

Research Assistant Appointment Request
Department of Physics - Academic Year 2009-2010
revised 33/6109

This form *must* be used to request a new, changed, or extended appointment of a Physics Department graduate student to a position as a research assistant (object code 6140) in **any** department in the university. It should *not* be used for postdoc or undergraduate appointments, or for an appointment of any individual registered in some other Harvard department or from outside Harvard.

DEADLINE : P qx"42, 2009

This form is available as a writeable PDF at www.physics.harvard.edu/admin/financial/. Enter *all* requested information, save a copy for your records, and email it to the department's graduate appointments officer William Walker: wwalker@physics.harvard.edu.

This is a new , changed , or extended appointment.

Student name: _____, year __aa__, TS? _____

Enter student's year (e.g. G4 becomes a G5 on 7/1/09) during the term of the appointment. "TS" is Traveling Scholar status: student must submit appropriate form to Graduate Program Administrator.

A) Term (check all that apply): July '09 , August '09 , fall & spring '09/'10 ,

Appointment will be for the periods checked. The recommended default is a 12-month appointment; changes can be made later. Fall appointments will be made for 10 months; changes for spring should be submitted any time between 12/1/09 and 1/15/10.

B) Account(s) for salary of \$2,375/month (share = 100% is the default, indicate if less):

account string _____ - _____ - 6140 - _____ - _____ - _____ - _____ share _____ %

The "org" (department) for this fund, if not Physics, is _____ .
The original funding agency, e.g. NSF, DOE, startup is _____ .

C) Account(s) for tuition and fees (T&F) for fall & spring:

account string _____ - _____ - 6430 - _____ - _____ - _____ - _____

Tuition and fees to be paid from grants may no longer be paid as part of the salary, but must now be charged directly to the grant. Other accounts such as startup may continue to be used for this T&F piece. Actual amounts to be charged will also change from this year, and will be set later this spring.

PLEASE INFORM US IMMEDIATELY OF ANY DESIRED CHANGES IN ACCOUNT STRINGS

Comments/special instructions: _____

Faculty Advisor: _____ Submitted by: _____ Date: _____
Department: _____ Telephone: _____ Email: _____