# RA Contract Approval Process – Effective April 2018

## STEP 1: INITIATOR– UMASS LOWELL AUTHORIZED PERSONNEL ONLY

UMASS Lowell Authorized users will be required to set-up a DocuSign account to be able to initiate a new contract or change form

- If you attended the TA-RA workshop held in May 2018, an account has set up for you

- If you did not attend the TA-RA workshop held in May 2018, and/or an account has not been set up for you, please email help@uml.edu to request a DocuSign Account for TA/RA.

- Once an account is created, you will receive an email with a link to activate your account.

[DocuSign Account Activation]

Click to activate and set up your password.

Login to your DocuSign Account – [https://account.docusign.com](https://account.docusign.com) with credentials provided to you by UMass Lowell IT.

Once logged in, click on “Templates”
Click on Shared with Me

Contracts relevant to the TA-RA Process will be listed. Click on the contract you would like to use.

**To Initiate - Student Pre-Hire Information Sheet for TA-RA Applicants**

The workflow window will pop up for you to customize the workflow:

Scroll Down to edit subject line in “Message to All Recipients”
Change subject line to include your college name and student’s name
For e.g: TA/RA Student Pre-Hire Information: FAHSS – John Smith
Do not edit the message content

Once you have received the completed Student Pre-Hire Information Sheet, please identify the signatories at each level for the particular TA/ RA contract approval.
Then proceed to initiate the RA Contract
To Initiate RA Contract

The workflow window will pop up for you to customize the workflow:
Input Name and Email
Do not edit prepopulated email id’s or names in Step 8, 9 or 10

RA CONTRACT 2018-19

Recipients

1. Initiator
   Name
   Email

2. Dept. Admin
   Name
   Email

3. Principal Investigator
   Name
   Email

4. Dept. Chair
   Name
   Email

5. Dean Review
   Name
   Email

6. Student
   Name
   Email

7. Dean Approve
   Name
   Email

8. VORI
   Julie Chen
   VORI_Contact@umass.edu

9. VPWW
   Steve Tello
   VPWWUmass@umass.edu

10. HR
   Payroll
   Payroll@umass.edu
Scroll Down to edit subject line in “Message to All Recipients”
Change subject line to include your college name and student’s name
For e.g: RA Contract 2018-19: FCE – John Smith
Do not edit the message content

This will initiate a contract and send an email to the Initiator to input student specific information. Once completed, the contract will follow the pre-determined workflow.

**STEP 2: Dept. Admin**

Click on “Review Documents” link received via email to access contract
When to login to Docusign?
- Complete the required student information:
  - Student ID, Employee ID, Address, Email ID
  - College, Department, Degree program
  - Combo code for funding, stipend amount, step, hours
  - Date of initial hire
  - Supervisor/PI information
  - Scope of work (if admin is providing this information)
  - Student academic standing - Cum GPA & course grades for previous semester
  - Rationale for TA award if student does not meet minimum requirements
  - Performance evaluation (if admin is providing this information)
  - Combo code for Tuition Contribution Wavier Request (if applicable)

**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 (if admin has not provided this information)
- Combo code for Tuition Contribution Wavier Request (if applicable)
- PI Initial for tuition contribution amount confirmation

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

Click on “Review Documents” link received via email to access TA Contract
Verify:
- Student information, scope of work, hours and funding before signing
**STEP 4: 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 assigned RA work
- Combo code/ speedtype for funding, stipend amount, step, hours
- Performance evaluation (if admin has not provided this information)
- Signs off and sends to student to furnish current GPA, next semester enrollment and under approved RCL (if any) and signature
- **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 5: 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 course enrollment for upcoming semester.
- If under enrolled approved RCL must be uploaded
- GEO local dues & FERPA waiver forms as part of contract

Note: TA/RA appointments qualify for tuition waiver up to 9 UML credits

**STEP 6: Dean – VERIFICATION & APPROVAL**

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

Dean’s office verifies updated student information

- Updated satisfactory academic standing
- Satisfactory course enrollment information (full-time / waivers)
- Change of funding combo code/speedtype in comment box (if needed)
- 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 7: 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

**STEP 7: Vice Provost – SIGNATURE**

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

**Verify & Approve**

**STEP 8: Payroll – For Employee Contract File & COMPLETION**

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

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

**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:**

- **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 Payroll step.

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

For questions about RA Contract approvals, RA Scope of work, combo, funding availability, tuition contribution please contact Sharon_Freeman@uml.edu  (x42189)