Research Advisor Agreement (Due March 2, 2015)
School of Engineering and Applied Sciences (All amounts are estimated.)

Student Name: 

Last          First          Middle          HUID

Research Advisor: 

Print Name

Filled in by Student Affairs Office: RA Salary__________________ Tuition/fees: ______________________

This form must be submitted to the Student Affairs Office, Pierce 110, by March 2nd in order to ensure that your payroll is not interrupted. Please note that research assistantships are classified as a salaried position, and unless you have been appointed to Harvard University payroll as an employee within the last twelve months, you will need to complete all the necessary University payroll paperwork forms in order to activate your RA pay.

Research Advisor Role:

The research advisor is expected to chair the qualifying committee and the dissertation committee. It is also expected that the advisor will pay the research assistant salary during the G2 year and reimburse SEAS 57% of the tuition/fees for the term the grad is a Teaching Fellow.** (**All TF policies are under review and subject to change.) In the G3 and above years, the research advisor pays tuition/fees and salary thereafter so long as the student is in good standing and making satisfactory progress.

RA Funding: Salary - June 2014 $2,767; July 2014 to June 2015, $2,850 per month. Total: $36,967 for 13 months. **G2 Full tuition/fees paid by SEAS: Health Fees $3,526 Full tuition $41,832 Total: $45,358. (**ESTIMATED)

Dependent upon your agreement with your research advisor, your start date for your research assistantship may be between June 1st and September 1st, 2015.

It is the responsibility of the student to report all grant/fellowship awards to the Student Affairs Office. If you are a recipient of a grant/fellowship award, and the stipend is less than the SEAS standard level of graduate funding, you will be eligible for a research assistantship in the amount of the difference between the standard support and your stipend. If you are the recipient of grant/fellowship award, and the stipend is equal to or greater than the SEAS standard level of graduate funding, you will not be eligible for research assistantship support.

Please check one of the following:

☐ I am the recipient of ______________________________________________________________________

  Award Name                                      Start Date                  End Date                  Amount

☐ I am not the recipient of a grant/fellowship award. If this status changes, I will notify the SEAS Office of Student Affairs immediately.

RA start date: ___________________ 2015     End date if other than 6/30/2016: ____________________

Account number(s) to be charged for research assistantship (Filled in by PI or PI’s administrator):

_________ - ________ - 6140- ______________ - ___________ - _______________ __________ __________

_________ - ________ - 6140- ______________ - ___________ - _______________ __________ __________

Student (Signature)                               Date

Research Advisor (Signature)                      Date

FOR OFFICE USE ONLY.

Grants &Contracts or Accounting Specialist (Signature)                      Date