ARTS DIVISION GRADUATE STUDENT RESEARCHER (GSR) ACTION FORM

**SECTION I: To be completed by the student**

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

Student Status: \_\_\_Advanced to Candidacy \_\_\_Not Advanced to Candidacy

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

Residency and Citizenship Status: \_\_\_\_\_\_ US Citizen or Permanent Resident \_\_\_\_\_\_ International Student

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

If ‘yes,’ indicate the job title(s), quarter(s), department(s), and percent time(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrollment Status: \_\_\_\_\_\_ Full-time registered grad student \_\_\_\_\_\_ Part-time registered grad student

(NOTE: Academic appointments for part-time grad students may not exceed 25%)

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

􀀁 You must receive appointment approval from the Arts Division before you may begin working. If you are not currently working on campus, **you must sign employment forms before you begin working.** Please contact Laura Jackson at (831) 459-1324, or ljackson@ucsc.edu to arrange an appointment to sign employment forms.

􀀁 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 (July 1 – September 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION II: To be completed by the principal investigator and/or the department**

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

Please indicate the quarter(s) or specific dates you wish to appoint the student:

Fall (10/1-12/31) Winter (1/1 – 3/31) Spring (4/1 – 6/30) Summer (7/1 – 9/30)

**OR** Dates of the appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percentage of time: \_\_\_\_\_\_\_\_\_\_\_ **OR** The total salary for the appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

􀀁 If your GSR works 25% or more, tuition remission fees will be charged to the FOAPAL noted above. Grad students can have other appointments, which the student should have noted above. If the student’s **total percentage** of all appointments is 25% or more, tuition remission fees will be split between **your** funds and the other department’s funds.

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

􀀁 If you want to use additional FOAPALs, please make a note of that above and include dollar amounts for each.

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

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

**SECTION III: To be completed by the 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: \_\_\_\_\_\_\_\_\_\_\_\_ Rev. 11/18