

Division of the Arts: GRADUATE STUDENT RESEARCHER (GSR) ACTION FORM Jan 2016

**SECTION I: To be completed by GSR**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Major: \_\_\_\_\_

Graduate Status this quarter? \_\_\_Advanced to Candidacy \_\_\_Not Advanced to Candidacy

Degree pursuing: \_\_\_Master's \_\_\_Ph.D.

Any other appointments during this academic year? Yes\_\_\_ No\_\_\_

If answered 'yes,' indicate the job title, quarter, department, and percent time: \_\_\_\_\_

**\*\*\*Important Information- Please Read\*\*\***

This form **must** be completed by the Department, P.I., and Research Analyst before your appointment can be processed. If you are not currently working on campus, **you must sign employment forms in the Arts Academic Payroll Office (Porter D163) before you begin working.** Please contact Teresa Locatelli at 459-3338, or tlocatel@ucsc.edu to arrange an appointment to sign employment forms. **Provide valid ID at that time.**

If you work 25% or more, your tuition remission fees will be covered.

You may not work more than 50% time during any academic quarter without prior Graduate Division approval. GSRs can work up to 100% time during the **summer only**. Unless otherwise noted, summer dates are 7/1 - 9/30.

*I certify that the information I have provided is accurate, and I am not working more than 50% during either the Fall, Winter &/or Spring quarter(s). By signing my name, I certify that I have read the above important information.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SECTION II: To be completed by Principal Investigator and Department**

Circle Quarter: Fall / Winter / Spring/ **Summer\*** *specify dates:* \_\_\_\_\_

Percentage of time: \_\_\_\_\_

P.I. Name \_\_\_\_\_ Dept: \_\_\_\_\_ FOAPAL: \_\_\_\_\_

**\*\*\*Important Information- Please Read\*\*\***

If your GSR works 25% or more, tuition remission fees must be charged to the FOAPAL noted above. Graduate students can have additional appointments in other departments/divisions, which the student should have noted above. If the student's total percentage of all appointments is 25% or more for the quarter, you can predict that the tuition remission fees will be split between **your** funds and the other division/department funds.

GSRs can work up to 100% time during the **summer only** (7/1 - 9/30). Your GSR doesn't need to work the entire summer session; you can specify a specific time frame if desired within 7/1 - 9/30 (please note dates above).

If you want to use additional FOAPALS, make a note of that above. Include dollar amount(s).

*By signing my name, I certify that I have read the above important information.*

P.I. Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**SECTION III: To be completed by Research Analyst**

Confirmation FOAPAL: \_\_\_\_\_ Step: \_\_\_\_\_

*By signing my name, I certify that the P.I. has the funds to hire this GSR.*

Research Analyst signature: \_\_\_\_\_ Date: \_\_\_\_\_