



RA APPOINTMENTS

For Faculty (Continuing RA)

- a) Get RA form from website: _____
- b) Fill out appropriate information
- c) Hand RA form to grant coordinator

New Hire

- a) Get RA form from website: _____
- b) Fill out appropriate information
- c) Hand RA form to grant coordinator
- d) If new student have them see Student Affairs graduate coordinator for all new hire paperwork

For Grant Coordinators

- a) For grant coordinator
- b) Once receive RA form from PI - check for available funds
- c) If funds available - stamp RA form with your approval stamp
- d) Forward RA forms to Student Affairs - graduate coordinator, after letter of offer
- e) Check to see if student is on a visa, if so make a copy of visa clearance, then appoint student via Electronic Change of Status
- f) Forward all attachments to college for submission to Human Resources

New Hire

- a) One receives RA form from PI. Check for available funds
- b) Approve RA form with your stamp
- c) Write new hire on top of RA form (have student see Graduate Coordinator for new hire paperwork)
- d) After receiving appropriate paperwork - appoint student via ECOS