

2017-2018 Undergraduate Research Assistantship

Guidelines

This Letter of Intent serves as an agreement to participate in the 2017-18 College Work-Study (CWS) Undergraduate Research Assistantship Program for all parties who have signed below. This contract stipulates that minimum hourly pay rates are \$11.00 for first-year students and \$13.00 for renewal students for work completed between August 21, 2017 and May 4, 2018. The maximum CWS award is \$3,520 for first-year students and \$4,160 for renewal students within the stated time period. College Work-Study will fund **60%** of the wages earned; the faculty/staff sponsor will fund the remaining 40%.

Term of Employment: Fall 2017 Only Spring 2018 Only Both Fall and Spring

The faculty/staff sponsor and the student will arrange specific working hours for the Undergraduate Research Assistantship. Employers are encouraged to schedule adequate hours to allow the student to earn their maximum eligibility. Students are expected to work an average of 10-12 hours per week for 32 weeks while classes are in session. Students may work up to 20 hours per week while classes are in session and up to 40 hours per week during breaks. Wages for hours worked beyond the URA maximum will be paid completely by the department of the faculty/staff sponsor.

In order for student employees to be paid on the Undergraduate Research Assistantship program, the department must indicate "WS" in the CS field (next to hourly rate) on the on-line payroll system. Failure to enter "WS" will result in the department being assessed 100% of the employee's wages. Student employee time sheets must be retained by the employing department for five years to satisfy state and federal regulations.

Final Approval

A Work Study Authorization (WSA) must be completed on AccessPlus by the department to access the student's work-study funding prior to the term of employment. **The department will be assessed 100% of the employee's wages until the WSA is completed and processed by the Student Employment Center.**

IMPORTANT: This student is eligible for employment as an Undergraduate Research Assistant only because he/she is eligible for the College Work-Study Program. Changes in the student's eligibility for CWS may reduce or eliminate eligibility for the URA program for this academic year.

Please make a copy of this form for your records.

Department Chair Signature

Please Print Name

Date

Faculty/Staff Signature

Please Print Name

Date

Student Signature

Please Print Name

Date

URA Program
Office of Student Financial Aid
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