

Lehigh University

Graduate Research Assistants with External Living Support

I. Summary

Situations arise wherein a student in a research-based graduate program is receiving support for living costs, but not tuition, from a non-university source such as a foundation or government agency. When tuition support is provided through a sponsored research project, the preponderance of the student's effort should contribute to the student's intellectual development and progress toward graduation, while the student may also make additional specific contributions to the progress of the sponsored program. In this situation, the university must provide market rate compensation for the research assistant's work on the research project. The following are required:

1. The student will receive research assistant compensation of at least \$1000 per semester. This must be detailed in the offer letter.
2. The faculty mentor must provide certification of the student's contributions to the sponsored project.

SAMPLE LETTER OF APPOINTMENT FOR RESEARCH ASSISTANT
(see highlighted section required for RCR plan)

Dear XXXXXX:

I am pleased to offer you a full-time _____ Research Assistantship in the College of XXXXX for the period _____ to _____. Please be aware that this award is only for this period and there is not assurance of additional awards in future years.

The stipend for this position is a total of \$XX,XXX or \$XXX per pay. The stipend is paid in equal semi-monthly installments from which appropriate federal, state and local taxes are deducted. Upon submission of all appropriate documentation, the first payment will be made on September 15, 20XX and your final pay will be May 31, 20XX.

Your responsibilities as a _____ will require up to 20 hours per week. You also must be registered as a full-time Lehigh graduate student. And, as you know, the work associated with this stipend is required of all candidates for your _____ degree. Per our discussion, your primary responsibility will be to

You are responsible for completing the on-line course Responsible Conduct in Research (RCR) at the following website: CITIProgram.org. You will be required to register and associate your registration with Lehigh University. The course will take approximately 1.5 to 3 hours to complete and must be completed 30 days after the first day of your research assistantship.

You should be aware that you are only considered a full-time student if you are taking 9 or more credits per semester or if your advisor certifies you as such if you are taking a practicum or internship. To ensure that you can devote sufficient time and effort to your academic studies, you are not eligible for any other assistantships and may not seek additional employment inside or outside the University without the approval of the Dean of the College of XXXX.

If you accept this offer, please sign the enclosed copy of this letter. Retain the original for your files and return the other to me by XXXXXXXXXX.

Sincerely,

XXXXX

Signature

Date

Social Security Number

cc: Payroll Office