



Graduate Assistantship Processing for Grants

When a graduate assistant position is included within a College grant (designated “grant funded”), the following steps should be taken to process the Graduate Assistant (GA) position.

GAs are generally identified by the Primary Investigator (PI) of the grant. The PI is generally a faculty member.

1. When a GA is identified, the PI should submit the completed “*Grant Financed GA Form*” to Debbie Mathewson, Grants Coordinator in Sponsored Programs & Faculty Research. Additionally, the PI should direct the GA to contact Judith Baker, Director Transfer and Graduate Admissions, to complete the official GA paperwork/*Graduate Assistant Approval Form* (in the form of an electronic GA contract)
 - Once completed, the *Grant Financed GA Form* is forwarded electronically to Judith Baker at jbaker51@naz.edu.
 - Grant funded GA position account numbers will always start with 13- or 14-.
2. When a student has been identified to fill a grant-financed GA, Judith Baker will forward an e-GA contract to the student’s Nazareth College email account.
 - Judith will not process the GA approval until she receives the *Grant Financed GA Form that is signed by Jennifer Harman, Director of Sponsored Programs & Faculty Research*.
 - This form must be completed by the beginning of each term for the duration of the grant funded GA position.
 - The student must be registered in graduate course work to be eligible for GA funding, not to exceed the number of credits registered in any given term.
3. Generally, GAs are identified/referred by the PI, but if there is a need to find a student for a grant funded GA, the PI and Debbie will work with Judith to post the position on Nazareth's online job/internship database. Usually the positions are very narrow in scope and fill a very specific need.
4. All grant funded GA paperwork is required to be completed by the ***last Friday of the first week of classes in the fall or spring semester***. The ***first week of classes*** in a term Judith Baker will send Debbie a list of the grant funded GA positions that she has processed for the term to ensure that all records are in order. The list should include:
 - Name of the GA
 - Faculty supervisor
 - Number of credits registered for term
 - Award amount
 - Account the GA was charged to