

**Michigan State University College of Nursing
Recommendation to Hire/Reappoint/COS a Graduate Assistant**

Supervisor _____

Date _____

STUDENT NAME _____
(Name as it appears on Social Security Card.)

Address _____

Telephone _____ Email _____

Student # (APID) _____ Major _____

Masters _____ PhD _____ **If PhD:** Post Comps _____ Pre Comps _____

New Appointment _____ Reappointment _____ Change of Status (COS) _____ Research Assistant _____ Teaching Assistant _____

Assignment/Grant Name _____

Fall Semester _____ Spring Semester _____ Summer Semester _____ *After semester put year*
(8/16 – 12/31) (1/1 – 5/15) (5/16 – 8/15) *Example: Fall Semester (2012)*

Quarter Time (10 hrs/wk) _____ Half Time (20 hrs/wk) _____ Three Quarter Time (30 hrs/wk) _____

Level 1 _____ Level 2 _____ Level 3 _____
(Link to Graduate School Brochure: <http://grad.msu.edu/assistantships/docs/2013-14GABrochure.pdf> see Page 3.)

Biweekly Stipend Recommendation _____ **OR** Total Semester Stipend _____
(Link to Graduate School Brochure [Stipend Ranges, SI Charges, and Months Per Semester]:
<http://grad.msu.edu/assistantships/docs/2013-14GABrochure.pdf> see Page 4.)

Account # _____ Account # _____ (Include Subaccount)

Compliance Information: (research positions only)

To be completed by NRC Staff:

Will have access to:	Yes	No	Training date
Human Subjects?			
Subjects enrolled from a "covered entity" or their data?			
If yes, access to identifiable data?			
Bloodborne pathogens?			
Lab?			

1) "Covered entity" - A health care provider, health plan or health care clearinghouse.

2) Training certificates must be submitted to NRC Research Administrator to document completion of required training within 1 week of start date.

Other:

To be completed by NRC Staff:

Will require access to:	Yes	No	Requested Date
HIT share drive?			
If yes, share drive name:			
Personal email address?			
Both secure file room? (request only for heavy users and/or higher level staff)			C216-or-C316 (circle one or both)
Building after hours			

Comments:

Please attach position description and candidate's current CV. (Not required if already on file)

Approvals:

Associate Dean Date

Dean Date