



## COLLEGE OF ARTS AND SCIENCES

INDIANA UNIVERSITY  
Office of the Executive Dean  
Bloomington

### 2019-2020 AY College Undergraduate Research Work-Study PILOT Program

For Academic Year 08/11/2019 – 05/09/2020

The College Research Office and IU's Office of Student Financial Aid (OSFA) have established a pilot Federal Work Study (FWS)-eligible Undergraduate Research Assistant position. Undergraduate student researchers in your lab may now use their lab work as a qualifying work-study position. Because FWS is part of their financial-aid package to attend college, they may collect work-study payments for their lab work even if they are enrolled in a research or independent study course at the same time. It is anticipated that there will be up to ten positions available for the academic year 2019-20 pilot program.

The goal of this program is to help higher-need students develop and refine their research skills and interests by providing them with the opportunity to earn their FWS doing work relevant to their intended academic and career aspirations. As such, student in this program are expected to be substantively engaged in research – these are not to be clerical or lab upkeep positions.

FWS and the College will pay 100% of the student's wages up to the dollar limit of their awards. The Office of Student Financial Aid and the College will monitor the earnings throughout the academic year to make adjustments as needed to ensure the funds are fully utilized.

Students will typically work 8-10 hours/week, depending on the student's work-study award amount. The exact schedule is up to the student and mentor, but it is expected that the workload will take the student's academic schedule into consideration and be predictable from week to week.

#### Student Requirements, General

- Must be a College major
- Must file a FAFSA by April 15 annually
- Must have indicated interest in FWS on FAFSA

#### Student Requirements, Freshmen

- Must have an expected family contribution (EFC) below \$6,000
- Must have unmet federal need

#### Student Requirements, returning students

- Must have used FWS as a freshman. However, FWS can be reinstated for any student that declined or forgot to accept it. The student must email OSFA at [blfinaid@indiana.edu](mailto:blfinaid@indiana.edu) or contact student central and ask for FWS to be reinstated. Reinstatement requests must be received no later than **Friday 9/6/2019**. After that date, the student is eligible for an employer appeal.
- Must have federal unmet need

### Stipulations and Expectations

- Students are not permitted to work during their scheduled classes. Students must add a note of explanation to the timesheet if they are clocked in during a scheduled class.
- OSFA will monitor class vs timesheet and email the student if no note is added to the timesheet.
- Students are permitted to work during an IU scheduled break if they wish to AND are approved to do so by their faculty mentor.

### Application

There are two steps to apply for this program:

1. Students should email a CV or resume that includes all laboratory and/or research experience to [collugrs@iu.edu](mailto:collugrs@iu.edu) with the subject line, "work-study." In the email, they need to include their student ID number, identify their research mentor (and immediate supervisor, if it is not the lab PI), and a **brief** statement describing the work they are doing.
2. Faculty mentors should send a separate email to [collugrs@iu.edu](mailto:collugrs@iu.edu) confirming that the student is a member of the lab in good standing.

### Timesheets

Students' biweekly time sheets will be approved by the College Research Office. Faculty mentors, or the delegated mentor supervising the student, will work with the office to establish approval routing.

### Questions?

Assistance and information for financial aid and work-study is available to students at Student Central on Union (SCU) at 408 N Union St.

- Walk-in hours: 8:30 AM to 4:30 PM
- Call: (812) 855-6500
- Email: [BLFINAID@indiana.edu](mailto:BLFINAID@indiana.edu)
- Web: <https://studentcentral.indiana.edu/>

For questions about this pilot program, please contact Assistant Dean for Research, Jo Anne Tracy, [jotracy@iu.edu](mailto:jotracy@iu.edu), 855-5809 or College Undergraduate Research Coordinator, Amy Richardson, [aer@indiana.edu](mailto:aer@indiana.edu), 855-8757.