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
  – OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)
  – INTERNATIONAL STUDENT & SCHOLAR OFFICE (ISSO)
  – HUMAN RESOURCES
OFFICE OF
GRADUATE STUDIES &
ADMISSIONS

Location:
Quinn Building, 1st Floor, 617.287.5700,
graduate.studies@umb.edu
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

- **Jim Halloran**  
  Assistant Director of Financial Management for Research and Graduate Studies  
  Quinn Administration Building, 1st Floor, 7-7859, james.halloran@umb.edu

- **Kelsey McCauley**  
  Administrative Assistant, Graduate Studies and Admissions  
  Quinn Administration Building, 1st Floor, 7-5700, kelsey.mccaeley@umb.edu

- **Jody Smith**  
  Administrative Assistant, Graduate Studies and Admissions  
  Quinn Administration Building, 1st Floor, 7-5700, jody.smith@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 and Fee Waivers (if eligible)
    - 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 Salary Rates

## AY15-16 Appointment Dates

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

Full year = 38 weeks/19 pay periods

## TAI & RA

<table>
<thead>
<tr>
<th></th>
<th>Standard Hours</th>
<th>Grad FTE</th>
<th>Bi-weekly salary</th>
<th>Total Stipend</th>
<th>Health Insurance Contribution</th>
<th>Student Responsibility</th>
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<tbody>
<tr>
<td>Full asst.</td>
<td>18.00</td>
<td>1.00</td>
<td>$888.42</td>
<td>$16,880.00</td>
<td>$1,632.00</td>
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<td>3/4 asst.</td>
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<td>$666.32</td>
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<td>$444.21</td>
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<td>1/4 asst.</td>
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<td>$4,220.00</td>
<td>$408.00</td>
<td>$1,512.00</td>
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Annual Student Health Insurance Premium: $1,920.00  
Coverage is from August 1, 2015 - July 31, 2016

## TAI II

<table>
<thead>
<tr>
<th></th>
<th>Standard Hours</th>
<th>Grad FTE</th>
<th>Bi-weekly salary</th>
<th>Total Stipend</th>
<th>Health Insurance Contribution</th>
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<td>$963.58</td>
<td>$18,308.00</td>
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<td>1 class</td>
<td>9.00</td>
<td>0.50</td>
<td>$481.79</td>
<td>$9,154.00</td>
<td>$816.00</td>
<td>$1,104.00</td>
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</tbody>
</table>
Office of Campus Master Planning

617.287.5100, masterplan@umb.edu
UMass Boston Campus 1970s vs. Today
Master Plan Vision

25 Year Framework Plan
Revised March 2015

UMass Boston Administration and Finance
Campus Master Plan
General Academic Building No. 1

- Opening spring 2016
- Includes 26 classrooms, café, auditorium, theater, recital hall, departmental and academic space for Art, Chemistry, and Performing Arts
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

- UCRR construction targeted completion 2017
- Two-way roadway: sidewalks, bike lanes, tree lawns
- Open spaces preserved as future building sites
- Storm water management: bio-retention areas include native plantings
Healey Library
Roof/Waterproofing Project
Bayside Building Removal and Parking Expansion
Getting to Campus During UCRR

Public Transportation –
• Route 1 FREE shuttle bus
• Route 2 added second bus, Clark 1st stop
• Nuride, MassRIDES
• GPS; Transloc

Park: UMass Boston Bayside Lot
• Currently 1,300 spaces (campus -1053 spaces) in the fall 1,900
• Public Safety on duty; improved lighting; security cameras
• Route 3 - free designated prompt shuttle bus – 6:30 a.m. to 10:30 p.m. Stops at

“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.
How You Can Get Involved

▸ 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*
▸ Join the Organizing Committee
▸ Participate in actions and campaigns
▸ Spread awareness about the GEO’s contract
Learn More

Visit [www.geo.org](http://www.geo.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
GRADUATE ASSISTANTSHIPS

Based on a student’s Cost of Attendance (total borrowing budget) the addition of a graduate tuition/fee waiver or a stipend can cause a change in an award.

Other reasons for award adjustment:

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

Student’s Total Budget: $45,459
Graduate Assistantship Level: R1 (100% TW and EOF)
Original FA Award Amt: $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% TW and EOF)
Original FA Award Amt: $20,500
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|---------------|-----------------------------|--------------|-------|

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<th>Repackage</th>
<th>Repackaging Plan ID:</th>
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<table>
<thead>
<tr>
<th>Award</th>
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<td>OA</td>
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Additional Loan 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.
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
BURSAR’S OFFICE

Location:
Campus Center, 4th Floor, 4300
617.287.5350, bursar@umb.edu
Bursar’s Office
Have questions answered about your billing here.

