



# Graduate Funding Authorization Form

## Research Assistant/Associate

Office Use Only

New Hire	
Rollover	
RA	
TA	

### 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 Funding Authorization Form must be completed prior to being appointed a position for the Spring 2019 semester. The submission deadline for this form is **\*\*\*Friday, November 16, 2018\*\*\***. All forms submitted after November 16<sup>th</sup> will be considered late and may not be processed on time for the first pay period of the spring semester on 1/18/2019, **resulting in late fees!** A Graduate Student is not authorized to work and the Principal Investigator may not assign a research project until funding and student academic registration is verified by OSC Academic Programs, Accounting, and Human Resources, and hiring is complete. Retroactive hire/pay is not supported.

### STUDENT INFORMATION

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 EMPL ID/Student 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:

- Students must have a minimum GPA of 3.0 and maintain a 3.0 GPA or more during employment.
- 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.
- 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.
- Students are still responsible for mandatory fees associated with student Bursar's Account.**
- Students must complete the Conflict of Interest Training every 4 years and submit a disclosure form each year (by June 30).**
  - Navigate to: <https://uavpr.arizona.edu/COI/>
  - Log into the disclosure form with your Net ID
  - Complete the training and disclosure
  - Print certificate of training and submit with your funding paperwork
- Students must complete RCR Training every 4 years (either 4 hour online module or a 1.5 hour in-person workshop)**
  - Navigate to: <http://rgw.arizona.edu/research-compliance/rcr/online-training>
  - Enroll in the CITI online training with your Net ID
  - Complete training
  - Print certificate of training and submit with your funding paperwork
- 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).
- As a Graduate Assistant/Associate, students may have employment benefits prorated for several different reasons. Some of those may include: An FTE (Full-Time Equivalency) adjustment, the GA position started after the semester started, the GA position ended before the contract end date.
- 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](mailto:mrod@optics.arizona.edu)

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

### POSITION INFORMATION

\_\_\_\_\_ Research Assistant (\$21.723/hr)      \_\_\_\_\_ Research Associate (\$23.918/hr, *passed both written and oral comps*)

\_\_\_\_\_ Spring Semester (*December 31, 2018 – May 19, 2019*)

\_\_\_\_\_ Cumulative GPA      \_\_\_\_\_ Number of Units Enrolled (for Spring 2019)

\_\_\_\_\_ .25 FTE      \_\_\_\_\_ .50 FTE      **\*\*\*\*You must complete Risk Management/Export Control Questions\*\*\*\***

### FACULTY SUPERVISOR AND ACCOUNT INFORMATION

Faculty Name: \_\_\_\_\_ PCN#: \_\_\_\_\_

Account #: \_\_\_\_\_ 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:**

<b><i>Risk Management: Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy</i></b>		
Role will have significant financial oversight responsibilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unsupervised contact with minors who are not enrolled students of the University of Arizona.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unrestricted access to residence hall rooms.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Role has been designated by Dean or Vice President as "Security or Safety Sensitive"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Driving on University business in UA, Rented, or Personal Vehicles	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b><i>Risk Management: Working in a laboratory setting with any of the following</i></b>		
Hazardous Chemicals	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bloodborne pathogens or other biological materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Radioactive Materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lasers or other non-ionizing radiation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Working in a non-laboratory setting with chemical or biological materials.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Performing work that requires personal protective equipment including respiratory and hearing protection.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b><i>Export Control: Additional Information is available on the Export Control Website</i></b>		
Have access to ITAR controlled data, technology, materials information, software or equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have access to EAR controlled technology or encryption software code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involved with a project that:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. Has restrictions on the releases of certain project information	<input type="checkbox"/> Yes	<input type="checkbox"/> No

b. Has publication or access and dissemination restrictions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Has a military connotation or end-use	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is sponsored by a defense agency	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is related to space, missile technology, or biological/chemical weapons	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Requires foreign national approval by sponsor or no foreign nationals are allowed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involved with a project that has a technology control plan in place	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have reason to believe the applicant will need an export licenses	<input type="checkbox"/> Yes	<input type="checkbox"/> 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!  
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](mailto:mrod@optics.arizona.edu)

**Faculty Signature:** \_\_\_\_\_

**\*\* 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.

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Received: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_ Accounting Signature: \_\_\_\_\_

Notes:

## GRADUATE RESEARCH ASSISTANT/ASSOCIATE BENEFITS

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 <https://tuitioncalculator.fso.arizona.edu/#!/selections>.

### **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/node/1589>.

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.

### **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 Graduate Assistant/Associate Manual can be found at:** <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: Cuba, Iran, Syria, Libya, North Korea, or Sudan?  YES  NO

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: \_\_\_\_\_