

DATE

Name  
2 No Where Rd  
Departmental, GA 30002

Dear \_\_\_\_\_,

Congratulations! You have been selected to receive a Graduate School Research Assistantship (GSRA) with the department of **[Department Name]**. Recipients are selected through a competitive process, and assistantships are awarded only to the University's most qualified individuals to aid them in their pursuit of study or research. Your selection as a recipient of this award is a testament to your scholarly achievements and potential for future success in your chosen discipline.

The benefits of this Assistantship includes an annual stipend of \$24,258 and a reduction of the tuition fee to \$25 per semester, instead of the standard tuition, which for the 2018-2019 school year is \$4,352 for in-state students and \$12,346 for out-of-state students. Therefore, the full value of your GSRA assistantship includes both the annual stipend and considerable savings in tuition, designed to aid you in the scholarly pursuit of your graduate study and research.

Your assistantship will be supported for a total of four years, August 2019 through - May 2023. *Continued support is contingent upon satisfactory academic progress, research performance, the recommendation of your department, and continued funding by the State of Georgia.* The first year of this assistantship runs from August 01, 2019 to June 30, 2020. Fall semester begins in August, so please be aware that the annual rate for your first year will be \$22,237. For the first and fourth years of this fellowship, you will be hired as a graduate research assistant. In years two and three, your role will be determined by your department (graduate assistant, graduate research assistant, or graduate teaching assistant).

To determine what impact, if any, this assistantship will have on your financial aid award for the academic year, please contact the Office of Student Financial Aid (OSFA) at 706-542-6147 or [osfa@uga.edu](mailto:osfa@uga.edu). This is strongly encouraged for students who receive this letter after July 1.

You will be obligated to pay mandated student fees. For spring 2019, these are \$1,139 and included services of the University Health Center and Ramsey Student Center for Physical Activities as well as transportation, athletic, technology, and activity fees. International students also will be required to pay an International Student Compliance Fee. The updated fee amount can be found at [http://issis.uga.edu/docs/Info\\_Section/ISCF\\_amounts.pdf](http://issis.uga.edu/docs/Info_Section/ISCF_amounts.pdf). For further information on tuition and fees, please see <http://www.bursar.uga.edu>.

All students on assistantship are required to have health insurance unless you qualify to opt out of the University System's health insurance plan. Further information on premiums for the Mandatory Plan is available at <https://hr.uga.edu/students/student-health-insurance/mandatory-plan/mandatory-plan-premiums/>. Additional information on student health insurance can be found at <http://www.hr.uga.edu/students>.

All assistantship recipients supported by the Graduate School are required to take a responsible conduct in research (RCR) course within their first year of attendance. To meet this obligation, the Graduate School offers GRSC 8550 (Responsible Conduct of Research) each spring and fall semester. Alternatively, your department may offer another suitable RCR course. You are also required to create and submit an Individual Development Plan (IDP) and a Mentor-Mentee Compact (MMC) by the end of your first year. You can visit our website at [grad.uga.edu](http://grad.uga.edu) to see examples and templates of these documents. Once completed, you can upload your IDP at <http://gradstatus.uga.edu/Forms/G149> and your MMC at <http://gradstatus.uga.edu/Forms/G150>. Your assistantship may not be renewed for the following year if these obligations are not met.

You will have a **16** hour per week work obligation to the department. Your assignment for your assistantship duties will be defined by [**faculty member or dept head**]. [**Optional: Your duties will include...**] If you have questions about your work obligations, please contact [**contact information**].

You must register for a minimum number of credit hours for each semester when accepting an assistantship award. For fall and spring semesters, the minimum is 12 credit hours. For summer semester, the minimum is 9 credit hours.

I sincerely hope you will accept this offer of an assistantship, and I wish you success at UGA. Please inform us of your decision by signing and returning one copy of this letter to [**Name**] at [**Address**] on or before April 15, 2019.

Sincerely,

\_\_\_\_\_  
Member (PI) or Dept. Head

\_\_\_\_\_  
Dept. Head or Dean

Faculty

Accepted:

\_\_\_\_\_

Declined:

\_\_\_\_\_