WELCOME TO UMASS BOSTON GRADUATE ASSISTANTSHIP ORIENTATION

• TODAY’S AGENDA
  – OFFICE OF GRADUATE STUDIES & ADMISSIONS
  – CONSTRUCTION & TRANSPORTATION
  – GRADUATE EMPLOYEE ORGANIZATION (GEO)
  – FINANCIAL AID
  – BURSARS OFFICE
  – HEALTH SERVICES
  – OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)
  – INTERNATIONAL STUDENT & SCHOLAR OFFICE (ISSO)
  – HUMAN RESOURCES
Contact Information

- **Paul M. Mullane**
  Director of Financial Management for Research and Graduate Studies
  Quinn Administration Building, 1st Floor, 7-7879, Paul.Mullane@umb.edu

- **Rebecca Hanson**
  Assistant Director of Financial Management for Research and Graduate Studies
  Quinn Administration Building, 1st Floor, 7-5594, Rebecca.Hanson@umb.edu

- **Jody Smith**
  Administrative Assistant, Graduate Studies and Graduate Admissions
  Quinn Administration Building, 1st Floor, 7-6400, Jody.Smith@umb.edu

- **Annette Cameron**
  Administrative Assistant, Vice Provost for Research & Dean of Graduate Studies
  Quinn Administration Building, 1st Floor, 7-5361, Annette.Cameron@umb.edu
Office of Graduate Studies and Admissions

- Manages the processing of graduate assistantships at UMass Boston

  - Ensures all students are entered accurately into the University payroll system

- Processes all Graduate Assistant Benefits
  - Tuition Credit Waivers (if eligible)
  - Student Health Insurance Payments (if eligible)

- Works with Graduate programs and departments to ensure all assistantship data is correct
Graduate Assistantship Definitions

- **Teaching Assistant I (TA I)** – A graduate student who is primarily assigned to instructional support activities.

- **Teaching Assistant II (TA II)** – A graduate student that is an instructor of record for a lecture section of a course and has independent responsibility for its teaching and grading.

- **Research Assistant (RA)** – A graduate student who performs work primarily related to academic research or other similar work.

- **Administrative Assistant (AA)** – A graduate student who performs work of an administrative or technical nature.
Assistantship Eligibility

- Matriculated doctoral, master’s and CAGS
- Students in graduate certificate programs not eligible
- Good academic standing (GPA ≥3.0)
- International students must hold F-1 visa
# Graduate Assistant Stipend Rates

## AY17-18 Appointment Dates

<table>
<thead>
<tr>
<th></th>
<th>Fall Appointments</th>
<th>Spring Appointments</th>
</tr>
</thead>
</table>

Full Year = 38 Weeks/19 Pay Periods

## TAI, RA, & GA (AY16-17 Rates f/ Stipends)

<table>
<thead>
<tr>
<th></th>
<th>Standard Hours</th>
<th>Grad FTE</th>
<th>Bi-Weekly Stipend</th>
<th>Total Stipend</th>
<th>Student Health Insurance - University Contribution</th>
<th>Student Health Insurance - Student Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Asst.</td>
<td>18.00</td>
<td>1.00</td>
<td>$915.11</td>
<td>$17,387.00</td>
<td>$1,763.75</td>
<td>$311.25</td>
</tr>
<tr>
<td>3/4 Asst.</td>
<td>13.50</td>
<td>0.75</td>
<td>$686.32</td>
<td>$13,040.00</td>
<td>$1,322.81</td>
<td>$752.19</td>
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<tr>
<td>1/2 Asst.</td>
<td>9.00</td>
<td>0.50</td>
<td>$457.58</td>
<td>$8,694.00</td>
<td>$881.88</td>
<td>$1,193.13</td>
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<tr>
<td>1/4 Asst.</td>
<td>4.50</td>
<td>0.25</td>
<td>$228.79</td>
<td>$4,347.00</td>
<td>$440.94</td>
<td>$1,634.06</td>
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</tbody>
</table>

