RA Contract Approval Process – Effective April 2017

This user guide is intended to assist all parties in understanding their role in the new TA-RA contract approval process. For detailed information, please visit: www.uml.edu/Grad/Accepted-Students/TARAContracts.aspx

STEP 1 A: Pre-Hire – UMass Lowell Authorized Personnel only

Before you begin the TA/RA contract approval process, please gather required information about student.

- Click on “Student Pre-Hire Information Sheet for TA- RA Applicants” to begin the Docusign paperless process.
  - Input your name, email id and the Student name and email id in the “Power For Signature Information” page and click on begin
  - In the pre-hire information sheet, select type of contract and finish to send to student.

The “Student Pre-Hire Information Sheet for TA- RA Applicants” (pdf) document can also be emailed to a student to complete and submit to your office along with the most recent unofficial transcript.

STEP 1 B: Prefill – UMass Lowell Authorized Personnel only

Once you have received the completed Student Pre-Hire Information Sheet, please identify the signatories at each level for the particular RA contract approval.

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email ID</th>
</tr>
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<tbody>
<tr>
<td>Prefill</td>
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<tr>
<td>Dept. Admin</td>
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<tr>
<td>Principal Investigator</td>
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<tr>
<td>Dept. Chair/ Coordinator</td>
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<tr>
<td>Dean</td>
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<tr>
<td>Student</td>
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<tr>
<td>Dean (Approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Provost (I &amp;W)</td>
<td>Scott Latham</td>
<td><a href="mailto:TARACONTRACTS_VPIW@uml.edu">TARACONTRACTS_VPIW@uml.edu</a></td>
</tr>
<tr>
<td>Vice Chancellor (R&amp;I)</td>
<td>Julie Chen</td>
<td><a href="mailto:VCRI_Contract@uml.edu">VCRI_Contract@uml.edu</a></td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll</td>
<td><a href="mailto:Payroll@uml.edu">Payroll@uml.edu</a></td>
</tr>
<tr>
<td>Office of Research Administration</td>
<td>ORA</td>
<td><a href="mailto:RA_Payroll@uml.edu">RA_Payroll@uml.edu</a></td>
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</tbody>
</table>

- Begin contract creation and approval process by accessing link: RA CONTRACT
- Input the names and email id’s of approvers in the “Power For Signature Information”
- Click begin
- In the docusign document, complete the required student information
  - Student ID, Name
  - Employee ID (for returning students only), address, contact number, email id
- Click Finish to begin contract approval process
**STEP 2: Dept. Office Administrator**

Click on “Review Documents” link received via email to access RA Contract

Before beginning contract generation, please ensure that you have the following information:
- College, Department, Degree program
- Student academic standing - Cum GPA & course grades for previous semester
- Rationale for RA award if student does not meet minimum requirements
- Supervisor/PI information
- Date of initial hire
- Combo code/Speed type for tuition contribution, hours

**STEP 3: Principal Investigator: VERIFICATION & SIGNATURE**

Click on “Review Documents” link received via email to access RA Contract

Add:
- Scope of work for assigned work
- Tuition Contribution Wavier Request (if applicable –not a required field)

Verify
- Student information, scope of work, hours, funding, tuition contribution form before signing

**STEP 4: Dept. Chair/ Coordinator - SIGNATURE**

Click on “Review Documents” link received via email to access RA Contract

Verify
- Student information, scope of work, hours and funding before signing

**STEP 5: Dean – INITIAL VERIFICATION & SIGNATURE**

Click on “Review Documents” link received via email to access RA Contract

Verify
- Satisfactory academic standing/ rationale for exceptions
- Scope of work for assigned RA work
- Supervisor/PI information
- Combo code/Speed type for tuition contribution, hours
- Signs off and sends to student to furnish current GPA, next semester enrollment and under enrollment approvals (if any) and signature

**STEP 6: Student – SIGNATURE & ACADEMIC STANDING/ ENROLLMENT**

Click on “Review Documents” link received via email to access RA Contract

Submit
- Most recent unofficial transcript with latest GPA and upcoming semester course enrollment
- Waiver approval for reduced course load/academic petition if under enrolled
- GEO local dues & FERPA waiver forms as part of contract

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### STEP 7: Dean – VERIFICATION & APPROVAL

Click on “Review Documents” link received via email to access RA Contract

Verifies review of updated student information by placing initials
- Updated satisfactory academic standing
- Satisfactory course enrollment information (full-time / waivers)
- Confirms review of student updated information by placing initials
- **Approves / Declines** based on satisfactory academic standing and course enrollment information
- If Dean declines the contract, a brief reason for declining may be provided in the comments box. This comment can be seen by clicking on view history under other actions by all parties
- Contract process ends if Dean’s office declines at this step

### STEP 8: Vice Provost – Innovation & Workforce Development – SIGNATURE

Click on “Review Documents” link received via email to access RA Contract

Approve:
- Contract based on satisfactory review by Dean and forwards to VCRI
- Vice Provost will not receive contract if Dean declines to sign in Step 7

### STEP 9: Vice Chancellor (Research & Innovation) – SIGNATURE

Click on “Review Documents” link received via email to access RA Contract

VCRI’s office:
**Add:**
- Grant information
- Department Code/Fund/Grant Number
- Sponsor
- Project start/end date
- Current Balance

**Verify & Approve:**
- RA stipend & contribution is permitted (allowable cost)
- Funding availability, speed type, hours
- Finalizes contract if satisfactory

### STEP 10: Payroll – For Employee Contract File & COMPLETION

Click on “Review Documents” link received via email to access RA Contract

- Print and file contract as employee record
- Processes payment of RA stipend
- Mark contract as complete

### STEP 11: Office of Research Administration – Notification

Click on “Review Documents” link received via email to access RA Contract
- ORA receives for record keeping
Note:

- **Step 1 cannot be saved to be finished later.** It must be completed at one stretch. This role can be Dept. Admin or anyone else assigned by dept. admin.

- **From Step 2 onwards,** Users can complete form partially and return later to complete. To do so, please click on Other Actions - **Finish Later.**

- **From Step 2 onwards,** each party will receive an email requiring action - Click on “Review Documents”.

- All parties to the process can assign another person to sign or decline to sign by clicking on other actions menu.

- All parties receive an email confirmation upon completion of final contract either by approval or if declined.

For questions regarding the process workflow and docusign usage – please contact
Sandhya_Balasubramanian@uml.edu (x42374)

For questions about RA Contract final approvals, please contact
Amber_Squires@uml.edu (x4858)