



**Section A: Research Advisor Information**

Faculty/Staff Name \_\_\_\_\_  
(Last) (First) (Initial)

Department \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

NOTES TO RESEARCH ADVISOR: Funding for in-state tuition and/or fee assistance requires that the research assistant be: (1) enrolled in a JMU graduate program at the time support is provided; (2) engaged on a funded research project; (3) supervised by JMU faculty or staff serving as the PI or Co-PI of the sponsored program; and (4) supported with a full stipend through a sponsored program. Research Assistants must be **full time enrolled** (at least 9 credit hours) and maintain a 3.0 GPA to obtain and retain a graduate assistantship.

**Section B: Sponsored Program Information**

If available, Office of Sponsored Programs (OSP) Proposal Number \_\_\_\_\_

Project Title \_\_\_\_\_

Sponsor \_\_\_\_\_

Proposal Deadline \_\_\_\_\_ Expected Funding Decision Date or Indicate if it is Awarded \_\_\_\_\_

Solicitation Link and/or Guidelines of Funding Opportunity (a copy may be provided if the URL is not available) \_\_\_\_\_

Please include these supporting documents with your application:

- Project summary/description

**This application for support will not be considered unless signed, dated and requested documents are attached.**

**Section C: Research Assistant (RA) Information**

In-state tuition and/or fee assistance may be committed by the Graduate School as institutional match at the time of proposal for external support or at the time the project is funded. Do not include matching commitments on the proposal unless this support is secured **BEFORE** the proposal is sent to the sponsor for consideration. This form must be signed in approval by the Vice Provost for Research and Scholarship and the Dean of the Graduate School as indicated on the next page.

Name(s) of GA(s) (if applicable): \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Briefly describe planned research activities involving the Research Assistant:

Click or tap here to enter text.



Instructions: Please fill out the table below indicating the number of Graduate Research Assistants needing support each year by semester in the “# of Students” column. Also indicate the number of credit hours needed each semester (Fall, Spring, Summer). Total stipend value should reflect at least the current [published rate](#) or the rate specific to the discipline. OSP will assist with the table. ***It is expected for Research Assistants to work 20 hours per week and be full-time enrolled (9 credit hours minimum per semester). A stipend must be requested from the external funding source for each semester a tuition waiver is requested.***

Academic Year	20xx – 20xx		20xx – 20xx		20xx – 20xx		20xx – 20xx		20xx – 20xx	
	Credit hours per student	# of Students /tuition waivers	Credit hours per student	# of Students /tuition waivers	Credit hours per student	# of Students /tuition waivers	Credit hours per student	# of Students /tuition waivers	Credit hours per student	# of Students /tuition waivers
Fall										
Spring										
Summer										
<b>Total Per Year</b>										

Is a stipend requested on the grant for each semester a tuition waiver is requested?  Yes  No

Total projected stipend value supported by the grant if funded: \$ \_\_\_\_\_

Total students/tuition waivers supported during grant period: \_\_\_\_\_

\*Total projected in-state tuition request from The Graduate School: \$ \_\_\_\_\_

\*NOTE: In-state tuition assistance will be extended by The Graduate School according to posted approved rates and may differ from the projected values.

**Section D: Certification**

*I certify that the statements made on this application are, to the best of my knowledge, complete and correct, and that the selected Research Assistant will comply with all requirements to receive support under this program and that I will supervise all research activity of this individual.*

Research Advisor: \_\_\_\_\_  
Signature Date

**Section E: Authorization**

Support for the described externally funded research assistant is approved for the period(s) and at the levels specified in this application.

Vice Provost for Research and Scholarship: \_\_\_\_\_  
Signature Date

Comments:

Dean, The Graduate School: \_\_\_\_\_  
Signature Date

Comments:

Once reviewed by Office of Sponsored Programs, please return this completed application with attachments to the Vice Provost of Research and Scholarship: [viceprovostresearchscholarship@jmu.edu](mailto:viceprovostresearchscholarship@jmu.edu).

Questions? Contact OSP at 540-568-6872 or via email at [jmu\\_grants@jmu.edu](mailto:jmu_grants@jmu.edu).