# RA Contract Approval Process – Effective April 2018

STEP 1: INITIATOR– UMASS LOWELL AUTHORIZED PERSONNEL ONLY
UML Authorized users will be required to set-up a Docusign account to be able to initiate a new contract or change form

- If you attended the TA-RA workshop held in May 2018, an account has set up for you

- If you did not attend the TA-RA workshop held in May 2018, and/or an account has not been set up for you, please email help@uml.edu to request a Docusign Account for TA/RA .

- Once an account is created, you will receive an email with a link to activate your account.
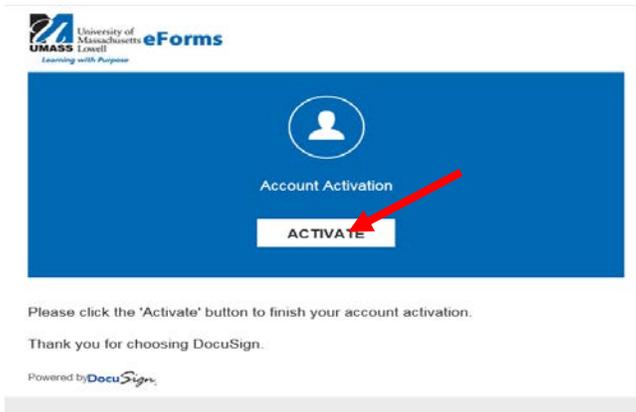
Click to activate and set up your password.

Login to your Docusign Account – https://account.docusign.com with credentials provided to you by UMass Lowell IT.

Once logged in, click on "Templates"

Click on Shared with Me

Contracts relevant to the TA-RA Process will be listed. Click on the contract you would like to use.

To Initiate - Student Pre-Hire Information Sheet for TA-RA Applicants

The workflow window will pop up for you to customize the workflow:

Scroll Down to edit subject line in "Message to All Recipients"
Change subject line to include your college name and student's name
For e.g: TA/RA Student Pre-Hire Information: FAHSS – John Smith
Do not edit the message content

Once you have received the completed Student Pre-Hire Information Sheet, please identify the signatories at each level for the particular TA/ RA contract approval.
Then proceed to initiate the RA Contract

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The workflow window will pop up for you to customize the workflow:
Input Name and Email
Do not edit prepopulated email id's or names in Step 8, 9 or 10

RA CONTRACT 2018-19

Recipients

1 Initiator   ✎ NEEDS TO SIGN   MORE ▾
   Name
   Email

2 Dept. Admin   ✎ NEEDS TO SIGN   MORE ▾
   Name
   Email

3 Principal Investigator ✎ NEEDS TO SIGN   MORE ▾
   Name
   Email

4 Dept. Chair   ✎ NEEDS TO SIGN   MORE ▾
   Name
   Email

5 Dean Review   ✎ NEEDS TO SIGN   MORE ▾
   Name
   Email

6 Student   ✎ NEEDS TO SIGN   MORE ▾
   Name
   Email

7 Dean Approve   ✎ NEEDS TO SIGN   MORE ▾
   Name
   Email

8 VCRI   ✎ NEEDS TO SIGN   MORE ▾
   Julie Chen
   VCRI_Contract@uml.edu

9 VPIW   ✎ NEEDS TO SIGN   MORE ▾
   Steve Tello
   TARAContracts_VPIW@uml.edu

10 HR   ✎ NEEDS TO SIGN   MORE ▾
   Payroll
   Payroll@uml.edu

Scroll Down to edit subject line in "Message to All Recipients"
Change subject line to include your college name and student's name
For e.g: RA Contract 2018-19: FCE – John Smith
Do not edit the message content

Message to All Recipients

RA Contract 2018-2019: College - Student First Name Last N

Please review the attached RA contract(s) as assigned by your department for the upcoming academic semester/year and follow the prompts to add your information/signature in the appropriate field(s). By signing this contract, you agree to the

Advanced Options

- Recipients can sign on paper
- Recipients can change signing responsibility
- Incomplete envelopes expire 380 days after send date
- Recipients are warned 10 day(s) before request expires

SEND   ADVANCED EDIT   DISCARD

This will initiate a contract and send an email to the Initiator to input student specific information. Once completed, the contract will follow the pre-determined workflow.

