



Cornell University

05/13/2024

Grace Qingxian Genszler
EN - Mechanical & Aerospace Engr JM (Dmitry Savransky)

Dear Grace,

I am pleased to tell you that your graduate research assistantship (GRA) in the department of MAE has been extended and the new end date is 08/20/2024. Your research assistantship will be supervised by Professor Savransky.

Description: Duties and responsibilities of this assistantship include research for your dissertation/thesis as instructed by your supervisor. It is possible that there may be changes in assignments due to unforeseen circumstances (e.g. fluctuations in the pattern of funding). You will be notified promptly of any changes.

Time commitment: Because this assistantship is in support of academic requirements associated with your dissertation research, the time spent on research connected with the project and this assistantship is expected to be significant.

Stipend and financial support: This assistantship includes a stipend of \$1,877.89 paid semi-monthly for the period 05/21/2024 - 08/20/2024, the first and last payments are partial payments, for a total stipend of \$11,310 for the Summer 2024 semester. You will also receive support for tuition and the student health plan. You will be responsible for payment of the required graduate student activity fee. The Cornell student health plan provides coverage from July 1st, 2023 through June 30th, 2024. This coverage remains in place even if you should cease to be enrolled as a graduate student. Individuals who leave the university or are not funded by the university during an academic semester must pay the health plan premium for that period. You will be paid on a semi-monthly basis, usually on the 15th day and on the last day of each month. To view your payment dates during the term of your appointment, check the Exempt [Pay Calendar](#) on DFA website. Your first and last stipend payments may be partial payments if they fall within (not at the start or end of) semimonthly periods. Cornell encourages students to set up direct deposit in [Workday](#). All assistantship stipends are subject to state and federal taxation. The tuition portion of the award is not taxed.

Holidays: Graduate research assistants are provided all university holidays that occur during their appointment period. These include Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the following day, and Winter Break (typically six working days between December 25 through January 1). If you are required to perform assistantship duties on a university holiday you must be notified in advance and provisions must be made for you to receive equivalent time off on a non-holiday weekday. Days on which classes are not in session but the university is open (e.g., institutionally-scheduled breaks from classes in Fall Semester, January intersession, or Spring Semester) are not automatic vacation time nor holidays for graduate students appointed on assistantships, but you may request in advance to take vacation during these times.

Vacation time: In addition to university holidays, graduate students who are on funded appointments (assistantship or fellowship) for the academic calendar year from August 21-August 20 are eligible for up to 10 days of vacation per year, or if on funded appointments for a portion of the year vacation eligibility is prorated (e.g., Fall-only appointment is eligible for 4 days of vacation). Vacation time is intended to provide time away from assistantship and academic responsibilities. Vacation time should not interfere with completing teaching obligations, including required class time and planning meetings without agreement of the teaching assistant supervisor. It is your responsibility to coordinate such time away with approval of both your assistantship supervisor and special committee chair. You will receive instructions on how to track and record vacation time. Vacation time may not be rolled over or accumulated across multiple years, nor will there be any payout of unused vacation time.

New York State Paid Sick Leave: Graduate assistantships are covered under New York State paid sick leave policy and will accrue 0.2917 days per pay period. The maximum usage is up to 56 hours or 7 days of paid sick leave each calendar year, and only paid sick leave accrued may be used. Full details of the policy are available within the Sick Leave section of [University Policy 6.9](#). Leave can be viewed and [requested within Workday](#).

Performance and Renewal: Assistantship support is a form of student financial support and continued funding is therefore contingent upon academic performance constituting good standing in your graduate field and satisfactory fulfillment of any teaching or research responsibilities as defined by your assistantship supervisor.

Acceptance: If you accept this appointment and its conditions (please consult [University Policy 1.3](#), Graduate Student Assistantships for further detail), please confirm your acceptance by checking the box on the **Review** screen within your Workday inbox item no later than **06/04/2024**. Assistantships uncommitted after this date will be made available to other graduate students.

Please contact your assistantship supervisor as soon as possible before research plans for the semester are finalized so that you have a common understanding of assistantship requirements. If you have not yet completed the Employment Eligibility Verification Form I-9 you will receive separate instructions on how to do so.

Congratulations on being selected for this assistantship. If you have any questions, feel free to contact me at ds264@cornell.edu. I look forward to hearing from you soon.

Sincerely,

Dmitry Savransky
Associate Professor