



RESEARCH ASSISTANTSHIP PAYMENT REQUEST FORM

Please be advised that Macaulay Research Assistantship Program participants are not required to submit an Opportunities Fund Application. However, the due date for this form follows the Opportunities Fund access periods. Please review access periods on the [Opportunities Fund Guidelines](#) and check with your Macaulay Advisor for exact access period dates.

PART I. RESEARCH ASSISTANT INFORMATION

Research Assistant Name: _____

Graduation Year: _____ EMPLID: _____

Campus: _____

Phone: _____ Email: _____

*Are you receiving academic credit for this position? _____

*Are you receiving a separate stipend or monies from the faculty member? _____

**Note: Students cannot receive academic credit or a separate stipend from a faculty member, and the Opportunities Fund.*

*Checks are mailed to **the address on file** with the **home campus** Financial Aid Office, unless the student has Direct Deposit. Payment will be made from the Opportunities Fund account, \$10 per hour, \$1,000 maximum per project during the fall/spring semester; \$2,000 maximum per project during the summer semester.*

PART II. FACULTY INFORMATION

Faculty Name: _____ Title of Project: _____

PART III. HOURS COMPLETED

Date you began working: _____ Date submitting timesheet: _____

Total number of hours to be completed: _____

Will you continue working? If so what is your last day? _____

PART IV. FACULTY/RESEARCH ASSISTANT CERTIFICATION

The Research Assistant and the Professor verify the hours indicated on this form are accurate and the student is receiving neither academic credit nor an additional stipend.

Signed (Faculty): _____

Date: _____

Signed (Research Assistant): _____

Date: _____

PART V. OFFICE USE ONLY

Requested Payment: _____ Signature: _____

Date: _____

Approved Amount: _____ Signature: _____

Date: _____

PLEASE FAX OR MAIL FORM BY THE ACCESS PERIOD DUE DATE TO:

Gianina Chrisman, Macaulay Honors College, 35 West 67th Street, New York, NY 10023; **Fax:** 212 580-8130;
Email: gianina.chrisman@mhc.cuny.edu