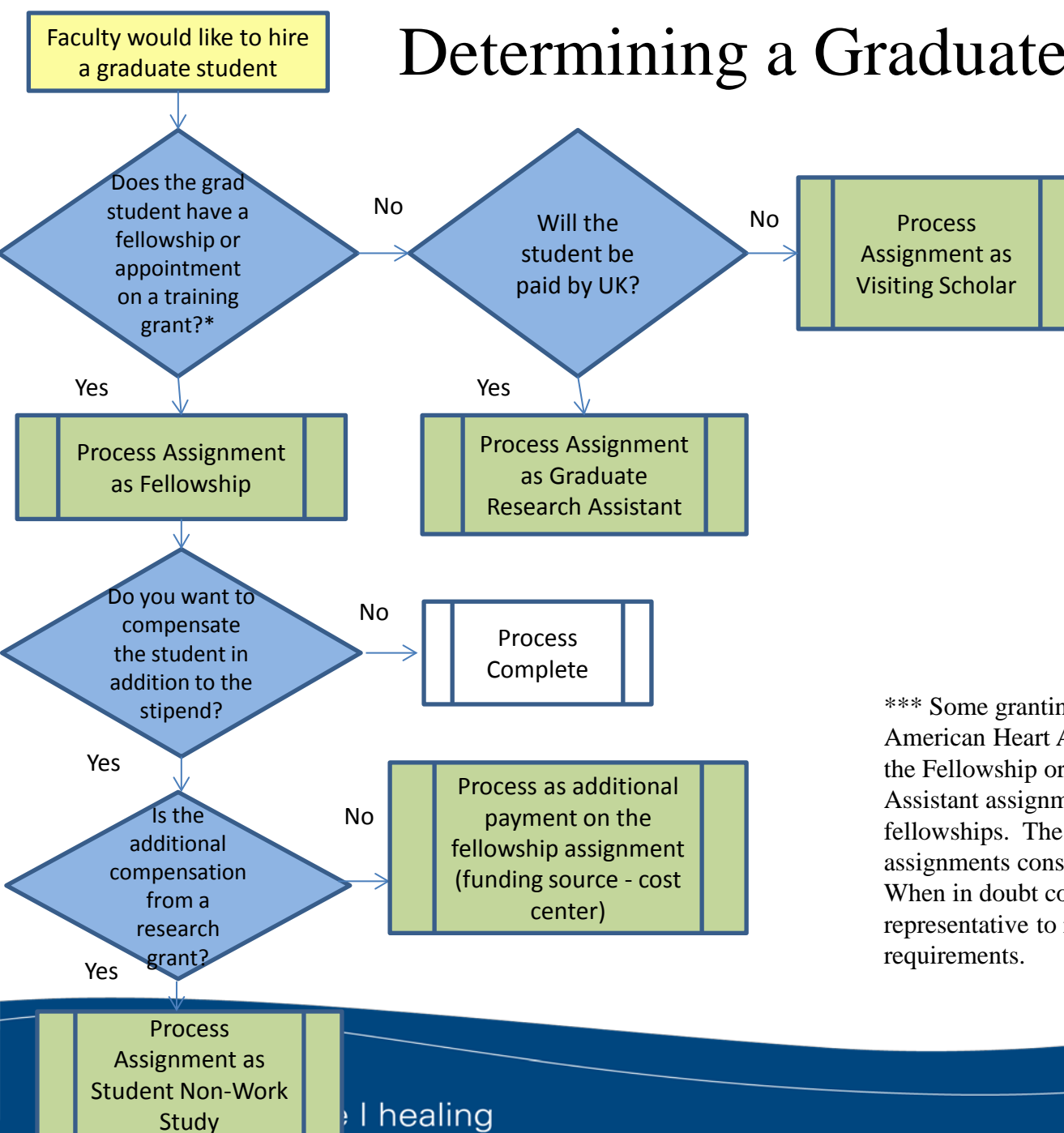
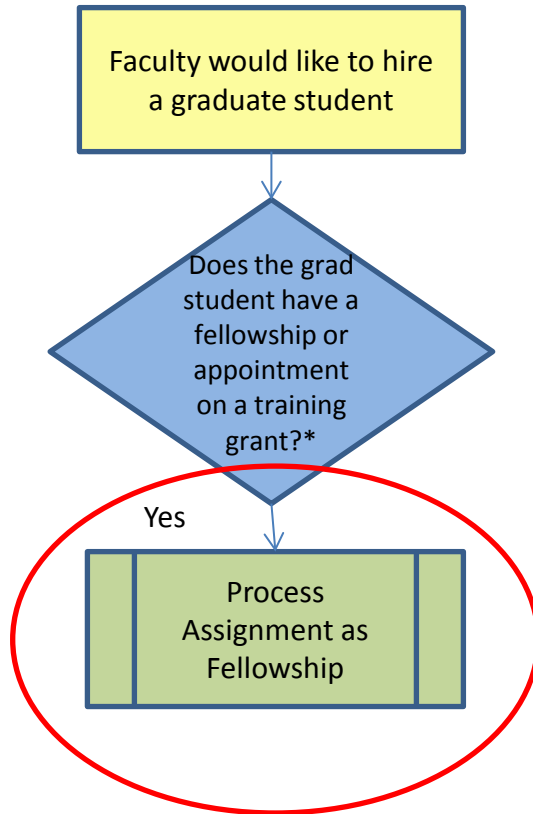


