zip: |
| **3. Dept. Chair/Program Director/Division Head** * For UDRI-funded GAs, this field will be a division/office head
 | Name:+4 Zip: |
| **4. Associate Dean/UDRI Director or Unit Budget Director*** For UDRI-funded GAs, this will be the Director of UDRI
 | Name:+4 Zip: |
| **5. Graduate Academic Affairs** * Will always be signed by Bradley Duncan, Executive Director
 | Bradley Duncan+1626 |