

## **Procedures for Obtaining Research Assistance Paid for By College**

### **Purpose:**

To utilize the funds provided by the dean's office to assist faculty in securing research assistants through extra mural funding.

### **Parameters:**

The dean's office will fund 8 hours per week for approved proposals for one semester. The faculty member must agree to produce and submit a grant proposal by the end of the semester.

### **Procedures:**

1. Submit a request to the chair/director for research assistance. The form is available on the next page.
2. Upon approval of the chair/director, the form will be forwarded to the dean. The faculty member will be contacted by the administrative assistant for the dean to confirm that funding will be provided by the dean and to schedule a meeting to discuss procedures for recruiting, hiring, and appointing a student worker. At this stage the dean's approval is only a commitment of funding. There are more steps in the process.
3. When a student worker has been selected by the faculty member, the student worker should meet with the dean's administrative assistant to complete paperwork associated with the position.
4. The dean's administrative assistant will enter the student's appointment in the HRMS system. When the student worker's appointment has been finalized in the HRMS system, the administrative assistant will notify the faculty member, student worker, and unit head that work may begin. Appointments are only good for one semester.
5. After a student has been appointed, the student should obtain the approved assignment document from the dean's office and take it to the Office of Human Resources.

## REQUEST FOR RESEARCH ASSISTANCE

Requestor: \_\_\_\_\_ DATE: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Type of Assistance Needed: (Include an estimate of the number of hours per week to be worked) not to exceed 8 hours.

--

Projected Beginning and Ending Dates for Assistance: \_\_\_\_\_

Expected Outcome(s) from Assistance: (e.g. Grant application)

--

For Completion by Dean's Office:

Estimated cost \$

--