# Determining a Graduate Student Position



\*\*\* Some granting agencies such as the American Heart Association will accept the Fellowship or Graduate Research Assistant assignment for their fellowships. The unit must handle these assignments consistently for the sponsor. When in doubt contact your SRAS representative to review the sponsor's requirements.

# Determining a Graduate Student Position



## Requirements:

- No service provided to the mentor/University
- The individual receives the primary benefit from their work.
- Hours and/or leave is not tracked
- Does not receive salary
- Receives stipend or living allowance
- Stipend cannot be charged to mentor's research grants
- Appointment letter terms correspond to the requirements listed here
- Expectations of the mentor can be clearly noted and monitored
- Status: Graduate Student - Not an employee
- If grant funded, stipend supplementation and/or additional assignment may require sponsor approval; contact SRAS.
- Requires J-1 for international students

# Determining a Graduate Student Position

Faculty would like to hire a graduate student

Does the grad student have a fellowship or appointment on a training grant?\*

Yes

Process Assignment as Fellowship

Do you want to compensate the student in addition to the stipend?

Yes

Is the additional compensation from a research grant?

Yes

Process Assignment as Student Non-Work Study

**Student now has both a trainee position and staff position**

**New position requirements:**

- Employee of the University
- Compensated for service provided
- Hourly
- The mentor/University receives the primary benefit from their work
- May need approval from sponsor; check with SRAS
- Should not have scientific overlap with the Fellowship/Training Grant assignment
- Status: Temporary Staff
- J-1 for International Students

# Determining a Graduate Student Position

Faculty would like to hire a graduate student

Does the grad student have a fellowship or appointment on a training grant?\*

Yes

Process Assignment as Fellowship

Do you want to compensate the student in addition to the stipend?

Yes

Is the additional compensation from a research grant?

No

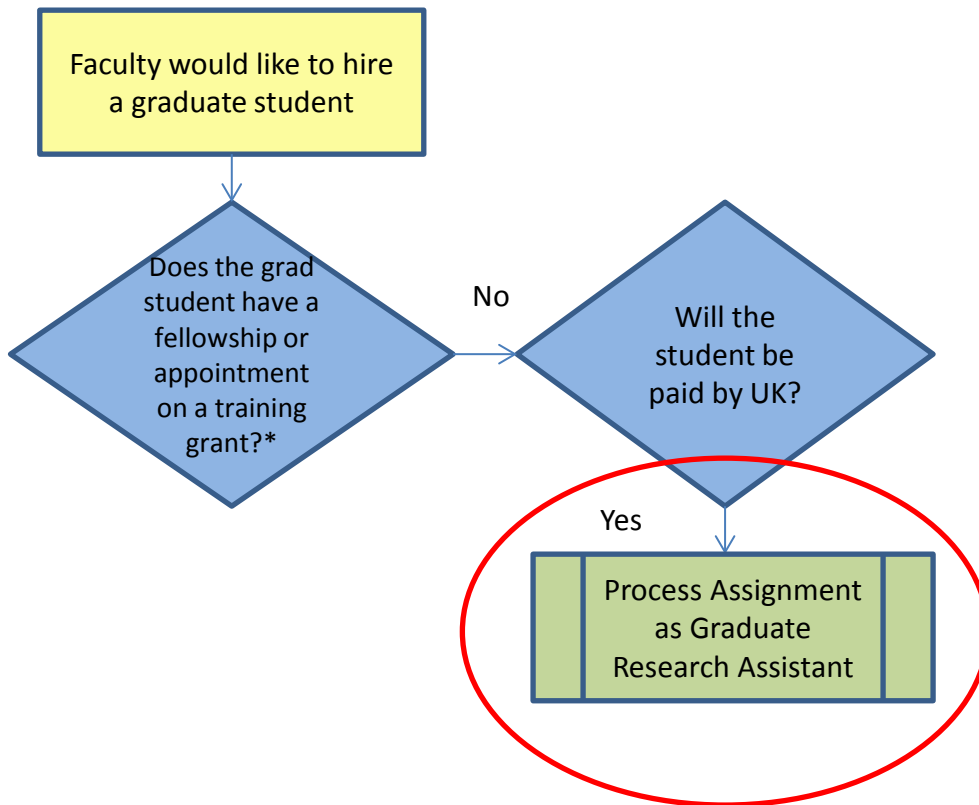
Process as additional payment on the fellowship assignment (funding source - cost center)