STEP 2: Dept. Admin

Click on "Review Documents" link received via email to access contract
When to login to Docusign?
- Complete the required student information:
- Student ID, Employee ID, Address, Email ID
- College, Department, Degree program
- Combo code for funding, stipend amount, step, hours
- Date of initial hire
- Supervisor/PI information
- Scope of work (if admin is providing this information)
- Student academic standing - Cum GPA & course grades for previous semester
- Rationale for TA award if student does not meet minimum requirements
- Performance evaluation (if admin is providing this information)
- Combo code for Tuition Contribution Wavier Request (if applicable)

STEP 3: Principal Investigator: VERIFICATION & SIGNATURE

Click on "Review Documents" link received via email to access RA Contract
Add:
- Scope of work for assigned work ((if admin has not provided this information)
- Combo code for Tuition Contribution Wavier Request (if applicable)
- PI Initial for tuition contribution amount confirmation

STEP 4: Dept. Chair/ Coordinator - SIGNATURE

Click on "Review Documents" link received via email to access TA Contract

 Verify:
- Student information, scope of work, hours and funding before signing

STEP 4: Dean – INITIAL VERIFICATION & SIGNATURE

Click on "Review Documents" link received via email to access RA Contract

Verify:
- Satisfactory academic standing/ rationale for exceptions
- Scope of assigned RA work
- Combo code/ speedtype for funding, stipend amount, step, hours
- Performance evaluation (if admin has not provided this information)
- Signs off and sends to student to furnish current GPA, next semester enrollment and under approved RCL (if any) and signature
- **Approves /Declines** based on satisfactory academic standing and course enrollment information.
- If Dean declines the contract, a brief reason for declining may be provided in the comments box. This comment can be seen by clicking on view history under other actions by all parties
- Contract process ends if Dean's office declines at this step

STEP 5: Student – SIGNATURE & ACADEMIC STANDING/ ENROLLMENT

Click on "Review Documents" link received via email to access RA Contract
Submit:
- Most recent unofficial transcript with latest GPA and course enrollment for upcoming semester.
- If under enrolled approved RCL must be uploaded
- GEO local dues & FERPA waiver forms as part of contract

Note: TA/RA appointments qualify for tuition waiver up to 9 UML credits

STEP 6: Dean – VERIFICATION & APPROVAL

Click on "Review Documents" link received via email to access RA Contract

Dean's office verifies updated student information

- Updated satisfactory academic standing
- Satisfactory course enrollment information (full-time / waivers)
- Change of funding combo code/speedtype in comment box (if needed)
- Confirms review of student updated information by placing initials
- **Approves /Declines** based on satisfactory academic standing and course enrollment information.
- If Dean declines the contract, a brief reason for declining may be provided in the comments box. This comment can be seen by clicking on view history under other actions by all parties
- Contract process ends if Dean's office declines at this step

STEP 7: Vice Chancellor (Research & Innovation)– SIGNATURE

Click on "Review Documents" link received via email to access RA Contract

VCRI's office:
Add:
- Grant information
- Department Code/Fund/Grant Number

- Sponsor
- Project start/end date
- Current Balance

Verify & Approve:

- RA stipend & contribution is permitted (allowable cost)
- Funding availability, speed type, hours

STEP 7: Vice Provost – SIGNATURE

Click on "Review Documents" link received via email to access RA Contract
Verify & Approve

STEP 8: Payroll –For Employee Contract File & COMPLETION

Click on "Review Documents" link received via email to access RA Contract

- Processes payment of stipend
- Mark Docusign contract as complete
- Print and file contract as part of employee record

STEP 11: Office of Research Administration – Notification

Click on "Review Documents" link received via email to access RA Contract
- ORA receives for record keeping

Note:

- ***From Step 2 onwards,*** *users can complete form partially and return later to complete. To do so, please click on "Other Actions" -* ***Finish Later.***
- ***From Step 2 onwards,*** *each party will receive an email requiring action - Click on **"Review Documents".***
- *All parties to the process can assign another person to sign or decline to sign by clicking on other actions menu.*
- *All parties receive an email confirmation upon completion of final Payroll step.*

For questions regarding the RA approvals, process workflow and docusign usage – please contact
Sandhya_Balasubramanian@uml.edu (x42374)

For questions about RA Contract approvals, RA Scope of work, combo, funding availability, tution contribution please contact Sharon_Freeman@uml.edu (x42189)