

GRADUATE ASSISTANT CONTRACTS FUNDED FROM GRANTS

Effective immediately all Request for Graduate Assistantship Contract Forms received in the Graduate College *which include a Grant/Project ID* as one of the funding sources will be reviewed by the Grants Accounting Office before we prepare the contract for the student to sign.

Departments should continue to send the *Request for Graduate Assistantship Contract form* directly to the Graduate College. The Graduate College will make a copy of your Request Forms and they will be delivered daily by courier to the Grants Accounting Office for approval. Grants Accounting will review the request and call the Grant PI if there are any problems. We believe that this review will help us to write the initial contract correctly and minimize time-consuming contract addendums, payroll corrections and pay check delays for our graduate assistants.

You can help make this process go smoothly by considering the following details when you request a Graduate Assistant Contract from grant funds:

- Have you used the correct Fund and Project/Grant ID for the contract period? Does the grant have a different Project ID for each fiscal year? Will you need to use different project numbers for the Summer and Academic Year contracts?
- Is there money loaded in the correct account code to pay a graduate assistant (51230 for academic year GAs and 51231 for summer GAs)?
- Is the GA contract period consistent with the grant period? Does your grant start or end in the middle of the academic year? If so, have you given us enough information to charge the grant correctly? For example if the contract is split between two budget numbers are they charged out equally throughout the whole academic year or do we need use one Project ID for the first three months and a different Project ID for the remainder of the contract?

Grants Accounting and the Graduate College are committed to making this review happen as quickly and smoothly as possible. Please let us know if you have any questions.