



# RESEARCH ASSISTANT CONTRACT REQUEST FORM

Faculty of Education

Job Description: \_\_\_\_\_

Total Number of Hours of Contract: \_\_\_\_\_ Timesheet  Contract

Start Date (MM/DD/YYYY): \_\_\_\_\_ End Date (MM/DD/YYYY): \_\_\_\_\_

Researcher Name: \_\_\_\_\_

Account: GRAD Fund  R & D  Start-Up  PER

Other Account: \_\_\_\_\_

Research Assistant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Gender: \_\_\_\_\_

Phone \_\_\_\_\_ Employee #: \_\_\_\_\_

If no employee #provided:

Social Insurance Number: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Highest Degree Level Obtained: \_\_\_\_\_

Name of last degree obtained (if applicable): \_\_\_\_\_

Name of University of last degree obtained: \_\_\_\_\_

### Current Student Status (if relevant)

NOTE: By agreement with the provincial government, full-time graduate students are expected to work a maximum average of 10 hours per week for the duration of a given term. Full-time graduate students who wish to seek additional employment appointments for on-campus work (including TA or RA hours) that result in more than an average of 10 hours per week must first seek and obtain the approval of their Supervisor (if applicable), the 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](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 (specify degree program) \_\_\_\_\_

\_\_\_\_\_  
Researcher's Signature

\_\_\_\_\_  
RA Signature

\_\_\_\_\_  
Date

Please return completed forms to Diem Chanhavang, Administrative Assistant  
Associate Dean's Office via email to [dchanhavang@brocku.ca](mailto:dchanhavang@brocku.ca) or drop off in person at WH106