

## USRA Payment Information

*Form is to be completed by proposed supervisor.*

Name of student		
Name of supervisor		
Department		
Proposed start date		
Duration of Award	weeks	This must be between 14-16 weeks.
Will the project proceed remotely?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hourly Rate of Pay		<b>At minimum</b> , this must meet <a href="#">Laurier's minimum wage rate for undergraduate student research assistants</a> plus 12.32% of total award value (\$6000 + Amount of Supplement). Please use the USRA Pay Calculators to help calculate the pay rate and supplement amount.
Total Supplement Amount (\$)		
Index Code		The grant index from which supplement will come.
Select if this project may fit into an additional supplement?	<input type="checkbox"/> <a href="#">Canadian Forest Sector Workforce Diversity Supplement</a> <input type="checkbox"/> <a href="#">Environment and Climate Change Canada Atmospheric and Meteorological undergraduate supplement</a>	

Please note:

1. This form is not the official hiring form for the USRA. To complete the hiring of USRA students, supervisors must also complete Research Assistant Appointment Request Form and submit to payroll no later than May 1<sup>st</sup>. Prior to submitting to payroll, the supervisor must send the completed form to Research Finance (researchfinance@wlu.ca) or the budget manager for approval. ORS will provide further information on completing this form and the hiring process after the payment information form is received.
2. For the USRA program, the USRA control index code is included on the RA appointment request form. Research Finance will transfer your supplement amount from your external research grant index code into the control account during the reconciliation process and is posted to your index code at the end of the student's USRA position (e.g., students paid up to September: Journal entry in Sept/Oct).

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