Annual Student Health Insurance Premium: $2,075.00

Coverage is from August 1, 2017 - July 31, 2018

## TAI (AY16-17 Rates f/ Stipends)

<table>
<thead>
<tr>
<th></th>
<th>Standard Hours</th>
<th>Grad FTE</th>
<th>Bi-Weekly Stipend</th>
<th>Total Stipend</th>
<th>Student Health Insurance - University Contribution</th>
<th>Student Health Insurance - Student Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Classes</td>
<td>18.00</td>
<td>1.00</td>
<td>$992.53</td>
<td>$18,858.00</td>
<td>$1,763.75</td>
<td>$311.25</td>
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<tr>
<td>1 Class</td>
<td>9.00</td>
<td>0.50</td>
<td>$496.26</td>
<td>$9,429.00</td>
<td>$881.88</td>
<td>$1,193.13</td>
</tr>
</tbody>
</table>
UMass Boston Campus 1970s vs. Today
Master Plan Vision
Fox Point Dock Replacement

- Monday noon cruises. Research and recreational boats.
Residence Hall

- 1,077 Beds, First Years
- Open Fall 2018
Residence Hall Construction Camera

Residence Hall Webcam

Watch the construction of UMass Boston’s first residence hall, scheduled to open in fall 2018. Built through a public-private partnership, the residence hall will provide 1,000 beds for first-year students, and common areas on the ground floor for the whole campus community, including dining.

The first view is of still images; the second is a time-lapse video.
View from Clark Athletics Center
Utility Corridor and Roadway Relocation Project

- Reliable and redundant utility systems to be installed under roads around campus, maximizing flexibility for future growth
Utility Corridor and Roadway Relocation Project
Utility Corridor and Roadway Relocation Project

- UCRR construction targeted completion 2018
- Two-way roadway: sidewalks, bike lanes, tree lawns
- Open spaces preserved as future building sites
- Storm water management: bio-retention areas include native plantings
Clark Curtain Wall
Clark Curtain Wall
Parking Garage

- Bulk soil excavation ongoing
- Pile driving underway
- Pre-cast concrete sections beginning in September
- Targeted completion spring 2018
Parking Garage Rendering
Getting to Campus During UCRR

Public Transportation:
- Route 1 FREE shuttle, Campus Center
- Route 2, Clark 1st stop, 8 a.m. to 6 p.m.
- Nuride, MassRIDES
- GPS;Transloc.com
- Semester Discount

Walk/Bike on the HarborWalk

Park: UMass Boston Bayside,

Other Satellite Lots
- Currently 1,300 spaces (campus 400+ spaces)
- Public Safety on duty;
- Route 3 - free designated prompt shuttle bus – 6:30 a.m. to 10:30 p.m. Stops at Clark and Campus Center

“Getting Here” on web www.umb.edu - updated maps and directions

Construction Updates – email, web, app, social media
GRADUATE EMPLOYEE ORGANIZATION (GEO)

Location:
Quinn Administration Building, 2nd Floor
617.287.3109, geo@umb.edu
Welcome to UMass Boston’s Graduate Employee Organization!
What is the GEO?

- Represents all Teaching, Research, and Administrative Assistants at UMass Boston
- Operates as an affiliate of UAW Local 1596
- Offers active representation of Graduate Assistants through the Organizing Committee and membership involvement
What does the GEO do?

- Bargains with the university to represent Graduate Assistants’ benefits and interests
- Advocates for your rights as an employee
- Provides financial support for GAs to attend conferences
- Promotes solidarity among Graduate Assistants and the campus community
Notable Gains

- More than a 50% increase in GA stipends since the first GEO contract
- Guaranteed tuition and fee waivers
- 85% subsidy for the Student Health Plan
- 10% reduction in working hours without a reduction in pay
- Free access to proprietary software through the university
FAQs

- What are union dues?
  - A small deduction from each GA’s paycheck to cover the GEO’s administrative and representation costs.

- What is an agency fee?
  - GAs who opt to not pay dues pay a reduced amount, but cannot vote in union elections, ratify contracts, apply for SSF money, or serve on the Organizing Committee.

- Why am I asked to waive my FERPA rights?
  - As student employees, we have dual roles at the university. UMass uses FERPA to classify us as students and retain your employment information, which greatly assists the GEO during contract negotiations.

