

## Research Associate

- A research associate is an individual who is continuing training after receipt of the doctorate. The appointing unit must verify that all requirements for the doctorate (possibly M.D., D.V.M., or J.D.) have been satisfactorily completed before the first day of any appointment using this title. For example, the successful completion of an oral defense of a Ph.D. is not sufficient. The actual filing of the final thesis is required prior to the beginning date of the appointment. A research associate is usually funded from a principal investigator's grant funds and other sources rather than from fellowship funds awarded an individual in national competition. A research associateship is normally for a two- or three-year term, up to a maximum of five years, and is normally given to an individual who is within five years of having received the doctorate. Department level approval is required up to three years. Over three years, up to a maximum of five years, requires annual approval by the Dean's office prior to each year extension and must include a statement by the department to the Dean indicating that training is continuing.
- Payments made to research associates are fully taxable as wages, and taxes will be withheld from monthly paychecks.

### Research Associate

Appointment Type: ET (Employee-in-Training)

EMPL Class: ET1

Title Code: X01NN

Account Code: 1161 (A-basis)

Continuity: 02--(termination date required)

End Appt Reason: 06--Fixed Terminal

- Appt should not be longer than 3 years.
- To extend beyond 3 years, need approval from HR Manager.
- Pay increases are given thru the merit exercise – need HR Manager's approval.
- Insurance Eligibility-Yes
- I-9 Required—Yes
- Retirement—Not eligible
- CBC Required—No
- Send to Divisional Payroll Office & HR Manager for approval
  - Appointment letter—Required
  - Copy of resume or CV--Required