

**Community and Industry Graduate Research Assistant Program (CIGA)**

The Community and Industry Graduate Research Assistant Program (CIGA) is intended to further graduate education by providing students with opportunities to refine their training in settings where they can also contribute to the quality of work and community life. The Program links graduate students to on-going work in the community through the mechanism of organization sponsored assistantship opportunities.

The CIGA relationship is established by a standard contract between the sponsor and UA. All CIGAs will follow the same guidelines as internal graduate assistantships, with assistantship periods following the dates of the academic terms as shown in the table below. Twelve month CIGAs should start at the beginning of a semester.

Assistantship duties must be consistent with the educational needs of the students being provided as the primary benefit, while also providing a benefit to the sponsoring organization. An Academic Project description outlining the experience to be gained by the student is required for all CIGAs and must be completed and signed by the academic advisor.

- **All CIGAs are limited to 20 hours/week.**
- **Students must be registered and eligible for a GA Contract. The student must be registered for at least 9 credits each AY semester and 6 in summer. It is the department’s responsibility to verify this before sending a CIGA contract to ORA.**
- **Stipend amounts must meet the minimum standards set by the University for the students’ program or degree.**
- **All CIGA agreements must be received by ORA by the established deadline, or the CIGA will be terminated and the student’s GA contract cancelled.**
- **In order for F-1 students to receive a CIGA, the employment must be an integral part of the student’s curriculum and the off-campus location must have an educational affiliation with the school that is (a) associated with the established curriculum or (b) related to a contractually funded research project at the graduate level.**

Standard Deadlines:

- Contract to ORA for review – at least 4 weeks prior to start date
- Signed contract returned to ORA - at least 2 weeks prior to start date

Term	Contract to ORA for review, signature, and transmittal to company	Signed contact returned to ORA	CIGA start date	CIGA end date
Summer	February 15	April 1	1 <sup>st</sup> day of summer semester*	Last day of summer semester*
Fall	June 15	August 1	1 <sup>st</sup> day of fall semester*	Last day of fall semester*
Spring	November 1	December 15	1 <sup>st</sup> day of spring semester*	Last day of spring semester*

\*For semester schedule, see UA’s official [academic calendar](#). If a deadline falls on a weekend, it will automatically be extended to the next business day.

## Procedures:

1. Interested sponsors must contact the appropriate department at the university to arrange an assistantship. If unsure of the department, contact the graduate school at (330) 972-7664 for direction and contact information.
2. Once the department identifies an appropriate student, and verifies eligibility for a CIGA, the department will designate a faculty advisor. The advisor and sponsor will work out the terms of the CIGA contract within the above parameters and the advisor will complete the contract (pages 1-3) and submit it to ORA. No changes to the contract will be permitted.
3. If the student is in F-1 status, the advisor must also sign the attestation on page 3. If unsure of the student's status, please check with the International Center.
4. ORA will send the contract to the sponsor for signature.
5. Sponsor agrees to pay the student stipend, applicable pooled fringe benefit rate for GAs, which changes every July 1 and is approximately 5-6% of the stipend, as well as a 26% administrative fee.
6. Sponsor will sign and return the contract to the ORA contact listed on the agreement.
7. ORA will issue the notice of award and assign an account number.
8. The department is responsible for completing the Graduate Appointment Form and submitting it to the Graduate School once it receives the account number from the ORA. **The period and amount must match those on the CIGA contract.**
9. Students are given a graduate appointment and are paid bi-weekly by the university.
10. The Sponsor will be billed quarterly for expenses and payment is to be sent to ORA. Sponsor will be invoiced according to the following schedule:

<b>Period covered:</b>	<b>Invoice will be sent:</b>
June 1 – August 31	Mid - September
September 1 – November 30	Mid-December
December 1 – February 28	Mid-March
March 1 – May 31	Mid-June

11. Any problems or stoppages in work by the student must be reported immediately to the faculty advisor. Sponsor must notify ORA in writing, at least 10 days prior to termination, if the contract is to be terminated early. Upon receipt of termination notice, the department will be responsible for terminating the GA appointment or transferring it to another university account.