- Direct Deposit – receive your excess refund check faster by enrolling direct deposit through your WISER account.
- GO GREEN – enroll in paperless billing through your WISER account.
- Medical Insurance – waive by the deadline with your comparable coverage with another health provider.
- Book Card – pick up at Bursar’s Office if you have excess financial aid at the end of August for fall semester.
- UMB Email – Set up your UMB email account and check it frequently for notifications from our office.
- Payment Plan – enroll our in-house payment plan to split your balance into equal monthly payments.
Bursar’s Office

- Billings – pay by the due date to avoid the late payment fees and bursar hold.
- Optional Fees – waiver the optional fees through your WISER account.
Bursar’s Office

KEY DATES

• Book Card – pick up your book card between 08/17/15 and 09/16/15.
• Middle of September – the bills will be mailed out by Bursar’s Office. Make sure to update your mailing address.
• October 1st – the deadline to sign up the 3-monthly payment plan
• October 1st – the deadline to waive the school insurance with comparable coverage.
• October 15th – expect to see the insurance reimbursement from OGS in your WISER account.
Contact Information

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

  Friday:
  8 a.m.–4 p.m.
  Teller windows close at 3pm

▸ bursar@umb.edu, 617-287-5350

▸ WISER and UMB Bursar webpage are your sources of important information!
Office of Research & Sponsored Programs

UNIVERSITY OF MASSACHUSETTS BOSTON
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
- 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.
Responsible Conduct in Research (RCR)

- The Office of Research Integrity (ORI) in the U.S. Department of Health and Human Services (DHHS) is the federal agency charged with the responsibility of oversight for the responsible conduct of research. The ORI publishes and periodically updates its comprehensive guide an Introduction to the Responsible Conduct of Research. The ORI encourages researchers to make a special effort to understand, discuss, and teach others about the responsible conduct of research.
Responsible Conduct in Research (RCR)

As a research institution, UMass Boston has an obligation to model, teach and actively promote the responsible conduct of research. Research integrity is fundamental to good research and crosses all disciplines and areas of focus.

ORI specifies 9 core areas of RCR topics that should be taught and practiced throughout a scientist’s career.

- Collaborative Research
- Conflicts of Interest
- Data Management, Sharing and Ownership
- Mentor/Trainee Responsibilities
- Peer Review
- Publication Practices and Responsible Authorship
- Human Subjects
- Animal Welfare
- Research Misconduct
Research with Human Subjects and Animals

- Federal regulations require that all proposed human subjects and animals research studies undergo review and approval by the UMass Boston IRB or the IACUC.
- The IRB is responsible for reviewing all human subjects research and ensuring compliance with federal regulations. The primary role of the IRB is to protect the safety and welfare of human subjects.
- All proposed research and teaching activities involving the use of animals requires review and approval by the IACUC. This includes the use of animals housed and maintained in approved University animal facilities as well as studies conducted on animals in their natural settings.
Export Controls

- All activities undertaken by the UMass Boston research community must comply with the export control regulations and University policies.
- ORSP provides tools, resources and guidance on export control regulations.
- Although there are exemptions for fundamental research, export controls may restrict:
  - Ability of foreign students or researchers to participate in travel
  - Ability to provide services (including training in the use of equipment) to foreign persons
  - Ability to send equipment, spare/replacements parts, technology or software to foreign countries
  - Ability to collaborate with researchers in foreign countries
Training and Education

- UMass Boston uses www.CITIprogram.org for a series of electronic trainings. These trainings are used for Responsible Conduct of Research (RCR) and required for Human Subjects Research or Use of Animals in Research prior to applying to the IRB or IACUC.

- 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.
Trainings held in ORSP

- Introduction to ORSP
- Responsible Conduct of Research (required)
- Conflict of Interest
- Cost Sharing
- Effort Reporting
- Export Controls
- Grant Budgeting and Award Financial Management
- IACUC and Animal Research (required to receive key card to Animal Vivarium)
- IRB and Human Subjects Research
- Finding Funding Opportunities

Upcoming trainings can be found on the training portal here: www.umb.edu/training
Research Misconduct

▸ The University of Massachusetts Boston is dedicated to leading its research undertakings in agreement with the utmost ethical and legal requirements and to addressing any claims of potential non-compliance. As an employee or student at UMass Boston you have the right to report any potential non-compliant concerns.

▸ A UMass Boston Compliance Hotline has been established at 866-415-5124 to provide a means to anonymously report potential compliance violations or suspected wrongdoing. Any questions regarding research misconduct can be directed to the Director of ORSP.
Contact Us

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

Matthew Meyer, Associate Vice Provost of 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/isss
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
Self Service

• Login to HR Direct
• View Pay Advice
• Add/Change Direct Deposit for your bi-weekly payroll stipend check
• View W-2
• Personal Information
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.
1. Click Menu (top left hand corner), Click Self Service, Click Payroll and Compensation, Click Direct Deposit

2. If you would like to change your bank information you can click either edit or delete.

3. For security purposes, enter one account number currently associated with your direct deposit into the Confirm A/c No. field.

   Note: If you need assistance locating your Account Number, use a personal check associated with the bank account and click the View check example link next to the Routing Number field to find the Account Number.

   Press Enter or tab out of the field to finish confirming the account number.

4. Enter Routing number and account number

5. Click on the arrow and choose Account Type

6. Click on the arrow and choose Deposit Type. For one account must choose “Balance”.

7. Amount or percent is to be left blank if using only one account. If more than one account specify a percent or amount for one and select “Balance” in deposit type for other account.

8. The Deposit Order field will default to “999” for deposit type of “Balance”, which will display upon saving the page.

9. Click Save then click the OK button.
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.