



The Graduate Assistantship process is managed by the Office of Graduate Studies. Additional information (deadlines for completion, health insurance, required training, workload guidelines) may be found on the OGS website (<https://grad.unm.edu/funding/assistantships.html>) or by contacting the Assistantships Team (assistantships@unm.edu).

NOTE: The OGS Salary Guideline is superseded by SOMREO stipend requirements as noted in the student's [Mentor Agreement](#). You can request a copy of the student's signed mentor agreement from the student or faculty mentor. If they do not have a copy of the mentor agreement, you can email somreo@salud.unm.edu for a copy.

1. My.unm.edu
2. Log in with NetID and Password
3. Click "Enter LoboWeb"
4. Employee tab
5. Click "UNM Graduate Student Assistantship Contracts"
 - a. If first time contract for student in department:
 - i. Click "Generate New Graduate Student Assistantship Contract"
 - ii. Enter student's Banner ID number
 - iii. Fill in fields per the Field Information appendix
 - b. Else, extending contracts:
 - i. Click "View, Delete, Revise, or Terminate Graduate Student Assistantship Contract"
 - ii. Enter information to find the student, Banner ID number usually
 - iii. Fill in fields per the Field Information appendix
6. Once contract is complete, click submit for approval.
7. Ping the PI and the student to approve contracts. The contract will be automatically rejected if not approved in time.
8. It is helpful if the student sends a copy of the completed contract to both the Department and SOMREO (somreo@salud.unm.edu) when contracts reach final approval since neither are notified. Students can obtain a PDF copy of their contract in the same location that they approved their contract:
 - My.unm.edu
 - LoboWeb – Student
 - Review Graduate Student Assistantships



Appendix: Field Information

Assistantship Type ...

Chair/PI/Dept Approver: usually the Department Chair rather than PI/Mentor

- If name is not listed, contact the Assistantships Team. If necessary to meet deadlines, the BSGP Director’s information may be used.

Department Org Code:

- If your department has multiple org codes, check with your accounting team for the appropriate one to use.

Type of Assistantship: Research Assistant

Student Info ...

- Active Positions: Watch for other job assignments on this page. Particularly for incoming students that are employees – they must have an end date prior to the start date of the new contract.
- I-9 Status/Has W-4: should be complete for continuing students but OGS will message students if there are issues.
- International students are allowed to work 50% appointment so do not usually run into any issues but if they need to work a higher FTE (e.g. adding a TA-ship), refer them to the Global Education Office (GEO) for assistance.

Requirements ...

Not usually anything to watch for or fill our here.

Grade Point Waiver: if your student has been placed on probation by OGS for a GPA issue, the waiver must be requested here in addition to filing a petition.

Accounting ...

Position: GM1139 - *Graduate Student Monthly, Biomedical Rsrch Edu Prog (996A)

Supervisor: UNM ID # of the mentor.

Rate /Month:

| ANNUAL STIPEND (12 MONTHS) | | | | | |
|---|----------------|----------------|----------------|-----------------|-----------------|
| Increases go into effect July 1 of | 2022 | 2023 | 2024 | 2025 | 2026 |
| | AY22-23 | AY23-24 | AY24-25 | AY25-26* | AY26-27* |
| Pre-comprehensive exam | \$26,500 | \$28,000 | \$29,500 | \$30,090 | \$30,691.80 |
| Post-comprehensive exam (~in yr 3) | \$28,000 | \$29,500 | \$31,000 | \$31,620 | \$32,252.40 |
| *Amounts are approximate. After AY24-25, stipends increase annually to stay 2k above NIH (~\$500 or 2% annually). | | | | | |

Rate/Month should be calculated as 1/12 the Annual Stipend listed above.

Appointment %: 50



Override 20 hrs./week maximum: <leave blank>

Begin Date:

- 1st year BSGP contracts end on 05/31 so new-to-your-lab contracts should start on 06/01.
- Otherwise, the actual start date of contract.

End Date:

- Contracts are normally written for an academic year so should end on 05/31. If another end date is needed (e.g. graduation July or December), enter that instead.
- The end date should always be the last day of the month unless the student is graduating in that term.
- If the student is graduating in that term, the end date is the day preceding the last day of the semester. See the [UNM Ten Year Semester Dates](#) to determine the last day of the semester or the [OGS website for contract end dates](#).
 - o NOTE: Graduating students are paid a prorated amount for the days worked during this last month of the contract (i.e., they are not paid for the full month).

Job Duties: Enter information per department guidelines or the following generic BSGP description:
Performing lab/researcher duties as part of the PhD-BIOM program curriculum. Tasks may include data analysis, presentations, equipment maintenance, research, designing and performance of experiments, mentoring junior students, and other tasks as assigned.

NOTE: Confirm all index codes for labor and tuition with budget representative before completing.

Job Labor Distribution:

Index: confirm with budget representative

Percent: 100

- o On occasion, funding may be split between indexes. In these instances, the budget representative should provide guidance on percentage to charge each index.
- o Stipend Total for a full year should reflect the full student stipend (current rates listed on the [BSGP website under resources](#))

Tuition - Funding Source:

Index: confirm with budget representative

Dissert Only: <leave blank>

- If checked, dissertation hours are the only tuition that will be covered. This may be the case for post-comp students in mentor labs.

Credit Hrs:

- Required: Must cover enough for at least half-time status, 3 for Summer, 6 for Fall and Spring.
- Recommended: 6 for Summer and 9 for Fall and Spring.

Differential: <leave blank>

- If an HSC, BIOM, Graduate, or other differential is approved that will impact BIOM graduate students, it will need to be included here.



- If student is taking courses outside of BIOM, check with mentor and student about whether a tuition differential and course fees will be covered for these courses.

GPSA/Course Fees:

- Mentors are responsible for paying all student fees. Current fees are listed on the [Bursar website](#). We recommend adding about \$100 to this amount each semester to account for any last-minute changes to fee amounts by the UNM Regents. The contract will only pay out the fees that are charged. So, if you write a contract for \$750 in fall fees but a student is only charged \$645.50, your index will only be charged \$645.50.
- As of 2022, fees include the following
 - GPSA Fee: \$25
 - HSC Student Council: \$1
 - HSC Library: \$262.50
 - IT Technology Fee: \$150 each fall and spring, \$20 summer
 - Health Wellness: \$107 each fall and spring, \$72 for students registered in 4+ credit hours in summer
 - Athletics: \$100 each fall and spring, \$67 for students registered in 4+ credit hours in summer

Total: \$645.50 fall and spring, \$20 summer (or \$159 summer if 4+ credit hours)

Term: select

A line must be entered for each term covered by the contract:

Summer: June – July

Fall: August – December

Spring: January - May

Justification:

This field is not normally required but if explanation is needed for a late or unusual submission, include it here.

NOTE: If your student is in the MD/PhD program, please include the following: Registration for MD/PhD students may be in the *0 and/or *6 terms.