



Graduate Funding Authorization Form

Research Assistant/Associate

Office Use Only

New Hire	
Rollover	
PCN Trans. #	
PD Trans. #	

IMPORTANT INFORMATION

A Graduate Appointment Funding Authorization Form must be completed prior to being appointed a position for the Spring 2021 semester. Both the student and the faculty funding advisor must complete and sign the form. The submission deadline for this form is **Monday, November 16, 2020*** Completed forms should be emailed to Mark Rodriguez (mrod@optics.arizona.edu). All forms submitted after this date will be considered late and may not be processed in time for the first pay period of the spring semester, possibly resulting in late fees! Note: A Graduate Student is not authorized to work, and Principal Investigator may not assign research project, until hiring is completed, and funding and student academic registration is verified by OSC Academic Programs, Accounting, and Human Resources. Retroactive hire/pay is not supported.**

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 page 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 must complete OSC Safety Training one time**
 - a. Navigate to: <http://www.optics.arizona.edu/safetytraining>
 - b. Complete all three online safety trainings: Fire, Laser, Chemical
 - c. Submit training certificates via the online form on the same page to verify training completion. Printed certificates not required and certificate does not expire. If completed previously, the training does not need to be repeated.
8. Ph.D. students who fully pass the Comprehensive Exam will be promoted to Associate Level in the next hiring semester.
9. As a Graduate Assistant/Associate, students may have employment benefits prorated for several different reasons, including: An FTE adjustment, the GA position started after the semester started, the GA position ended before the contract end date.

Student Signature: _____

POSITION INFORMATION

_____ **Research Assistant** (Annualized Salary \$34,758) _____ **Research Associate** (Annualized Salary \$38,268, passed PhD Comps)

RA Funding Period:

_____ **Spring Semester** (01/04/2021 – 5/23/2021)

_____ **Cumulative GPA** _____ **Number of Units Enrolled** (for Spring 2021 – minimum 6 required)

RA Funding Level (FTE): _____ **.25 FTE** _____ **.50 FTE**

FACULTY SUPERVISOR AND ACCOUNT INFORMATION

Faculty Name: _____ PCN#: _____

Account #: _____ Room #: _____

RESEARCH ASSISTANT/ASSOCIATE RESPONSIBILITIES

*****Faculty must complete Risk Management/Export Control Questions below and complete final page*****

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:

<i>Risk Management: Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy</i>		
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
<i>Risk Management: Working in a laboratory setting with any of the following</i>		
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
<i>Export Control: Additional Information is available on the Export Control Website</i>		
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
Involvement 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 email complete form directly to Mark Rodriguez at mrod@optics.arizona.edu.

Faculty Signature:

****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 3-5a must be answered. If you answer "yes" to questions 4-5a, then the bottom portion of the form must be filled out. Faculty and Student do NOT sign the form; The Department Contact, Mark Rodriguez, will screen the student through RPS and will 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 Graduate Assistant/Associate (GA) who is appointed during the Fall and/or Spring academic semesters will receive tuition remission. Tuition remission is a reduction in the tuition amount that a student will be charged. The tuition remission is an amount which is dependent on FTE, enrollment, and dates of the appointment contract. The tuition remission benefit is only available for Fall and Spring semesters. Tuition rates for nonresident GAs will be automatically recalculated at the resident rate (GA Reduced Tuition).

For example:

- If a GA is appointed at a total FTE less than .50, they will receive tuition remission in the amount of 50%. This is a 50% reduction in the original tuition charges.
- If a GA is appointed at a total FTE of .50 or more they will receive tuition remission in the amount of 100%. This is a 100% reduction in the original tuition charges.

The tuition remission benefit applies only to base graduate tuition. It does not apply to mandatory fees, program fees, differential tuition, or any other fees charged by the University for specific programs. The student appointed as a GA is responsible for these charges and fees which must be paid on or before the first day of classes. Students needing to delay payment of any remaining tuition, mandatory fees, and or program fees can enroll in the **GA Deferment Plan**. GAs enrolling this plan must do so the business day before classes start to avoid late fees. For questions regarding graduate tuition rates, please visit the **Bursar's Office Tuition and Fees Calculator**.

Health Insurance Premium Coverage

The University of Arizona will cover the single student Campus Health insurance premium charges for a GA during their appointment. The health insurance and health services are provided through the University of Arizona Campus Health and is not transferrable to outside insurance providers. To receive this benefit, a student must enroll in the student health insurance program during the open enrollment period. GAs who enroll in the plan cannot cancel their coverage after the open enrollment period ends, even if they resign or are terminated. GAs who resign or are terminated during the period of insurance coverage will be responsible for repayment of the remaining insurance premium. Also, a GA will be automatically re-enrolled in the student health insurance program each semester upon enrollment in classes. For more information on the student health insurance offered please visit **The University of Arizona Campus Health website**

Bookstore Discount

GAs are 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 appointment 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.

NOTE: Mandatory university fees not covered by Graduate Assistantship. Students are responsible for mandatory fees.

The full UA Graduate Assistant/Associate Manual can be found at: <https://grad.arizona.edu/funding/ga>



HR / Payroll Export Control Review Checklist

Dept/College Contact:		Date:	
Dept/College:			
Name of Potential Hire/DCC:			
Name of Supervising PI:			
PI Phone:		PI Email:	

		YES	NO
1.	Name of Individual Screened: _____		
	Name of Affiliated Institution: _____		
	Restricted Party Screening (RPS) through Visual Compliance must be conducted on ALL potential hires and DCCs with their affiliated institution. Screenings are to include: full name, physical address, and country. <i>If a "hit" (100% match to the party being screened) is received, check "YES" and consult the University Export Control Program (UECP) prior to completing this form. (NOTE: A confirmed "hit" could require government authorization.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Attach a copy of the RPS results to the MSS transaction and/or PAF along with this checklist. A copy will also be maintained in the College/Department personnel files.</i>			
2.	Is the potential hire/DCC a non-U.S. person? (NOTE: U.S. Permanent Residents are considered U.S. persons.)	<input type="checkbox"/>	<input type="checkbox"/>
If Question 2 is "YES", complete the questions below. If "NO", you're done!			
3.	Is the potential hire/DCC a citizen of the following countries: Cuba, Iran, Libya, North Korea, Syria, or Sudan?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will the potential hire/DCC be working (paid or unpaid) on a research project with a Technology Control Plan (TCP); <i>i.e.</i> , is it an export controlled project?	<input type="checkbox"/>	<input type="checkbox"/>
4a	If "Yes", provide KFS account number(s) and room number(s) associated with the project. KFS Account(s): _____ Building: _____ Room(s): _____	<input type="checkbox"/>	<input type="checkbox"/>
5	If "NO" to question 4, will the potential hire/DCC be working on a different project but located in a lab/room where an export controlled project is conducted?	<input type="checkbox"/>	<input type="checkbox"/>
5a	If "YES", provide KFS account number(s) and room number(s) associated with the export controlled project. KFS Account(s): _____ Building: _____ Room(s): _____	<input type="checkbox"/>	<input type="checkbox"/>
If "YES" to checked to any of the questions 3 through 5a, forward to UECP (email@email.arizona.edu) this checklist along with job description. Government authorization might be required. Such authorization must be in place before the potential hire/DCC could work on the project.			

THIS SECTION FOR USE BY UECP			
Reviewed by:		Date:	
Comments/Notes:			

Contact UECP (export@email.arizona.edu) if you have questions regarding the checklist.
 Visit the UECP Website at: <http://rgw.arizona.edu/compliance/export-control-program>