



Northeastern University College of Social Sciences and Humanities

SGA Guidelines Spring 2021

Eligibility

CSSH faculty members as well as directors of centers, institutes, and labs with external funding (i.e., research grants or sponsored research) or internal funding (i.e., seed funding such as Tier; research accounts such as start-ups and overhead return accounts) are invited to post graduate student funding opportunities for Spring 2021 to an online application portal for funded PhD students. *If you have already identified an SGA for your position, please skip the Funding Opportunity Application Portal and instead complete the [SGA Selection and Mentoring Form](#).*

Funding Opportunity Creation Portal

If you have an opportunity *for which you would like to review applications*, you should submit your opportunity via the [Funding Opportunity Creation Portal](#). The application requires a brief description of the funding source, a project description, and the anticipated role of the SGA. In addition, you are asked to describe any specific skillsets or expertise that are needed. Please provide all requisite details as they will be used to populate a [web-based SGA opportunities portal](#) for funded SGAs. Submissions for position creation are due by **October 15**.

On October 15, students will be asked to submit a CV and a short statement of interest and qualifications for each position they are interested in through the [SGA Opportunity web portal](#). Applications will be sent to the contact person for each posting by the Graduate Studies Office. *We cannot guarantee SGAs will apply for each posted opportunity.*

SGA Selection and Mentoring Form

Once a student has been identified for a position, **no later than October 31**, the faculty member should complete the [SGA Selection and Mentoring Form](#). The Graduate Studies Office will compile all such submissions and communicate with GPDs and GPAs as needed.

Terms

The base stipend rate for the 2020-2021 academic year is **\$11,500** (pre-candidacy) or **\$11,750** (ABD) per term, and a term runs approximately 15 weeks (from the first day of classes through the day final grades are due). Note that some SGAs have different stipend rates. Please contact [Louis DaRos](#) for questions about specific SGA stipend rates.

Final confirmations of all SGA positions will be sent to Graduate Program Directors and Administrators by **December 1**. Simultaneously, students will receive their SGA Assignments Letters from the Graduate Studies Office. The Graduate Program Director or Graduate Program Administrator will confirm the specifics of the assignment with both the student and faculty supervisor during the first week of December.

SGA Hiring Timeline and Important Deadlines

October 1	Funding Opportunity Creation Portal open for faculty submission. Portal Positions approved on a continual basis.
October 1 – 31	SGA Mentoring Form open for faculty submission of selected SGAs
October 15	SGA Opportunity Web Portal Positions are Live for current SGAs to apply. All currently funded students notified of opportunity to apply
October 15	Deadline for submissions to the Funding Opportunity Creation Portal by faculty
October 31	SGA Mentoring Form closes
November 1	SGA Template distributed to GPDs with all compiled information from the SGA Mentoring Form. All remaining SGAs to be given an assignment.
November 15	Deadline for the SGA Template returned to Thomas Vicino , Associate Dean of Graduate Studies and the Graduate Studies Office
November 15- 30	Assignments finalized with Graduate Program Directors and PIs
December 1	SGAs notified of confirmed Spring 2021 assignments with assistantship assignment letters sent by the Graduate Studies Office followed by assignment details from the Graduate Program Administrator
January 11 - May 3	SGA Assistantships (20 hours/week)