## No change in status

### Requirements:

- No service provided to the mentor/University
- The individual receives the primary benefit from their work.
- Hours and/or leave is not tracked
- Does not receive salary
- Receives stipend or living allowance
- Stipend cannot be charged to mentor's research grants
- Appointment letter terms correspond to the requirements listed here
- Expectations of the mentor can be clearly noted and monitored
- Status: Graduate Student - Not an employee
- If grant funded, stipend supplementation and/or additional assignment may require sponsor approval; contact SRAS.
- Requires J-1 for international students

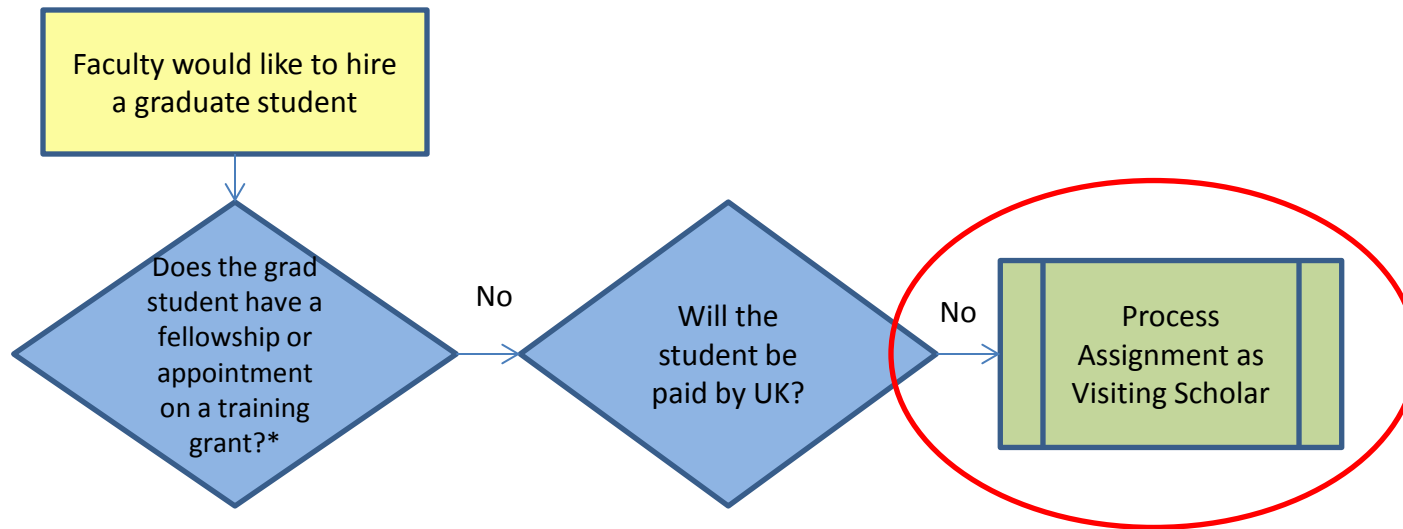
# Determining a Graduate Student Position



## Requirements:

- Employee of the University
- Compensated for service provided
- Effort can be charged to mentor's research projects for services provided
- Exempt bi-weekly
- The mentor/University receives the primary benefit from their work.
- Status: Graduate Student & Temporary Staff
- J-1 for International Students

# Determining a Graduate Student Position



## Requirements:

- Not an employee or student of the University
- No compensation
- Reference J-1 for expectations
- Status: Student Intern
- J-1 for International Students