- How do I resolve a job or pay dispute?
  - Contact the GEO and we will assist you with dispute resolution.
Current and Upcoming Activities

- Elections
- Bargaining
- GEO fall party
How You Can Get Involved

- Join the Organizing Committee
- Represent your program as a Steward
- Attend a GEO social event or monthly meeting
- Raise a concern about your employment or education
- Publish your ideas in the *Graduate Advocate*
- Participate in actions and campaigns
- Spread awareness about the GEO’s contract
Learn More

Visit www.geoumb.org to:
▸ Review the pay and benefits you receive through the GEO contract
▸ Understand your rights as a GA
▸ Learn more about the GEO’s history
▸ Submit a Scholarly Support Fund (SSF) application
▸ Pitch an article to the Graduate Advocate
▸ View the GEO’s meeting schedule
▸ Find labor-related resources
Connect with Us Anytime!

- Visit: Quinn, 2nd Floor (catwalk), Room 81
- Call: (617) 287-3109
- Email: geo@umb.edu
- Follow: www.facebook.com/GEOUMB
- Contact:
  Kathy Melish
  President, UAW Local 1596
  (781) 821-8100 x12
FINANCIAL AID SERVICES

Location:
Campus Center, 4th Floor
617.287.6300, finaid@umb.edu
GRADUATE FEDERAL FINANCIAL AID

Graduate students who are enrolled at least half time (6 credits) and complete a FAFSA (www.fafsa.ed.gov) could be eligible for an UNSUBSIDIZED loan of up to $20,500 per academic year.
Complete your Online Entrance Counseling and Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov)
GRADUATE ASSISTANTSHIPS

Based on a student’s cost of attendance (total student borrowing budget) the addition of a graduate tuition credit can cause a change in an award.

Other reasons for award adjustment:

- Enrollment change
- Waiver percentage change
How Other Aid May Affect Your Award

Student’s Total Budget: $45,459
Graduate Assistantship Level: R1 (100% Tuition Credit)
Original FA Award Amount: $20,500
Fall Enrollment: 13 ST credits 0 CE credits
Spring Enrollment: 10 ST credits 0 CE credits
How Other Aid May Affect Your Award

Student’s Total Budget: $45,459
Graduate Assistantship Level: R1 (100% Tuition Credit)
Original FA Award Amount: $20,500
Fall Enrollment: 13 ST credits 0 CE credits
Spring Enrollment: 10 ST credits 0 CE credits

<table>
<thead>
<tr>
<th>g Plan ID:</th>
<th>GRAD</th>
<th>Graduate</th>
<th>Package Status:</th>
<th>Completed</th>
<th>Award No.</th>
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<tbody>
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<td>Default</td>
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<tr>
<td>status</td>
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<td>Repackage</td>
<td>Award Period:</td>
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</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Item Type</th>
<th>Description</th>
<th>Offered</th>
<th>Accepted</th>
<th>Disb Plan</th>
<th>*Split Code</th>
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<td>OA</td>
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Additional Aid Options

• Graduate PLUS Loan
  http://www.umb.edu/admissions/financial_aid_scholarships/grad_aid

• Private Student Loan
  http://www.elmselect.com/Results/Index

*International Students can apply for a private student loan with a creditworthy cosigner who is a U.S. citizen or permanent resident.

• Private Grants and Scholarships
  www.fastweb.com
CONTACT INFORMATION

Assistant Director, Graduate Counselor:
Timothy Hunt
(P) 617-287-6378
(F) 617-287-6323
timothy.hunt@umb.edu

General Financial Aid Contact Information:
617-287-6300
finaid@umb.edu
Money Matters

Orientation
Bursar’s Office
Paying the Bill

• Payment Options
  • Cash
  • Credit Card
  • Check/Bank Check
  • Financial Aid
  • In-House Payment Plan

*Enroll by September 1st for 4 month plan*
Tuition & Fee Bill Statement

Due Date: August 26, 2016
Current Balance: $10,639.80
Estimated Aid: $0.00
Amount Due: $10,639.80

* Academic Year 2016-2017 annual Tuition at UMass Boston is $13,435 for in-state students and $32,023 for out-of-state students. The Commonwealth’s support of the University allows for a significant discount for in-state students.

