**Application for Research Assistant**

Notes: 1) the principal investigator is responsible for finding RA; 2) contract and insurance issues will be handled by HR; 3) for UIC Research Grant projects, the maximum budget for hiring RA is 35% of the total grant (the ceiling could be raised to 50% if there is strong justification); for government projects/enterprise-funded projects, it should comply with the policy/contract term of the funding agency.

1. Project Title:

2. Approve fund of the project: \_\_\_\_\_\_\_\_\_\_\_ Budget for hiring RA:\_\_\_\_\_\_\_\_\_\_

3. Justification for the request for RA:

4. Job description of the research assistant:

5. Contract term: from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

6. Signature of the Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Endorsement of the Program Director:

8. Endorsement of the Dean:

9. Endorsement of the Research Office:

10. Endorsement of the HR: