



RESEARCH ASSISTANT CONTRACT REQUEST FORM

Faculty of Education

Job Title: _____

Total Number of Hours of Contract: _____

Contract ☐

Timesheet ☐

Start Date (MM/DD/YYYY): _____

End Date (MM/DD/YYYY): _____

Researcher Name: _____

Account: GRAD Fund ☐ R&D ☐ PER ☐ Start-Up ☐

Other _____

Please specify grant account

If submitting a GRAD Fund, please confirm:

I have appointed a full-time, research-based student as recipient of GRAD fund: Yes No

If no, I have actively engaged in seeking a full-time, research-based graduate student in the FOE to fill this position: Yes No

Research Assistant Name: _____

Address: _____

Non-Brock email: _____

Phone: _____

Current Student Status (if relevant)

NOTE: Provincial regulations specify that full-time research-based graduate students may work no more than 10 hours per week. Students who wish to be considered for research assistant contracts that, in combination with any other on-campus employment, would involve more than 120 hours of work in a term must first seek and receive approval from their Supervisor (if applicable), their Graduate Program Director, and the Dean of Graduate Studies. Please attach a completed Request for Approval of Extra On-Campus Employment Hours [https://brocku.ca/webfm_send/17850]. A meeting with the Graduate Program Director is required before a contract can be created.

Student # _____ Enrolment Status _____ Degree Level _____

Area of Study ☐ Education ☐ Other _____ Pay Rate _____

Researcher's Signature

RA Signature

Date