<table>
<thead>
<tr>
<th>Charge Description</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition OutState-Graduate</td>
<td>2015 Fall</td>
<td>$8,238.40</td>
</tr>
<tr>
<td>Lab Fee - Comp Sci Fall</td>
<td>2015 Fall</td>
<td>$76.00</td>
</tr>
<tr>
<td>ID Fee Grad - Fall</td>
<td>2015 Fall</td>
<td>$25.00</td>
</tr>
<tr>
<td>Technology Fee-Graduate</td>
<td>2016 Fall</td>
<td>$63.00</td>
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<tr>
<td>Student Activity Fee-Graduate</td>
<td>2016 Fall</td>
<td>$26.40</td>
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<tr>
<td>Student Health Insurance</td>
<td>2016 Fall</td>
<td>$2,035.00</td>
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<tr>
<td>MPRG - Fall (Waivable)</td>
<td>2016 Fall</td>
<td>$8.00</td>
</tr>
<tr>
<td>Mass Media - Fall (Waivable)</td>
<td>2016 Fall</td>
<td>$17.00</td>
</tr>
<tr>
<td>Int'l Student Fee - Fall</td>
<td>2016 Fall</td>
<td>$160.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge Total:</td>
<td></td>
<td>$10,639.80</td>
</tr>
</tbody>
</table>

Tuition and Fees must be paid by the billing due date indicated above. Please refer to your WISER Financial Center page for any updates or changes. Balances can be paid in person as well as online through WISER. For further assistance, please contact the Bursar’s office at 617-287-5350, email us at Bursar@umb.edu or refer to the Finance Center on your WISER account.

____________________________________________________
Student ID: [Redacted]
Amount Due: $10,639.80
Due Date: August 26, 2016
Amount Enclosed: [Redacted]

Make checks payable to: University of Massachusetts Boston Remit to: Bursar’s Office
Campus Center, 4th Floor
100 Morrissey Blvd
Boston, MA 02125-3300

UMass Boston has a fund set up that is an endowment dedicated to scholarships for UMass Boston students. You can participate in the endowment by contributing $10 in one of two methods:

☐ Yes, I wish to contribute and am including a separate check made payable to UMass Boston Endowment in the amount of $10

☐ Yes, I wish to contribute but would like to pay later. I can be contacted for payment options at:

(email or phone)

☐ Check to donate $7.00 to UMass Renewable Energy Fund.
# Account Summary

## Account Detail for Term

**2016 Fall**

<table>
<thead>
<tr>
<th>Charges</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Posted</td>
<td>Item Description</td>
</tr>
<tr>
<td>07/26/2016</td>
<td>ID Fee Grd - Fall</td>
</tr>
<tr>
<td>07/26/2016</td>
<td>Lab Fee - Nursing Fall</td>
</tr>
<tr>
<td>07/26/2016</td>
<td>Technology Fee - Graduate</td>
</tr>
<tr>
<td>07/26/2016</td>
<td>MIPRG - Fall (Waivable)</td>
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<tr>
<td>07/26/2016</td>
<td>Tuition InState - Graduate</td>
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<tr>
<td>07/26/2016</td>
<td>Mass Media - Fall (Waivable)</td>
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<tr>
<td>07/26/2016</td>
<td>CNHS Curr &amp; Service Fee - Fall</td>
</tr>
<tr>
<td>07/26/2016</td>
<td>Student Activity Fee - Graduate</td>
</tr>
<tr>
<td>08/21/2016</td>
<td>Student Health Insurance</td>
</tr>
<tr>
<td>08/21/2016</td>
<td>CE - Distance Learning Fee Fall</td>
</tr>
<tr>
<td>08/22/2016</td>
<td>Student Health Insurance</td>
</tr>
</tbody>
</table>

**Total Charges:** 7,125.60 USD

| Payments Received | Amount |
| Date Posted | Item Description | |
| 00.00 |

**Total Payments:** 0.00 USD

| Financial Aid | Amount |
| Date Posted | Item Description | |
| 0.00 |

**Total Financial Aid:** 0.00 USD

| Anticipated Aid | Amount |
| Item Description | Anticipated Aid | |
| Fed Direct Unsubsidized Loan | -10,141.00 USD |

