

Research Assistantship purpose:

The purpose of Research Assistantships is to provide funding for:

1. Recruitment of outstanding students into Graduate Programs
2. Research Assistants for new research faculty
3. Reinforcing the mission of becoming an emerging research university
 - Completing a line of research used to generate data for grant applications,
 - Initiate a new line of research likely to obtain future external funding,
 - To respond to reviewers of a submitted publication,
 - Submit a publication in progress.

Applications for funding are due on the 1st day of the month for a start date of the 1st day of the following month. If selected, funding will be prorated based on start date.

To apply for funding please submit the following materials as a single PDF file with the cover page provided to Dr. Shawn Saladin (shawn.saladin@utrgv.edu) and cc Janey Pizana (Janey.pizana@utrgv.edu):

- Submit a current CV generated from the faculty portfolio tool.
- Describe your critical research need as outlined in bullet 3 above and include specific aims and describe which funding agencies would support this research and why.
- Describe the outcomes with a timeline of what will be accomplished.
- Faculty agrees to submit an end of semester progress report.

Research Assistantship Qualifications:

The faculty applicant must assure the following criteria are met to hire a student for an assistantship before applying:

- Must be currently admitted to the Graduate School. Students enrolled in the College of Health Affairs will receive priority.
- Must be in good academic standing (3.0 GPA)

- Must be registered full-time for the respective semester
 - Fall: 9 Credit hours
 - Spring: 9 Credit hours
 - Summer: 6 Credit Hours (can be divided during summer I and II)
 - If this is the student's last semester, he/she does not need to be enrolled full-time; however, **the school director/department chair** will need to request a waiver (see below) for the student from Dr. Shawn Saladin (shawn.saladin@utrgv.edu).
- The maximum amount of time allowed for research students is 19 hours per week (combined with all assignments)
- To qualify for an out-of-state tuition waiver the research assistantship activities assigned must be for a total of 20 hours per week. **–To request the out of state tuition waiver send an email to Ana Giron (ana.gironrubio@utrgv.edu)**

Additional Information and requirements after approval of the application:

Salary (information needed for ePAF):

- **Master's Students:** salary is \$5,000 per semester for 50% FTE
- **Doctoral Students:** salary is \$9,000 per semester for 50% FTE

*Please note salary amounts will be prorated based on start date.

Job Codes for Fall and Spring:

- 9** If 50% FTE
- X** If less than 50% FTE

Job Codes for Summer I:

- 3** Graduate or Research assistant regardless FTE%

Job Codes for Summer II:

- 4** Graduate or Research assistant regardless FTE%

- After the student has been selected for the assistantship, a Criminal Background Check form must be cleared in order to prepare the Personnel Action Form (ePAF).
- In order to complete the online background check form, the student will need to go the following link: <https://utrgv.quickapp.pro/apply/applicant/new/5414>
- If the student is *international*, an authorization form will need to be submitted:

http://www.utrgv.edu/iass/_files/documents/utrgv%20employment%20authorization%20form.pdf
- Student must complete student part of information page
https://utrgv.sharepoint.com/sites/daa/cha/CoHA%20Dean%20Sharepoint/_layouts/15/WopiFrame.aspx?sourcedoc=%7BE7C8006A-C122-47CF-A8C0-8E3DF295DADB%7D&file=RA%20Information%20Sheet%20Blank.xlsx&action=default Supervisor completes the supervisor part of the information page.
- Student must submit copy of their statement of charges reflecting their registered courses.
- Submit everything to the Dean's office to the attention of Janey Pizana at Janey.pizana@utrgv.edu.
- Information page will be reviewed by the Dean's office and department admin will receive criminal background check clearance by the Dean's office to submit ePAF.

Once the ePAF has been submitted by the department and if it is the student's first time working for UTRGV, the following listed documents must be taken to human resources and payroll:

- SS card (*Please note that if the student is an international and never worked before you will need to contact the International office before hiring the student to request a SSN*)
- Visa
- Passport
- I-94
- I-20

For complete HR on-boarding documents and/or questions please see link below:

<http://www.utrgv.edu/hr/organizational-development-training/on-boarding/index.htm#first>

Research
Assistantship
Cover
Page

Faculty Name: _____

Department/Program: _____

Materials to be submitted:

1. Submit a current CV generated from the faculty portfolio tool:
2. Describe your critical research need as outlined in bullet 3 above and include specific aims and describe which funding agencies would support this research and why:
3. Describe the outcomes with a timeline of what will be accomplished:

Research Assistantship Course Waiver Request

I _____, faculty applicant, certify that the student
_____ ID # _____ is requesting a course waiver
for the Choose an item. semester and has completed a degree audit that states that
all required courses described in degree plan have been completed. The student
has a current GPA of _____ and has applied for graduation for this coming
semester (attach approved graduation application). If the student does not
graduate in the semester stated above, the student will not qualify for future
research assistantship.

Faculty Applicant Signature

Student Signature

School Director/Department Chair

Shawn Saladin-Associate Dean