

RIT Controller's Office
GRA Appointment Responsibilities Form

Graduate Research Assistant (GRA)*

College/Department: _____/_____

Department #: _____ Classification**: GRA1 GRA2 GRA3

Department Contact: _____ Faculty Supervisor: _____

Contact Phone #: _____ Supervisor Phone #: _____

Contact Email: _____ Supervisor Email: _____

* Per the U.S. Department of Labor, no employment relations exists between the graduate student (who meet these criteria) and the University; therefore, they are considered to be "students" not "employees (i.e., not covered by the FLSA). GRAs receive a predetermined stipend amount based on their appointment/effort.

** Refer to the *Graduate Assistant Employment Polices and Job Classification* and/or the *Graduate Assistant Job Duties* and/or the *Graduate Assistant Job Classification & Pay Rates* documents for information about the selecting the correct employment classification.

Position Summary:

Conducts original, professional-level research which is primarily for the purpose of fulfilling the requirements for an advanced degree (i.e., the research is related to the student's field of study)

General Duties (check all that apply):

- Performs independent research under the direction of an RIT faculty member
- Engages in literature searches
- Performs data analysis
- Designs a research experiment
- Assists in a faculty member's laboratory

Other Duties (please describe):

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Qualifications/Special Skills Required:

A GRA must be a full-time student, matriculated in a Masters or PhD degree program and must meet the following additional requirements: 1) conducts original, professional-level research which is primarily for the purpose of fulfilling the requirements for an advanced degree (i.e., the research is related to the student's field of study); 2) the research is performed under the supervision of an RIT faculty member; 3) the research environment is provided by RIT; and 4) there is no direct deliverable to the research sponsor.

Other (please describe):

All new GRA payment requests must be accompanied by a completed *GRA Appointment Responsibilities Form*. Attach the completed form to the *GRA Payment Request Form* and send to the Accounts Payable Office. If the stipend will be charged to an externally funded grant or contract, send to Sponsored Programs Accounting for approval. SPA will forward the approved form to Accounts Payable for processing.