**Total Anticipated Aid:** -10,141.00 USD

| Refunds | Amount |
| Status | Long Name | Item Amount |
| 0.00 |

**Total Refunds:** 0.00 USD

**Term Balance:** -3,015.40 USD
Bursar’s Office

KEY DATES

• Monthly billing—E-bills will be sent to your UMB address with a PDF attached. Please check your UMB email.
• September 1st—deadline to enroll in 4 month payment plan
• October 2nd— the deadline to enroll in the 3-month payment plan
• October 2nd— the deadline to waive the school insurance with comparable coverage.
• Middle of October—expect to see the insurance reimbursement from OGS in your WISER account.
• Book Voucher—use your book voucher between middle of August to September 13, 2017.
• Book Voucher
• SOGO Food Cards
• Excess Funds – enroll in Direct Deposit
• Parking Passes
• Student Account Holds
  late fees assessed, prevents enrollment activity and access to grades
Contact Information

- **Office Hours:**
  Monday–Thursday:
  8:30 a.m.–6 p.m.
  Teller windows close at 5 p.m.

  Friday:
  8:30 a.m.–4 p.m.

- **Teller windows close at 4 p.m.**

- **bursar@umb.edu, 617-287-5350**

- **WISER and UMB Bursar webpage are your sources of important information!**
University Health Services

Health & Wellness Care for the Entire Student Body
General Medicine

UHS provides primary and episodic (illness) care to enrolled students at UMass Boston. Same day appointments are available to students with an episodic illness or injury.

Our services include primary preventative care, annual physical examinations, women’s and men’s health care are available by appointment. Our select specialties include travel medicine, sports physicals, nutrition counseling, laboratory services, and an immunization and TB screening clinic.

UHS General Medicine currently accepts and can bill a variety of commercial health insurance plans. Same day appointments are available. Call 617-287-5660 to schedule an appointment with a UHS healthcare provider.

Manage your health care online at My Health Beacon.
Counseling Center

Common Issues For Which Students Seek Support from the Counseling Center

- Stress
- Academic Performance
- Managing Time
- Sleep issues
- Balancing work, school, and personal relationships
- Coping with anxiety and depression
- Grief and loss
- Identity issues
- Cultural adjustment issues
Counseling Center

The UHS Counseling Center provides

- Focused individual therapy
- Group therapy
- Consultations
- Crisis intervention
- Education/outreach
- Referral assistance for mental health symptoms and concerns.

The first step is to make an appointment by calling 617-287-5690.

The process begins with a consultation with clinician and the development of a plan to address current concerns. The plan may include a referral to off campus resources. Services provided by the Counseling Center are included in the student health fee.
Health Education and Wellness

The UHS Health Education and Wellness program provides health information and outreach about priority health issues affecting college students, for example:

- alcohol and other drugs
- stress management
- mental health problems including depression
- stress and anxiety
- mental health & wellness
- reproductive & sexual health
- & tobacco cessation.

Recovery Support Services for students in recovery from a substance use or mental health problem, including peer support.

We also offer a comprehensive selection of online resources including screening tools to help you to manage your personal health and wellbeing.
Koru Mindfulness at UMass Boston

Wake up your mind! Renew your energy!

Learn to Manage Your Stress: Mindfulness for Busy Students

For more information email Koru@umb.edu
Immunization Requirements

University Health Services is pleased to welcome you. You are joining a community that values your health and the health of the entire campus. Please take a moment to review this important information, contact us if you have questions.

In order to protect the health of our entire community, and in keeping with Massachusetts public health regulations and university policy, all of the following students must provide proof of immunization compliance before the start of classes:

All matriculated students (undergraduate, graduate, part-time, and full-time, all full-time and part-time health science students, all non-matriculated full-time students (e.g., non-degree), any full-time or part-time student attending any postsecondary institution while on a student or other visa, including international students attending or visiting classes as part of a formal academic visitation or exchange program. (Translation: All Students)

In order to insure that all students are able to comply with the immunization policy and avoid administrative holds on their accounts, immunization forms and the schedule for campus immunization clinics are available on our web site.

