



University  
of Windsor

RESEARCH ASSISTANTS – SALARY  
GRADUATE STUDENT APPROVAL FORM

DATE

DEPARTMENT NAME

AAU APPROVAL REQUIRED

First Name:		<b>Grantee Approval</b>		<b>Account number</b>				
Last Name:		Print Name:		Fund	Department	Program	Project	Natural (Select One)
Employee Number:	Student Number:	Sign Name:						81330 (Canadian)
								81330 (International)
Total Stipend (Exclusive of statutory benefit cost):				Start Date (MM/DD/YYYY):			Total Hours of Appointment:	
				End Date (MM/DD/YYYY):				

**NOTE:** ALL STUDENTS RECEIVING THE ABOVE SALARY MUST REPORT TO HUMAN RESOURCES TO PROVIDE REQUIRED DATA

**ATTENTION:** This form should be used only for those students who are providing services to a research grant for the main purpose of earning income.

**I have read the Research Assistantship Guidelines and have determined that salary is the appropriate method of payment.**

Grantee Signature

Date

Compensation paid from this form is considered employment income. Vacation pay of 4% and holiday pay are included in the compensation. The account number provided will be assessed approximately an additional 10 % employer statutory benefit cost. **Due to the complexity of processing, students should anticipate a processing time of four (4) weeks.**

Research Finance Approval

Date

**Please submit a hard copy of this form to the RESEARCH FINANCE department at JEC 160.**