

# Graduate Research Assistant (GRA) Payment Request Form

A GRA must be a full-time student, matriculated in a Masters or PhD program and must meet the following requirements. Please check all boxes that apply:

- conducts original, professional-level research which is primarily for the purpose of fulfilling the requirements for an advanced degree (i.e., the research is related to their student's field of study);
- the research is performed under the supervision of an RIT faculty member;
- the research environment is provided by RIT; **and**
- GRA is not directly responsible for deliverables to the research sponsor (i.e., the PI is responsible)

Student Name:

Student UID:

GRA Classification:

Indicate Percent of Effort:

- 100% (20 Hr/Wk)    75% (15 Hr/Wk)    50% (10 Hr/Wk)

Oracle General Ledger Account(s):	ENT	DEPT	Object	FEC	PROJECT	
Percentage(s):	<input style="width: 30px;" type="text" value="01"/>				<input style="width: 50px;" type="text" value="00000"/>	Assistantship cannot be charged to restricted gift scholarship projects 20000 - 24999 OR endowed scholarship projects 60000 - 69999
	<input style="width: 30px;" type="text" value="01"/>				<input style="width: 50px;" type="text" value="00000"/>	
	<input style="width: 30px;" type="text" value="01"/>				<input style="width: 50px;" type="text" value="00000"/>	
	<input style="width: 30px;" type="text" value="01"/>				<input style="width: 50px;" type="text" value="00000"/>	
Total Allocation (must total 100%)	<input style="width: 100px;" type="text"/>					

Applicable Semester(s)

Academic Year = 17 payments      Spring = 8 payments  
 Summer = 6 payments                  Fall = 8 payments

Is there tuition remission funds in conjunction with this GRA appointment?    Yes    No

Total Amount \$

**Certification and Authorization**

I have signature authority over the above general ledger account(s) and certify that this proposed payment meets the conditions above. I understand that payments made to this student will be paid and reported to the IRS as follows:

**Non-Resident Alien Student:** May be subject to 14% withholding based upon tax treaty and reported on Form 1042-S

**All Other Students:** No withholding, reported on Form 1099 (if payments exceed \$600 in a calendar year)

Form submitted by: \_\_\_\_\_ Ext. \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_

Dept. Approver \_\_\_\_\_

Department Approver's Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Extension \_\_\_\_\_

Send completed form to :

**a) Accounts Payable, Eastman Bldg, Room 1160**  
or

**b) Sponsored Programs Accounting, University Services Center, Room 2240 if the assistantship is charged to a sponsored project (30000-39999, A0000-X9999)**

Do not write in this space - for AP use only

Pay Per Period :

For AP use only:

W/H:                      New W/H & Date:                      /   /