



**New or Continuing Research Assistantship Form**

Requestor (P.I./Faculty): \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Student: \_\_\_\_\_ ID #: \_\_\_\_\_

1. Does the student have another UNM position? Y/N \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\*\*Students are not allowed to work over .50 FTE without permission, and students are not allowed to work over .75 FTE.

2. Weekly salary rate (circle one):      Pre-Masters: \$414.08                      Post-Masters: \$449.95  
(Rates are based on 50% FTE, and are equal to the department's minimum GA salary.)

(a) If the weekly rate is more than listed above please indicate the amount here: \$ \_\_\_\_\_

(b) FTE: \_\_\_\_\_ (cannot be less than 25% FTE)

(c) Charge salary and tuition (if included) to index number: \_\_\_\_\_

(d) Note: Fringe rate is calculated on the total salary, 1% for Fall and Spring, 8% for Summer.

3. Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

Please start contracts on Monday and end contracts of Friday

4. Student Health Insurance Rates (Mandatory expense) **2017-2018** (New rates are not yet available):  
Academic Year: \$2,032.80 Fall: \$1,016.40 Spring/Summer: \$1,016.40 Summer only: \$338.80

5. Tuition Y/N? \_\_\_\_\_

If yes, indicate # of tuition hours: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

Per credit hour:      \$372.64

6 credit hours:      \$2,235.84

12 credit hours:      \$4,471.68

Dissertation (3-12):      \$799.06

6. GPSA Fee: (\$25.00 per term) Y/N? \_\_\_\_\_

\_\_\_\_\_  
PI/Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Signature

\_\_\_\_\_  
Date