

## Summer Research Assistant Information

### **Roster and communication**

- The Dean's Office will be asking chairs to submit a list with the names of faculty who will be supervising student research this summer. This includes research assistants funded by both internal and external grants. The Dean's Office will use this list to distribute detailed information related to supervising, employing, and collaborating with student research assistants.

### **Student research assistant employment and payment**

#### Setting up student pay

- The faculty supervisor of the research assistant will receive a form to provide information for setting up payments to the research assistant. The Dean's Office is finalizing the pay set-up protocol for Summer 2015 with the Business Office, and detailed information with the appropriate forms and timeline is forthcoming.

#### Student work expectations

- Students are expected to work 40 hours per week (1.0 FTE). For a student who will receive \$4,000 for 10 weeks of summer research, the effective wage is \$10 per hour.
- If students funded by the 10-week \$4,000 stipend work less than full time for 10 weeks, the student stipend should be adjusted accordingly.
  - Faculty supervisors should confirm student research assistants start and end dates, summer vacation dates, and if any conflicting obligations during the summer (e.g., NSO leader training). Please contact Associate Deans Re Evitt or Emily Chan to discuss these situations.
- If the faculty's internal grant (e.g., divisional executive committee funds) covers a lower pay rate for the student research assistant, the Dean's office will augment the faculty's internal grant award so that the student will be paid \$10 per hour. Information on how to request this supplement will be sent to the faculty soon, along with the payroll set up information.

#### Social Security and Medicare FICA tax

- There are two parts of FICA tax: employee contribution (7.65% of income), and employer contribution (7.65% of income).
- During the summer, research assistants are typically not enrolled full time and therefore are subject to FICA. The student is responsible for paying the employee FICA from his/her income.
- The college will pay the employer's share of FICA (7.65%) for research assistants, except in cases where the external grant should cover grant-funded benefits expenses (e.g., NSF, NIJ grants).
- If the student research assistant's wage is going to be paid out from the faculty's research account, once we know how much the student will be paid, the college will deposit the additional amount into the faculty research account to cover the employer's FICA tax amount. Please note that this amount is not to be spent on research--it must be used to cover FICA.

## Dean's Office sponsored campus housing award

### Who is eligible:

- Continuing CC degree-seeking student intending to enroll in the academic year 2015-16.
- Employed by a CC faculty member to perform summer research at more than 50% full-time (at least 20 hours per week).
- The funds for hiring the student research assistant must be from a CC managed fund (e.g., Mellon collaborative grant, Faculty Student Collaborative Grant (Centennial fund), divisional executive committee grants, faculty research account, and external grants awarded to CC faculty).

### Dates and rooms:

- The housing award begins at the start of Block A (Sunday, May 31, 2015 ), and ends after 10 weeks (Saturday August 8, 2015).
- Students do not have to stay for all 10 weeks, but can request specific dates.
- Students will be staying in Slocum for Blocks A and B. On Saturday, July 25, 2015, student will need to move to Mathias if they want to continue to stay on Dean's Office sponsored summer housing.

### Financial considerations:

- The Dean's Office will pay for the students' housing for the period during which they are eligible. For income tax purposes, the housing is considered award income (approximately \$1,625 per person for 10 weeks), which is taxable for the student.

### Application:

- The online application will open the third Monday of Block 7 (April 6, 2015) and will close the Friday of the same week (April 10, 2015).
- Housing awards are made on a first-come-first-served basis, starting from the date the application opens (April 6, 2015), and will be granted until the Dean's Office summer student research assistant housing fund is exhausted.
- The application form will be online. Faculty will be sent the application form link, which they can forward to their student research assistants to complete.

## Summer Collaborative Research (CoRe) student programming

- CoRe is a summer co-curricular program (June 1 - August 7) to support students engaged in summer research with faculty. The programming will primarily occur during the lunch hour to minimize disruption to research activity. There will be some optional weekend activities.
- Goals: to provide professional, social, and academic enrichment for summer research assistants.
- Students who receive financial support from the college are expected to participate in the summer activities and present at the CoRe Symposium September 29, 2015 (Block 2 first Tuesday), unless they are off-campus conducting summer research, or are off-campus on the date of the fall symposium participating in official college-related programming (e.g., study abroad).

Questions: email Associate Deans Re Evitt [rmevitt@coloradocollege.edu](mailto:rmevitt@coloradocollege.edu) or Emily Chan [echan@coloradocollege.edu](mailto:echan@coloradocollege.edu)