KETTERING UNIVERSITY
Office of Sponsored Research
Faculty Request for Graduate Assistantship

To request a graduate assistant, complete the following form and submit to the Office of Sponsored Research, Room 3-101 AB, jdorr@kettering.edu.

Department Submitting Request: _____

Fellowship Grant ☐	
Teaching Assistant ☐ Defined as: Assist a professor with teaching his/her courses. Duties may include work in the classroom, obtaining course materials, teaching segments of courses, establishing or monitoring web sites, making handouts, creating PowerPoint slides, grading undergraduate assignments, suggesting readings or activities for possible course adoption, co-teaching undergraduate courses or teaching undergraduate laboratories.	Research Assistant ☐ Defined as: Assist faculty with various research projects. Duties may include laboratory, library, or field work that supports faculty member's academic research, conducting database searches for literature, writing literature reviews, analyzing quantitative/qualitative data, collecting data, co-authoring publications, maintaining referencing databases, assisting with publication formatting, editing articles, researching requests for grant proposals, present co-authored publications at conferences.

Brief Position Description:

_____

_____

_____

_____

Is Position Related to a Contract or Grant? Yes ☐ No ☐

If yes, what index number? _____

Anticipated Term to Start: _____

Do you have a possible student? Yes ☐ No ☐
If yes, please list name: _____
Please list email or phone number: _____

_____ _____
Faculty Advisor Signature Date

_____ _____
Department Head Signature Date

Office of Sponsored Research Use Only: Approved: ☐ Denied: ☐

Stipend Supported by: Contract ☐ Grant ☐ OSR ☐
Index Number to charge expense: _____
Tuition Supported by: Contract ☐ Grant ☐ OSR ☐
Index Number to charge expense: _____