Graduate Funding Authorization Form
Research Assistant/Associate

IMPORTANT INFORMATION
Complete the entire Graduate Funding Authorization Form; both the student and the faculty/funding advisor must sign the Student Information and the Faculty Information portion of the form.

Please note: A Graduate Appointment Funding Authorization Form must be completed prior to being appointed a position for the 2017 Fall Semester. The deadline for this form is ****Monday, June 26, 2017*** All forms submitted after Monday, June 26, 2017 will be considered late and will not be processed on time for the first pay period of 09/01/2017, resulting in late fees!

STUDENT INFORMATION

Student Name: ___________________________________ Date: _________________________________________
EMPL ID:_______________________________________ PCN #:________________________________________
Email Address: __________________________________________________________________________________
International Visa Type: ____________________________ International I-20 End Date: _______________________

STUDENT REQUIREMENTS AND SIGNATURE

By signing below, you confirm that you have read and met all student requirements below:
1. Students must have a minimum GPA of 3.0 and maintain a 3.0 GPA or more during employment.
2. Students must be enrolled in 6 or more graduate level units for credit the entire semester of your GA position; otherwise your position will be terminated. You must be enrolled in 6 units prior to submitting your funding paperwork.
3. Students must take the Graduate Funding Authorization form to the funding supervisor/faculty advisor. The faculty advisor must complete and sign the Faculty Information including the Export Control Information portion of the form.
4. Students are still responsible for mandatory fees associated with student Bursar’s Account.
5. Students must complete the Conflict of Interest Training every 4 years and submit a disclosure form each year (by June 30).
   a. Navigate to: https://uavpr.arizona.edu/COI/
   b. Log into the disclosure form with your Net ID
   c. Complete the training and disclosure
   d. Print certificate of training and submit with your funding paperwork
6. Students must complete RCR Training every 4 years (either 4 hour online module or a 1.5 hour in-person workshop)
   a. Navigate to: http://rgw.arizona.edu/research-compliance/rcr/online-training
   b. Enroll in the CITI online training with your Net ID
   c. Complete training
   d. Print certificate of training and submit with your funding paperwork
7. Students who pass written and oral comprehensive exams will be promoted to Associate Level in the next hiring semester. (ex., if you passed written and oral comps in the fall semester you will be promoted in the following spring semester).
8. As a Graduate Assistant/Associate students may have employment benefits prorated for several different reasons. Some of those would be: An FTE (Full-Time Equivalency) adjustment, the GA position started after the semester started, the GA position ended before the contract end date.
9. Forms submitted after the due date may not be processed by the first pay period of the semester! Please deliver the forms to Mark Rodriguez, Academic Programs Office, Room 412. If you have any questions, please contact Mark at 520-626-0888 or mrod@optics.arizona.edu

Student Signature: __________________________________________________________________________________
**POSITION INFORMATION**

- **Research Assistant ($21.29)**
- **Research Associate ($23.44, passed both written and oral comps)**

- **Fall Semester** (August 14, 2017 – Jan 1, 2018)
- **Full Academic Year** (August 14, 2017 – May 20, 2018)

- **Cumulative GPA**
- **Number of Units Enrolled**

- .25 FTE
- .50 FTE

**FACULTY SUPERVISOR AND ACCOUNT INFORMATION**

- Faculty Name: ________________________________
- Account #: ________________________________
- PCN#: ________________________________
- Room #: ________________________________

**RESEARCH ASSISTANT/ASSOCIATE RESPONSIBILITIES**

Lab # that student will be working in (if multiple, please list all): ________________________________

*Indicate if the student will be participating in any of the following activities:*