Immunization Questions please call UHS General Medicine 617-287-5660
Insurance Requirements

Massachusetts State law requires students enrolled in 75% of full-time curriculum in any Massachusetts institution of higher education to participate in a school-sponsored student health program ("SHP") or an alternate health plan with comparable coverage.

- UMass Boston's Student Health Plan is offered through Blue Cross Blue Shield of Massachusetts and administered by University Health Plans, Inc.

- The cost for the upcoming AY is $2,075 for the plan year (8/1/17-7/31/18).

- Students should review plan documents carefully to understand deductibles, co-insurance and network discounts.

- There are no out of pocket charges when using the student health plan at University Health Services (UHS).

- Students with other health insurance coverage should consult with their plan about out of pocket expenses and whether they need a referral to use UHS.

- Students who have MassHealth may be automatically enrolled in the SHP when they submit their insurance waiver.

Insurance Questions visit our web site and click on the Student Health Plan link.
What if I already have insurance?

If you have comparable coverage under another medical insurance plan, you can waive the SHP. Proof of comparable coverage is required to waive the SHP. For more information about the insurance requirements and how to waive the SHP please visit our web site:
http://www.umb.edu/healthservices/insurance

Students can not waive the SHP until AFTER they have actually been billed for it. The electronic waiver is on WISER and more information is available on the Bursar’s web site
New Student Health & Wellness To Do List

- Complete immunization form and TB Screening form prior to the start of classes and mail or fax to UHS
- Review health insurance requirements
- If opting out of the SHP complete online waiver
- Visit UHS web site to learn about the services and programs available on campus
Questions

Visit the New Student Page on the UHS web site

Visit our New Student Page for additional information:
http://www.umb.edu/healthservices/information_for_new_students
Office of Research & Sponsored Programs
Introduction

- The Office of Research and Sponsored Programs (ORSP) manages a wide range of services to support sponsored projects and research initiatives.

  - We manage the process of sponsored projects and provide guidance on federal and state rules and regulations.
  - ORSP provides Administrative Support during the proposal process as well as through the life cycle of an award.
  - Compliance matters like IRB/IACUC and Conflicts of Interest are also handled within ORSP.
Finding Funding

- ORSP offers a basic class in the various databases used by UMB faculty, staff and graduate students to search for funding opportunities. You can sign up for the training class on the ORSP training webpage.

- You can search for funding on the ORSP website: https://www.umb.edu/orsp/find_funding
COS Pivot sign up

- UMB uses COS Pivot database to help identify funding opportunities. Once you register you can create a profile to help you identify opportunities and track opportunities you are interested in.

- To register, while on the UMB network, go to:
  - [https://pivot.cos.com/register](https://pivot.cos.com/register)

- Use your UMB email address in the email field, and create a password. Once completed you can create a profile to help you identify possible funding.

- ORSP is available to help you register and offer assistance in how to use the site.
NIH and NSF Graduate Program Opportunities

- NIH Ruth L. Kirschstein National Research Service Awards (Pre Doc F31, Post Doc F32 Awards)
  - Work with your GPD to discuss your research ideas and to guide you towards preparing an NIH application.
  - ORSP is available to assist in preparing parts of the application.
  - ORSP submits the application.

- NSF Graduate Research Fellowship Program
  - Work with your GPD to discuss your research ideas and to guide you towards preparing an NSF application.
  - ORSP is available to assist in preparing parts of the application.
  - Individual Students submit the application.

- ORSP Provides Administrative Support to fellows who receive funding.
Proposal Process

- Work with your GPD to identify programs for funding and to discuss project ideas.
- Contact ORSP when you decide to apply for a specific program/announcement. The sooner you contact ORSP the better.
- ORSP will help guide you through the submission of the proposal and help you to understand what pieces they can assist with and which are your responsibility.
- If you have any questions at all please feel free to contact ORSP.
Training and Education

- UMass Boston uses www.CITIprogram.org for a series of electronic trainings. These trainings are used for:
  - Human Subjects Research
  - Animal Use in Research
  - Responsible Conduct of Research (RCR)
  - Export Controls

- ORSP offers comprehensive training and education programs to meet the research needs of faculty, staff, post-docs, and students involved in the conduct of research at UMass Boston. Upcoming trainings can be found on the training portal: www.umb.edu/training
Contact Us

- Please reach out to ORSP with any sponsored project or research related inquires.

