

REQUEST TO HIRE A FULLTIME GRADUATE STUDENT ON A RESEARCH GRANT

Researcher (Principal PI): _____

Grant #: -

Amount confirmed in grant budget for salary: \$ _____

Position title: **Graduate Research Assistant**

Duties of position:

Student Name: _____

Student Number: _____

Student Date of Birth: _____ SIN: _____

Student's Department: _____ Degree: _____

Is the student Canadian or Permanent Resident: No Yes

Lump-Sum Payment Total payment: \$ _____

OR

Bi-weekly Payroll set-up Number of hours per week _____

Start date _____ End date _____

**NOTE: DUE TO PAYROLL SCHEDULING, THERE IS A 3-WEEK
TIMELINE BEFORE PAYMENT IS ISSUED TO THE STUDENT**

Researcher Signature: _____ Date: _____