<table>
<thead>
<tr>
<th>Risk Management: Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy</th>
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</thead>
<tbody>
<tr>
<td>Role will have significant financial oversight responsibilities</td>
</tr>
<tr>
<td>Unsupervised contact with minors who are not enrolled students of the University of Arizona.</td>
</tr>
<tr>
<td>Unrestricted access to residence hall rooms.</td>
</tr>
<tr>
<td>Role has been designated by Dean or Vice President as “Security or Safety Sensitive”</td>
</tr>
<tr>
<td>Driving on University business in UA, Rented, or Personal Vehicles</td>
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<tr>
<th>Risk Management: Working in a laboratory setting with any of the following</th>
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<tbody>
<tr>
<td>Hazardous Chemicals</td>
</tr>
<tr>
<td>Bloodborne pathogens or other biological materials</td>
</tr>
<tr>
<td>Radioactive Materials</td>
</tr>
<tr>
<td>Lasers or other non-ionizing radiation</td>
</tr>
<tr>
<td>Working in a non-laboratory setting with chemical or biological materials.</td>
</tr>
<tr>
<td>Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.</td>
</tr>
<tr>
<td>Performing work that requires personal protective equipment including respiratory and hearing protection.</td>
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<th>Export Control: Additional Information is available on the Export Control Website</th>
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<tr>
<td>Have access to ITAR controlled data, technology, materials information, software or equipment?</td>
</tr>
<tr>
<td>Have access to EAR controlled technology or encryption software code?</td>
</tr>
</tbody>
</table>

Involved with a project that:
- a. Has restrictions on the releases of certain project information
b. Has publication or access and dissemination restrictions  □ Yes  □ No

c. Has a military connotation or end-use  □ Yes  □ No
d. Is sponsored by a defense agency  □ Yes  □ No
e. Is related to space, missile technology, or biological/chemical weapons  □ Yes  □ No
f. Requires foreign national approval by sponsor or no foreign nationals are allowed  □ Yes  □ No

Involved with a project that has a technology control plan in place  □ Yes  □ No

Have reason to believe the applicant will need an export licenses  □ Yes  □ No

**FACULTY REQUIREMENTS AND SIGNATURE**

1. A GRA is expected to perform whatever work may be necessary. Any special duties or arrangements must be articulated in writing prior to hire.
2. A GRA on an academic contract is not required to work while classes are not in session (ex. before the start of classes, after finals, winter break, spring break), unless the student and department agree (in writing) about this prior to hire.
3. GRAs are salaried employees. As such, their reported hours may not be reduced in most cases. During periods where a GRA is concurrently enrolled, total on-campus employment may not exceed 20 hours per week (0.50 FTE).
4. International GAs on F-1 or J-1 visas are subject to additional restriction: their employment may not exceed 20 hours per week (0.50 FTE) while they are concurrently enrolled.
5. Any hours worked above a GRA’s designated FTE must be paid via supplemental compensation. A GRA may also hold multiple positions so long as the total FTE does not exceed the restrictions.
6. The faculty advisor must complete and sign the Faculty Information including the Export Control Information portion of the form.
7. Students are required to be hired as a Research Assistant/Associate prior to work being performed. (Within 2 weeks)
8. Forms submitted after the due date may not be processed by the first pay period of the semester!
9. Please deliver the forms to Mark Rodriguez, Academic Programs Office, Room 412. If you have any questions, please contact Mark at 520-626-0888 or mrod@optics.arizona.edu.

**Faculty Signature:**
____________________________________________________________________________________

**FOR OFFICE USE ONLY**

Date Received: ____________________________________  Date Received: ____________________________________

Coordinator Signature: ____________________________  Accounting Signature: ____________________________

Notes: __________________________________________

**Please note that Faculty must also complete the Export Control Review Form at the end of the funding packet. Please answer question #2 about the student you are employing. If the student is a non-U.S. Citizen, questions 3-6 must be answered. If you answer “yes” to questions 4-6, then the bottom portion of the form must be filled out. Faculty and Student Do NOT sign the form; the person who screens the student must sign the form to certify that the student was screened.**
A GRA will receive the following benefits. These benefits are not transferrable and may not be applied to charges assessed through the Outreach College. Benefits will not be processed until hiring information is entered into UAccess Employee and all position requirements are satisfied. Tuition benefits and/or GA Deferments are not given for Summer/Winter sessions classes.

**Nonresident Tuition Rate**
A nonresident GA employed during the fall and/or spring academic semesters will be charged at the GA Reduced Tuition, equivalent to resident tuition, in place of nonresident tuition rates.