- Matthew Meyer, Associate Vice Provost for Research and Director of ORSP

- Shala Bonyun, Assistant Director of ORSP

- 617 287 5370

- orsp@umb.edu

- umb.edu/orsp

- You can find a full list of ORSP employees here: https://www.umb.edu/orsp/contact_us
INTERNATIONAL STUDENT & SCHOLAR OFFICE (ISSO)

Location:
Campus Center, 2nd Floor
617.287.5586, isss@umb.edu
This unit serves as your resource for all immigration matters. The office is the university’s liaison to the U.S. governmental agencies concerned with matters relating to international students and scholars studying and working in the United States. Our advisers can assist you with anything that concerns your immigration and employment status. Through advising sessions, scheduled workshops, and information seminars, you will learn to easily navigate your way through the immigration system that governs your stay in the U.S. and focus on your academics, making valuable connections in your community and enjoying your stay in Boston.

http://www.umb.edu/academics/global/iss
Social Security Numbers & SEVIS Registration

No F-1 international student will exist in the Social Security Administration database until that F-1 student has been registered in the Department of Homeland Security database.
To obtain a SSN, you must:

1. Attend Mandatory Immigration Clearance

1. Fill out Social Security Letter Request in ISSS Office

HUMAN RESOURCES

Location:
Quinn Administration Building, 3rd Floor
617.287.5150
Help Us Help You Get Paid!

- Student Completes Pre-Employment Paperwork (sent by your graduate program)
- Student Sends to Graduate Assistantship Office
- Payment directly deposited in your bank account
HR Pay Calendar 2018

January

February

March

April

May

June

July

August

September

October

November

December

- By Noon to make correction
- Pay Period Begins
- Pay Period Ends
- Bold Payroll Processing Day

- Plane Pay day
- Circle Holiday
HRDirect - Self Service

• View Pay Advice
• Personal Information
• View W-2*
• Direct Deposits*
Login to HR Direct

1. Navigate to www.umb.edu/hr
2. Click the HR Direct Login link
3. Enter your username which is your firstname.lastname
4. Enter your password which is the same as your email password
5. Select “Boston” as your campus from the drop down menu
6. Click the Login button

Congratulations you have successfully logged into HR Direct. You now have access to view your pay advice. Under Self Service you can also add/change direct deposit, change your personal information, update your W-4/M-4 and view your W-2. Please contact Human Resources at 617-287-5150 for additional information.

View your Pay Advice

1. Click on Select Paycheck
2. Click the date of the advice that you would like to view and your pay advice will appear.

If you are unable to view your pay advice please turn off any pop up blockers on your computer.

Congratulations you have successfully viewed your pay advice.
Fall Projects

- **Multi-Factor Authentication (MFA) (Nov 1\textsuperscript{st})**
  - Protects our employee data
  - Access to W2 and Direct Deposit enabled
  - Early registration starts Sept. 25\textsuperscript{th}
  - “Remember Me” will last 30-days (browser+IP)
  - Requires registering at least one of your devices

- **HR DIRECT PeopleTools Upgrade (Oct 10\textsuperscript{th})**
  - Presentation layer (screens) to adapt to device
  - Menu moved to right-side for Desktop users

### Employee Self Service

<table>
<thead>
<tr>
<th>Banking - Direct Deposit</th>
<th>Pay</th>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Banking Icon]</td>
<td>![Pay Icon]</td>
<td>![Profile Icon]</td>
</tr>
<tr>
<td>07/14/2017</td>
<td></td>
<td></td>
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</tbody>
</table>
RAVE
Emergency Notification System

- The UMass Boston Alert System is a communications service that UMass Boston provides for all students, faculty and staff. It allows university officials to notify the campus community of emergencies via text, voice, and email alerts. This system will be used only in emergencies. It will not be used for routine communications.

- [https://www.getrave.com/login/umb](https://www.getrave.com/login/umb)

- For your safety and the safety of others in the event of a campus-wide emergency, please confirm that the system has the correct information to reach you. Log in to the system periodically to check your phone numbers, email addresses and preferences. To log in, use your UMass Boston email username and password.