

Policy Application Process for Transition of TA's **Rensselaer Polytechnic Institute**

The Graduate Tuition and Student Support Policy states:

“To facilitate the movement of TA's to contract supported RA's, when a PhD student who has been a TA moves into research with a supervisor who has a research contract with full Indirect Cost recovery, the Institute will provide a 50/50 cost share of the tuition and stipend on the professor's contract/grant for one calendar year.”

Eligibility and requirements:

1. Beginning in the Fall of 2004, PhD students who are in their second or third year of graduate study and have been supported most recently as TA's may be eligible for the Transition RA program.
2. External funds used to support Transition RA students MUST supply full indirect cost recovery.
3. Students entered into the Transition RA program must continue to receive support from external funds through the completion of their doctoral programs. All support provided to the student during the student's tenure must be consistent with the limitations on semesters of internal support and other policy restrictions as set forth in the Graduate Tuition and Student Support Policy. The continuation of support is contingent upon the student remaining in good academic standing.

Process and implementation:

1. Faculty who wish to support a student will apply for the Transition RA in their respective Dean's Office using the attached form. The departmental financial manager should verify the funding data. The PI should to the extent possible identify the project and account from which the student will be paid for the remainder of his/her program. The School Dean, with advice from the portfolio financial manager, will determine the suitability of the request. It is left to the judgment of the School Dean to approve or not approve cases in which not all the necessary funding is present, but in which there is an expectation that the funding will be received. The responsibility for supporting the student, should funding not be available, will rest with the School Dean's office.
2. If approved for the Transition RA, the student will receive a stipend paid entirely from the PI's grant. The Institute will collect the tuition as originally budgeted from the PI's grant and overhead on the stipend. An amount equal to one-half of the stipend and the difference between one-half of the tuition and the cost share, or normally 15% of the tuition will be credited to the PI's 'TA/RA transition incentive' account. The return of 15% of the tuition and one-half of the stipend, when coupled with the 35% cost share amounts to a 50/50 cost share as stated in the Graduate Tuition and Student Support Policy. The amount described above will be calculated as described above for one year, thereafter the Graduate Tuition and Student Support Policy will be fully applicable. Monies placed in the incentive account must be spent for legitimate research purposes within two calendar years.

3. Under no circumstances will this transition RA policy be applied prior to the awarding of funding, nor may this policy be incorporated into the budgets of grant proposals. Transfer of money to the transition incentive account will always follow the collection of student tuition and overhead from an existing grant or contract fund.
4. An individual student may be 'transitioned' only once and the maximum number of students who can be transitioned on a particular grant or contract is equal to the number of students specified in the proposal budget.

Approved: _____ approved on 6/22/04
Shirley Ann Jackson, President Date

Application for 50/50 Cost Share for Transition Research Assistantship

Student Name _____.

RIN # _____.

Principal Investigator _____.

Department of P.I. _____.

Funding Plan: *Funds must provide full overhead cost recovery*

Transition year: Stipend Amt. \$_____. Fund No. _____.

Anticipated funding for remaining years (if different than above):

Stipend Amt. \$_____.

Funding source (granting agency or fund number) _____.

It is my intention to ensure that the student named will receive support for the duration of that student's tenure at Rensselaer.

Principal Investigator

Financial manager

I approve this request for a 50/50 cost share for the above-named student and understand that the responsibility for the support of this student lies with the School should funds not be available from the Principal Investigator.

Academic Dean

Portfolio Financial Manager

Approved: _____
Vice Provost for Graduate Education