**Tuition Remission**
A GA employed during the fall and/or spring academic semesters will receive tuition remission in an amount which is dependent on FTE, enrollment, and dates of employment and will only apply to standard graduate resident tuition. This coverage is limited to what is charged and is not applicable to other fees. If employed at a total FTE less than 0.50, one will receive tuition remission in the amount of 50% of the standard graduate resident tuition rate. If employed at a total FTE greater than or equal to 0.50, one will receive tuition remission in the amount of 100% of the standard graduate resident tuition rate. Refer to the Tuition and Fees Calculator on the Bursar's Office website for more information about tuition rates. The URL is [http://www.bursar.arizona.edu/students/fees](http://www.bursar.arizona.edu/students/fees).

**Health Insurance Premium Coverage**
A GA who is enrolled in the student health insurance plan through the University of Arizona will receive coverage of the student-only premium. This benefit does not apply to insurance plans outside of the University of Arizona. One may enroll for the health insurance through the Student Center in UAccess Student. Please refer to the Graduate Assistant/Associate Health Insurance Benefit page on the Campus Health Service website for information about enrollment deadlines and coverage. The URL is [http://www.health.arizona.edu/webfiles/insurance_gradbenefit.html](http://www.health.arizona.edu/webfiles/insurance_gradbenefit.html). Once a student is enrolled, that student will be automatically re-enrolled in future semesters upon class registration (regardless of assistantship status) unless one cancels the coverage during an Open Enrollment period. Once the enrollment period closes, students will be unable to add, cancel, or change coverage until the next enrollment period.

**GA Fee Rebate**
The Graduate and Professional Student Council have provided the Graduate College with funding to allow a partial rebate of mandatory fees. The amount is based on tuition so the amount will be determined at a later date. This rebate will be applied to GAs' student accounts approximately 6 – 8 weeks after the start of the semester. His rebate does not occur each year. When the rebate is available, the funds will be directly reversed in your bursars account.

**Bookstore Discount**
A GA is eligible for a 10% discount off the price of select items purchased at all ASUA Bookstores, subject to Bookstore policies in effect. This benefit goes into effect once hiring information is processed and all requirements are satisfied. This benefit must be mentioned at the time of purchase to receive it and is not available retroactively. Speak with representatives at the Bookstores for more information about this discount.

The full RA/TA Manual can be found at: [https://grad.arizona.edu/funding/ga](https://grad.arizona.edu/funding/ga)

**NOTE: Students are responsible for mandatory fees on their student accounts**
HR/PAYROLL EXPORT CONTROL REVIEW FORM

1. A visual compliance restricted party screening (RPS) must be conducted on ALL potential hires and DCCs. Screenings should include full name, physical address, and country. If a “hit” is received (match to party being screened), consult University Export Control Program (UECP) prior to completing form. (Note: A confirmed “hit” could require government authorization.)

Attach a copy of the restricted party screening to the MSS transaction and/or PAF along with this form. A copy will also be maintained in the College personnel files.

Name of person screened: _______________________________________

2. Is the potential hire or DCC a non-U.S. citizen?  
(Note: Permanent Residents are considered U.S. citizens)  
___YES ___NO

If YES, complete the following (If no, skip to signature):

3. Is the potential hire or DCC a citizen of the following countries:  
___YES ___NO  
Cuba, Iran, Syria, Libya, North Korea, or Sudan?

4. Will the non-U.S. citizen be working (paid or unpaid) on a research project with a Technology Control Plan (TCP); i.e., is it an export controlled project?  
___YES ___NO

4(a) If YES, provide KFS account number(s) and room number(s) associated with project:_______________________________________

5. If NO to 4, will the non-U.S. citizen be working on a different project but located in a lab/room where an export controlled project is conducted?  
___YES ___NO

5(a) If YES, provide KFS account number(s) and room number(s) associated with that export controlled project: _____________________

If YES to any of the questions 3 through 5, please complete the information below and forward form to UECP because an export authorization might be required. Such authorization must be in place before the non-U.S. citizen could work on the project.

Foreign Person’s Citizenship:

Supervising PI:

Contact info for supervising PI (email and phone):

Please attach RPS PDF to this form.

Export Control Liaison/Designee: ____________________________ Date: __________