

GRADUATE FUNDING AUTHORIZATION FORM

RESEARCH ASSISTANT / ASSOCIATE

IMPORTANT INFORMATION

A Graduate Appointment Funding Authorization Form must be completed prior to being hired as a graduate assistant/associate (GA). Both the student and the faculty funding advisor must complete and sign the form. The submission deadline for this form is Completed forms should be emailed to grad-funding@optics.arizona.edu. All forms submitted after this date will be considered late and may not be processed on time for the first pay period of the fall 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.

Office Use Only

PROFESSOR	<input type="text"/>
NEW HIRE	<input type="text"/>
ROLLOVER	<input type="text"/>
PCN	<input type="text"/>
PD	<input type="text"/>

STUDENT INFORMATION

Student Full Name (Last, First, Middle Initial)

Employee ID # (Student ID)

PCN# (office use)

Email Address

International I-20 End Date

STUDENT REQUIREMENTS CHECKLIST

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 at least 6 graduate level units for the duration of GA employment and prior to submitting this form.
- 3. Students must complete the Conflict of Interest Training every 4 years and submit a disclosure form each year (by June 30).
 - a. Navigate to: [EDGE Learning https://arizona.sabacloud.com/](https://arizona.sabacloud.com/)
 - b. Log into the disclosure form with your Net ID
 - c. Complete the training and disclosure
 - d. Print certificate of training and submit with this form if a new hire or renewed training completed
- 4. Students must complete RCR Training every 4 years (either 4 hour online module or a 1.5 hour in-person workshop)
 - a. Navigate to: <https://arizona.sabacloud.com/>
 - b. Enroll in the CITI online training with your Net ID
 - c. Complete training
 - d. Print certificate of training and submit with this form if a new hire or renewed training completed
- 5. 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.
- 6. Ph.D. student will be promoted to Graduate Associate the semester after passing the PhD. Oral Comprehensive Exam.
- 7. As a GA, 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.
- 8. COVID Vaccination: In accordance with University of Arizona policy, all GA's must be fully vaccinated or have an approved university accommodation based on medical status and sincerely held religious, spiritual, or cultural beliefs. For more information on the vaccine requirement, submission of vaccine documentation, and accommodations, visit <https://hr.arizona.edu/content/employee-covid-19-vaccine-requirement>

Student Signature

Date





POSITION INFORMATION

Position Type:

Research Assistant (Salary: .25 FTE = \$4,431; .50 FTE= \$8,863)

Research Associate (Salary: .25 FTE = \$4,879; .50 FTE= \$9,758)

RA Funding Period:

Semester

Full Academic Year

Cumulative GPA

Number of Units Enrolled (min. of 6 required)

RA Funding Level (FTE): 0.25 FTE (10 hrs / week)

0.50 FTE (20 hrs / week)

FACULTY SUPERVISOR & ACCOUNT INFORMATION

Faculty Name

PCN#

Account #

Room #

RESEARCH ASSISTANT / ASSOCIATE RESPONSIBILITIES

****** Faculty must complete Risk Management / Export Control Questions Below & 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:

	Yes	No
Risk Management: Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy		
Role will have significant financial oversight responsibilities		
Unsupervised contact with minors who are not enrolled students of the University of Arizona.		
Unrestricted access to residence hall rooms.		
Role has been designated by Dean or Vice President as "Security or Safety Sensitive"		
Driving on University business in UA, Rented, or Personal Vehicles		
Risk Management: Working in a laboratory setting with any of the following		
Hazardous Chemicals		
Bloodborne pathogens or other biological materials		
Radioactive Materials		
Lasers or other non-ionizing radiation		
Working in a non-laboratory setting with chemical or biological materials.		
Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.		
Performing work that requires personal protective equipment including respiratory and hearing protection.		
Export Control: Additional Information is available on the Export Control Website		
Have access to ITAR controlled data, technology, materials information, software or equipment?		
Have access to EAR controlled technology or encryption software code?		
Involved with a project that:	a. Has restrictions on the releases of certain project information	
	b. Has publication or access and dissemination restrictions	
	c. Has a military connotation or end-use	
	d. Is sponsored by a defense agency	
	e. Is related to space, missile technology, or biological/chemical weapons	
	f. Requires foreign national approval by sponsor or no foreign nationals are allowed	
Involved with a project that has a technology control plan in place		
Have reason to believe the applicant will need an export license(s)		



FACULTY REQUIREMENTS AND SIGNATURE

1. A GA is expected to perform whatever work may be necessary. Any special duties or arrangements must be articulated in writing prior to hire.
2. A GA 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. GAs are salaried employees. As such, their reported hours may not be reduced in most cases. During periods where a GA 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 GA's designated FTE must be paid via supplemental compensation. A GA 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 grad-funding@optics.arizona.edu.

Faculty Signature

Date

****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

Academic Programs Signature

Accounting Signature

NOTES

GRADUATE ASSISTANT / ASSOCIATE BENEFITS

A summary of GA benefits is listed below. The full UA GA Manual, detailing all GA policies and benefits, can be found at <https://grad.arizona.edu/funding/ga>.

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.



HR / PAYROLL EXPORT CONTROL REVIEW CHECKLIST

Dept / College Contact	Mark Rodriguez	Date	
Dept / College	Wyant College of Optical Sciences		
Name of Potential Hire / DCC			
Name of Supervising PI			
PI Phone		PI Email	

		Yes	No
1.	Name of Individual Screened		
	Name of Affiliated Institution		
<p>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. 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.)</p>			
<p><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></p>			
2.	Is the potential hire/DCC a non-U.S. person? (NOTE: U.S. Permanent Residents are considered U.S. persons.)		
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?		
4.	Will the potential hire/DCC be working (paid or unpaid) on a research project with a Technology Control Plan (TCP); i.e., is it an export controlled project?		
4a.	If "YES," provide KFS account number(s) and room number(s) associated with the project. KFS Account(s): <input style="width: 150px;" type="text"/> Building: <input style="width: 80px;" type="text"/> Room(s): <input style="width: 150px;" type="text"/>		
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?		
5a.	If "YES", provide KFS account number(s) and room number(s) associated with the export controlled project. KFS Account(s): <input style="width: 150px;" type="text"/> Building: <input style="width: 80px;" type="text"/> Room(s): <input style="width: 150px;" type="text"/>		
<p>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.</p>			

THIS SECTION FOR USE BY UECP			
Reviewed by	Wyant College of Optical Sciences	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>

