

College of Engineering and Computer Science
Application for Graduate Student Research Assistantship
 Cost-Sharing of Graduate Student RAs/GSIs and Graduate Student Tuition Waiver

This form is to be completed by the student's research supervisor and approved by supervisor's department chair stating duties of the student to the department. The department chair/program director must also endorse the student's research participation. The faculty member responsible for the RA must submit a one-page report on the student's activities related to his/her instructional duties in the prior fall and winter semesters.* No subsequent funding will be provided if a report is not submitted.

Deadline for submitting the form:

• For fall semester: *Between August 10 and 20*

• For winter semester: *Between December 1 and 10*

This form may be submitted in August for a 12-month appointment, or it may be submitted each fall or winter semester. If a GSI/RA, for whom 12 months of funding has been approved, leaves the project, a new form must be submitted. Approval of the new RA is not guaranteed.

Eligibility: The student must elect at least 6 semester credit hours (zero credits allowed in summer semester) of graduate courses and must be in good academic standing. Other requirements:

- Research funds must be from external source (CEEP, REEDF, OVPR, etc. funds not eligible).
- No more than 18 credits per calendar year (21 for students in manufacturing program). Course drop after penalty-free period may have impact on cost-shared tuition support.
- At most, one student per faculty/grant may be funded through this program.

Student's name: _____ Supervisor's name: _____

Student's department: _____ Supervisor's department: _____

Support request date (starting date): _____ Expected graduation date: _____

Number of credits completed: _____ Current GPA: _____

The university is no longer cost-sharing GSI/RA tuition. If this request is approved, your portion of tuition will be approximately \$1,000/course (for fall 2009). Maximum stipend cost-share for 2009–10 is \$2,500/semester or 50% of PI's stipend, whichever is less.

Support from Supervisor's Account

	Fall	Winter	Summer
Short Code			
Project/grant name			
Credit hours to be elected			
Tuition support (from supervisor)	\$	\$	\$
Semester stipend support (from supervisor)	\$	\$	\$

Request from Dean's Office

Tuition support (requested from dean)	\$	\$	\$
Semester stipend support (requested from dean)	\$	\$	\$

Action (to be completed by the office of the Dean)

Tuition support granted/rejected	Y	N	\$	\$	\$
Semester stipend support granted/rejected	Y	N	\$	\$	\$

For Department Chair/Program Director

As part of cost-sharing by the College of Engineering and Computer Science, I certify that the student will help the department in _____

Endorsed by supervisor's chair/director: _____ Date: _____

Endorsed by student's department chair/director: _____ Date: _____
 (if different than supervisor's chair)

For Supervisor

Supervisor's signature: _____ Date: _____

* **Note to supervisor:** The one-page report is due at the end of each academic year for each GSRA/GSI whose funding is cost-shared by the Dean's Office. The report must include (a) teaching/lab assignment of the student, (b) number of hours devoted to this activity, (c) evaluation of GSRA/GSI by students, and (d) Dept Chairs sign-off on the information. No GSRA/GSI support will be approved unless this report is submitted.